



Chief Officer – Job description and Person Specification

Salary level

£40,000 per annum. Relocation package up to £2000

Status

Full-time permanent appointment, 37.5 hour week. The post holder is expected to be based in the FAGCC office in Fort Augustus a minimum of 3 days/week (subject to COVID restrictions)

Relationships and accountability

The Chief Officer is accountable to the FAGCC Chair and Board and the 6 staff, with direct line management responsibility for the administrator and the supervisor of the Community Caretakers team. Management accounts and bookkeeping are undertaken by a local company.

Location

FAGCC office is based in Fort Augustus. Inverness-shire. A driving license is required.

Organisation profile

Fort Augustus & Glenmoriston Community Company was founded in 2007 and is a membership body that represents the two communities of Fort Augustus & Invermoriston. We were created to receive community benefit funds from wind farms and hydro schemes for the local community. It is a charity and company limited by guarantee. See attached sheet for more detail on our activity and responsibilities.

For further information visit www.communitycompany.co.uk



Fort Augustus & Glenmoriston Community Company is a registered Scottish Charity
No: SC 038513
A Scottish Registered Company: Registered Office: 28 Queensgate, Inverness,
No: SC 327824

Job Description

Main purpose of the job

You are responsible for the management of the organisation, including the staff, its assets and its activities. You will provide support for the board and its working groups to ensure they are able to fulfill their responsibilities. You will build good working relationships with the FAGCC membership, funders, partners and the local community to ensure the organisation is fulfilling its aims and objectives. You will be confident at making decisions for the good of the company.

Whilst the role operates at a strategic level and you are the senior member of staff, as a small organisation it is important that you recognize it is a hands on role as well.

Main duties and responsibilities

1. **Staff:** Ensuring effective management and motivation of the staff team to achieve our aims and objectives.
2. **Board:** Work with and support the Board to agree the organisational strategy of the company and to ensure sound governance
3. **Organisation:** To ensure the company has all relevant controls and procedures in place to operate legally and safely.
4. **Finance:** Develop and deliver robust business plans and budgets, including the setting of income generating targets to ensure the sustainability of the company beyond the end of windfarm monies in 2041.
5. **Assets:** Ensuring that all the company's assets are well managed in line with best practice and legislative requirements.
6. **Housing:** To ensure our housing stock is well managed and to look for opportunities to expand our housing stock if needed.
7. **Project Development:** To deliver projects that meet local need and deliver a legacy for the community into the future.
8. **Community:** To ensure the work of the company is meeting the needs of the community.
9. **Communications:** To ensure the work of the company is well understood within the community and with funders.

1 Staff: Ensuring effective management and motivation of the staff team

- Line manage and supervise the staff team, including regular one to one and staff meetings, performance reviews and appraisals; ensure staff have the opportunity to undertake any training necessary to deliver their role.
- Ensure staff are aware of all policies and procedures agreed by the board.
- Ensure any relevant HR systems are in place to assist in the management of the team.
- Oversee recruitment and selection processes as necessary (including contracts, job descriptions, person specifications, interview and induction processes).
- Work to create a positive, honest and enthusiastic working environment.

2 Board: Working with and support the Board to agree the organisational strategy and ensure sound governance.

- Review, develop and implement FAGCC policies, procedures and practices in line with legislation and best practice.
- Provide advice to the board as needed to ensure sound governance of the organisation, through written reports to board meetings as well as ad hoc advice.

- Deliver regular, relevant and timely communication with Board members, providing efficient administration with respect to calling meetings and circulating board papers and supporting information.
- Implement the required actions to deliver and realise the strategic direction set by the board.

3 Organisation: To ensure the company has all relevant controls and procedures in place to operate legally and safely.

- Ensure that FAGCC complies with legal and statutory requirements such as Company and Charity Law, General Data Protection Regulation, employment law, health and safety requirements, procurement and contract legislation and that risk assessments are completed where required.
- Create, maintain and review the risk register.
- Maintain the H&S subgroup.
- Ensure that all IT related systems are fit for purpose and understood by all users.

4 Finance: Development and delivery of robust business plans and budgets

- Agree and work within the annual budget approved by the Board, that develops and delivers a robust business plan that clearly identifies any additional income that needs to be secured to meet the targets and achieves the organisational objectives.
- Working with the accounts manager, provide the Board with timely and accurate financial information to enable it to make informed strategic decisions.
- Working with the accounts manager, deliver sound financial management through robust financial systems that deliver management information, financial reports, invoicing and payroll functions.
- To ensure the organisation of the finance subgroup and provide all relevant support to enable them to undertake their role.

