



## **The Role**

**Title:** Chief Executive Officer

**Responsible to:** Chair of the Board and Board of Trustees

**Hours:** 30 hours pw

**Salary:** £38,000-£40,000 (pro rata based on 37.5 hours pw)

**Benefits:** 25 days holiday (plus bank hols), employer pension contributions, flexi working.

**Duration:** Permanent

**Location:** 525 Ferry Road Edinburgh, with frequent city travel to be expected

We are looking for a Chief Executive who is able to demonstrate innovation and a genuine passion for supporting young people and is committed to the values and ethos of the local third sector. The Chief Executive will build on our inspiring success and lead the development of the organisation and its services at this exciting time in the story of Scran Academy. We want someone who can oversee the development and delivery of effective, high quality and innovative services that will make a real difference to communities, whilst maintaining the ability to provide strategic vision for the organisation. The successful applicant will be able demonstrate experience and competency in leading and developing teams and programmes through periods of change. They will also be effective in building strong and effective relationships with partners-and wider stakeholders.

The Chief Executive will work closely and effectively with Chair of the Board of Trustees and the organisation's Founder.

Please apply by sending a CV and Covering Letter to [fiona@scranacademy.com](mailto:fiona@scranacademy.com)

For further information, please contact the above email address.



## Background

ScrAn Academy is a dynamic charity and social enterprise on a mission to help young people achieve their full potential in learning, work and life. ScrAn delivers transformational youth work and education programmes that combats poverty and sees young people thrive. As a catering social enterprise, we aim to be an innovative and empowering service provider and employer.

There are an estimated 30,000+ young people in Scotland who are not in education, training or employment. Over 60% have been identified as facing significant and multiple barriers to finding work including recently leaving care, drug and alcohol issues, homelessness, convictions and/or a lack of qualifications. Through our work, we support young people to gain the support, qualifications, skills relationships and confidence to flourish in employment, education or further training. ScrAn Academy has supported hundreds of young people across our programmes in the last five years.

Founded by local people in 2017, ScrAn Academy has an ambitious commitment to innovate and grow in order to help even more young people and families across Edinburgh. This has included leading a citywide Covid meals response, operating the ScrAn Café, running a catering truck (ScrAn Van) and a range of youth-led social enterprise programmes.

## ScrAn Academy Youth Work Services:

**The Academy Programme** - Two day per week programme that targets school-aged young people who are struggling to participate and succeed in formal education alone. The Academy focuses on learning and developing social skills through youth work - improving school engagement, gaining qualifications and social skills in a safe and inclusive environment.

**ScrAntransition Programme** – Targeted employability and skills provision tailored to young people aged 16+ who are outside education or employment. ScrAntransition is based on three elements - work experience placements, group based employment skills sessions and 121 mentoring support in order to transition into a longer term job or placement.

**ScrAn Clan** – Universal community youth work sessions for young people to build positive adult relationships and have a safe space to meet in the evening. Commencing 2022.

**ScrAn Café** – Our café based at the Comley Bank Centre offers a daily café service to NHS staff and visitors and provides training and development opportunities to local young people and wider community.

**ScrAn Van** – Is an industry standard catering truck which generates income through external events and provides partnership opportunities with other community and youth organisations.



## **Scran Academy Staff Team:**

Chief Executive 0.8

Catering Manager/(Interim) Head of Staff FT

Operations and Development Manager / Business Development Manager (Interim) (Job Share)

Academy Programme Coordinator FT

Youth Employability Coordinator FT

Youth Work Consultant 0.4

Food Production Coordinator FT

Community Food Coordinator 0.8

Finance Assistant. 0.1

## **Scran Academy Board of Trustees:**

Gillian Hunt , Chair

John Loughton BEM, Founder

Katherine Hart, Secretary

Stanley Yau, Treasurer

Fiona Donaldson

Anne Gibson

Biddy Kelly

Emma Murray

The Chief Executive will report to the Chair of Trustees, and initially the Founder, as part of the CEO transition and induction period. More widely Scran Academy works wherever possible as a collaborative and supportive leadership team.



