# **Job Description**

## JOB TITLE: Chief Executive

**SALARY SCALE:** £57,703 - £64,717 (SJC Point 57 to 62)

**HOURS OF WORK:** 35 hours per week, which will include some evening and weekend work.

**HOLIDAYS:** 37 days (25 annual leave + 12 public)

**CONTRACT:** Permanent

**LINE MANAGER:** Chair of the Youth Scotland Board

**Job Purpose:**

The Chief Executive will be responsible for the leadership, management and direction of the organisation’s business, in conjunction with the Board of Trustees and the Senior Management Team.

**Key Responsibilities of the post:**

**Leadership**

* Provide visible, dynamic and effective leadership
* Inspire and lead the staff team
* Lead the three-yearly strategic planning process and annual operational planning
* Deliver efficient and effective services in line with the Strategic and Operational Plans
* Promote the positive contribution of young people to Scotland’s future
* Champion community based youth work provision
* Consolidate and develop the Youth Scotland network

**Partnerships**

* Work externally as an Ambassador of the organisation, engaging effectively with government, sector partners, the media and major funders
* Initiate and maintain dynamic, responsive and flexible partnerships to open doors for young people, youth workers and community based youth work
* Promote the organisation to stakeholders and future partners
* Act as the catalyst for high quality, action-focused responses to meet new opportunities and challenges

**Management**

* Develop and manage the Senior Management Team, ensuring that the staff team functions effectively. Manage staff leading on communications, finance and administration.
* Ensure the staffing structure of the organisation is fit for purpose.
* Work with key staff colleagues to secure funding and develop new funding sources to sustain and grow the work of the organisation.
* Work with key staff colleagues ensuring that all existing funders reporting requirements are fully met.
* Ensure effective budgetary controls for a complex funding position.
* Monitor performance targets, quality standards and budgets as set out in agreed plans.
* Promote equality, equity and diversity within the organisation.
* Ensure excellence in people development and management, including supervision, appraisal, training and development needs, coaching and mentoring.

**Corporate Governance**

* Provide guidance to the Board of Trustees and to develop the strategic and policy framework for the organisation.
* Ensure the organisation operates efficiently and effectively in line with its organisational structure, charitable purposes and OSCR regulatory requirements.
* Ensure compliance with legislation and best governance practice.
* Carry out the role of Company Secretary, ensuring all legal and regulatory responsibilities are met.

### **Occasional Tasks:**

* Undertake other duties which may be required from time to time.

### **Covid-19:**

During Covid-19 restrictions and following Scottish Government guidelines, we require the Chief Executive to work flexibly, both in the Edinburgh office to carry out specific responsibilities and working from home as required.