5 Assets: Ensuring that all the company's assets are well managed in line with best practise and legislative requirements.

- Ensure an understanding of the Community Company's assets, including income and expenditure, legislative requirements etc.
- Ensure maintenance plans, risk assessments and all associated paperwork are in place for all assets.
- Look to secure additional funding to further develop the assets where appropriate.
- Establish user groups/community representation to support assets where appropriate.

6 Housing: To ensure our housing stock is well managed and to look for opportunities to expand our housing stock if needed.

- To ensure all our housing is managed in line with legislation and best practise.
- To ensure that properties are allocated in line with our policy.
- To communicate regularly with tenants.
- To review our housing list and look for opportunities for increasing our housing stock in line with our affordable housing policy, if there is need within the community.

7 Project Development: To deliver projects that meet local need and deliver a legacy for the community and the company into the future.

- To develop and deliver projects on time and within budget that ensure a legacy for the community and the organisation.
- Develop and submit funding applications to relevant external bodies to achieve the business plan and develop the organisation's income.
- Ensure that any FAGCC events (e.g. AGM, community events, fundraisers etc.) are efficiently and effectively managed and delivered within budget.

8 Community: To ensure the work of the company is meeting the needs of the community.

- Work with the community to deliver the grant programme of the company.
- Continue the work of the apprenticeship panel and help identify opportunities for local prospective apprentices.
- Grow the FAGCC membership.
- Provide project support to local groups, if resources allow.
- Work with the community to deliver the community action plan (CAP) by supporting community organisations to apply for grants from FAGCC and other funders. The CAP can be viewed on the website www.communitycompany.co.uk
- Establish and support working groups as identified in the CAP.
- Contribute to, and if necessary, establish the annual review of the CAP.

9 Communications: To ensure the work of the company is well understood within the community and with funders.

- Ensure that the FAGCC message is clear and coherent and delivered through appropriate conduits: print, social media, website, events, and advertising.
- Building and maintaining relationships with funders and stakeholder organisations such as SSE, Falck Renewables, the Scottish Government, local authority, HIE.
- Representing FAGCC at key forums and events where appropriate.

Additional information

The post holder will from time-to-time be required to work outside the normal working hours – either as flexible hours or Time off in Lieu (TOIL).

The post-holder is entitled to 35 days paid holiday per annum and includes public holidays. It is expected that a minimum of 4 days is taken over the Christmas period.

The particular duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility, with any changes being undertaken in agreement with the post holder.

PERSON SPECIFICATION – Key criteria

The successful candidate must be able to demonstrate the essential criteria below through their application or at interview, as indicated. Desirable criteria will be used primarily to distinguish between two evenly matched candidates.

| Criteria | Essential/ Desirable | Tested at Application or Interview |
|--|-------------------------|--|
| Qualifications | | |
| Educated to degree level or equivalent. | Desirable | Application |
| Skills | | |
| Excellent project management skills. | Essential | Application/interview |
| Strong interpersonal skills to build up of relationships with stakeholders – community , funders etc. | Essential | Interview |
| Understanding of charity/community sectors. | Essential | Application/interview |
| Experience | | |
| Experience of running a successful community based organisation or business, preferably within the charity sector. | Essential | Application/Interview |
| Experience of successfully securing funding from different sources. | Desirable | Application/interview |
| Experience of working with community & local groups. | Desirable | Application/interview |
| Experience of leading change within an organisational setting. | Desirable | Application/interview |
| Experience of reporting to and working with a volunteer board of management. | Desirable | Application/interview |
| A track record of delivering projects. | Essential | Application/interview |
| Considerable experience of developing partnerships and working in collaboration. | Desirable | Application/interview |
| Experience of successfully managing and motivating teams and leading staff development. | Essential | Application/interview |
| Financially literate with experience of managing significant budgets and business planning. | Essential | Application/interview |
| Experience of managing a variety of built assets to ensure they operate safely, legally and fulfill their roles. | Desirable | Application/Interview |
| Personal | | |
| A commitment to the aims and objectives of FAGCC. | Essential | Interview |
| A team player. | Essential | Application/interview |
| Inspired to lead by example and motivate the team to deliver. | Essential | Application/interview |
| Commitment to setting a positive and enthusiastic tone throughout the organisation. | Essential | Application/interview |