## **Job Responsibilities**

### **Strategic Leadership**

- ☐ Provide visible, dynamic and effective leadership to ensure the aims and values of Scran Academy are met.
- ☐ Lead the development and review of strategic and operational planning.
- ☐ Work collaboratively with all internal and external stakeholders to ensure our strategy is achieved.
- ☐ Embody the values of the organisation through their actions and behaviours.

### **Operational Management**

- ☐ Day to day management of the organisation, providing effective leadership, support and motivation to the staff team – with a current direct line management of five staff.
- ☐ Ensure robust monitoring and review of service delivery progress that delivers on the agreed aims of our operations plans and strategy – including meeting the expectations of young people and funders.
- ☐ Oversee the management of facilities to ensure a high quality and safe environment for staff, young people and volunteers.
- ☐ Overall responsibility for all personnel and HR issues.
- ☐ Ensure the organisation complies with all legal and regulatory requirements including OSCR and Disclosure Scotland.



## **Financial Management**

- ☐ Lead on the organisation's financial management procedures including the preparation and management of budgets, management accounts and all reporting. Currently using the Xero software.
- ☐ Lead responsibility for fundraising and generating new and existing income, including maximising social enterprise opportunities, public sector funding, donations and corporate/individual giving.

## **Governance**

- ☐ Attend meetings of the Board of Trustees – and Board sub committees where relevant - to report on all matters relating to role responsibilities.
- ☐ With the Chair and others, lead on generating Board papers and information to ensure the Board are properly informed to enable sound strategic decision making.
- ☐ Work with the Board of Trustees to ensure the organisation meets its legal, regulatory and constitutional obligations, including acting as Data Protection Officer, OSCR Principal Contact and all similar roles.
- ☐ Organise and support meetings required by the Scran Academy SCIO Constitution including, but not limited to, Annual and Extraordinary General Meetings.

## **External Representation**

- ☐ Alongside the Founder, Chair and others, be a leading external spokesperson and figurehead for the organisation championing our services, approach, values and impact.
- ☐ Represent Scran Academy SCIO to a wide range of key external stakeholders including elected members, sector bodies, funders and others.
- ☐ Raise awareness with a wide network of partners, stakeholders and key influencers to generate awareness, influence and new income streams and partnership opportunities.
- ☐ Oversee Scran Academy's communications, marketing and social media strategies, including principal contact for the press and media.

- ☐ Be a positive advocate for Scran Academy, young people, youth work and wider social enterprise.

## Person Specification

Criteria	Essential	Desirable
<b>Qualification and Personal Development</b>		
A relevant professional or leadership qualification or equivalent knowledge acquired by other means	*	
Demonstrable commitment to CPD	*	
Recognised Management Qualification, or similar		*
<b>Leadership and Management</b>		
Experience of operating effectively at a senior level in a relevant environment across people, programmes and organisations remits.	*	
Effective leadership, HR and management skills including when dealing with difficult, complex issues and decisions.	*	
Ability to lead, motivate and manage a team of multi-disciplinary staff.	*	
Lead the design, monitoring and delivering of social impact and direct delivery services.	*	
Ability to inspirationally lead and provide a sense of direction to stakeholders.	*	
<b>Financial Management</b>		
Experience in preparation, monitoring and management of budgets.	*	
Ability to prepare reports and interpret financial systems	*	
Experience in writing funding bids/applications		*
<b>Governance and Promotion</b>		
Experience and clear understanding of charity governance matters	*	
Ability to represent the organisation at a local and national level	*	
Experience of developing and implementing policies and procedures to ensure effective organisational operation and development	*	
Experience of working with or in support of a Board of Trustees		*



Eligible to join PVG Scheme Membership Scheme	*	
Experience of working in a third sector organisation	*	
Experience of working within and/or leading youth work or education organisation.	*	
Experience of working with disadvantaged groups and/or young people.		*

#### Recruitment Process

Process	Date
Applications close	29.12.21
Notification of outcome of application	By 10.1.22
Conversation with Founder and Chair	Between 10.1.22 and 21.1.22
<b>Notification of next stage</b>	<b>By 21.1.22</b>
<b>Final interview with panel</b>	<b>w/c 24.1.22 (likely to be Thursday 27.1.22)</b>