



Job Description

Job Title: Chief Executive Officer

Reporting To: Board of Directors through the Chairperson

Hours of Work: 37 hours

Salary Scale: £47,000 to £52,000 dependent upon experience

Job Purpose

The Chief Executive Officer is responsible for the successful and efficient day to day operation of the Foundation, providing leadership and direction in the delivery and implementation of the Foundation's vision, mission, aims and objectives as directed and agreed by the Board.

Areas of Accountability and Key Responsibilities

- Working with the Board and key stakeholders including Hibernian Football Club to develop and implement the strategic vision of the Foundation
- Sustaining and growing the Foundation financially and reputationally in line with the Foundation three year strategic plan using business development and fundraising strategies combined with essential experience
- To enable more people to engage and access our services, activities, and facilities
- To represent the Foundation professionally and engage with all partners, and stakeholders including Hibernian Football Club
- To lead and inspire the Foundation demonstrating strong leadership and clear direction.
- Ensure the delivery of high quality services, in a safe, nurturing environment whilst placing a strong focus on safeguarding
- To create positive relationships with all current and potential stakeholders and partners including government departments, statutory bodies, colleges, universities, the third sector, funders, and business

Aims and Purpose of the Post

- Develop and maintain strong strategic relationships with key stakeholders including Hibernian Football Club, the third sector, elected members, senior officials within local councils, the Scottish Government, UK Departments, local colleges, and universities and football organisations including the Scottish Football Association, The Scottish Professional Football League, and the Scottish Professional League Trust, and funders.
- To ensure that effective and efficient strategic and operational planning resources are in place to support the production of plans for approval by the Board, and the identified key performance indicators to monitor success.
- To ensure the day to day operations of the Foundation are effectively managed
- To secure funding to achieve greater sustainability
- To develop services, activities, and facilities that meet community need

Key Tasks / Job Activities

- Responsible for working with and advising the Board of Directors with regard to strategic developments and opportunities through the production of plans and documents in accordance with Foundation objectives
- Support the Board of Directors to ensure the organisation is legally compliant and operating within best practice
- Manage the delivery and development of all Foundation services, activities, and facilities
- Ensure that all services are delivered to the highest standard and within any frameworks the Foundation needs to adhere to
- To monitor and evaluate all services
- Ensuring that recruitment, training and deployment of staff and volunteers is effectively managed and deployed including supervision, support, and appraisal
- Ensure all budgets are managed and monitored effectively through strong financial control and that financial reporting requirements are met
- To have an awareness of all funding sources available to the Foundation
- To implement a fundraising strategy that will maximise the potential of the Foundation
- In conjunction with the Board to deliver our Strategic Plan ensuring the Foundation maintains linkages with the planning and policy making processes of local government, health services, further education, and other statutory bodies
- To ensure an innovative and dynamic approach to changing priorities set by UK and Scottish Governments
- Health and Safety
- Any other competent duties

Criminal Record Disclosure

- The post entails working with vulnerable people. Hibernian Community Foundation will request a Disclosure Scotland check prior to a formal offer of employment being made

Conditions of Service

- 37 hours per week Monday to Friday between the hours of 9.00am and 5.00pm. The post holder will be expected to adopt flexible work practices to suit the demands of the post. Evening or weekend work may be required for which time off in lieu will be awarded

Management Accountability

- The post holder will be accountable to the Board through the Chair (or nominated Board member)

Pension

- The Foundation will pay a contribution of 3% of base salary to the pension scheme provided this is matched by the employee contribution. You can choose to opt out of his pension scheme by notifying Hibernian Community Foundation in writing

Notice of Termination

- Your employment is subject to a probationary period of 6 months during which your contract may be terminated by one month's notice in writing by either side

Travel

- Some travel across Edinburgh and beyond will be required. Therefore, the post holder is required to provide their own transport. A current driving licence and insurance covering the use of the vehicle for work purposes must be held. A mileage rate agreed by the Board will apply

PERSON SPECIFICATION

Essential competencies, skills, knowledge and experience required for the post.

Qualifications	
Degree or significant relevant experience	Essential

Proven Experience	
At least 3 years experience of working at a senior level in the Third Sector, Private Sector, or Public Sector or other comparable skills	Essential
Strong leadership style with experience in managing people and change	Essential
Experience successfully developing and delivering strategic and business plans	Essential
Experience of financial management including budget setting, forecasting, and monitoring	Essential
Knowledge of charity governance including legal requirements and statutory reporting	Desirable
Experience of working with a Board of Directors	Desirable
Strong people and communications skills.	Essential

Knowledge, Skills and Abilities	
Strong interpersonal and leadership skills	Essential
Excellent financial management skills	Essential
Strong organisational skills with the ability to prioritise and work independently	Essential
Ability to formulate strategies with a focus on forward thinking	Essential
Strong IT Skills and the ability to prepare reports using Word, Excel, and Powerpoint	Desirable
Full Driving Licence	Essential

Other Attributes	
Team player	Essential
Ability to work under own initiative	Essential
Confidential, tactful, and diplomatic	Essential
Committed	Essential