job descriptioN: 

Elpis Trust Chief Officer

Job Title: Elpis Trust Chief Officer

Hours: Full-time (35 hours)

Salary:     £42,000 - £52,000 depending on experience

1. MAIN FUNCTIONS
	1. To manage and develop the organisation effectively, enabling it to deliver a high standard of service.
	2. To evaluate and maintain the policies, procedures and operational arrangements of the organisation.
	3. To implement the policies and decisions of the Board.
	4. To expand the profile and public awareness of the organisation.
	5. To influence the future direction and development of the organisation.
2. Key ResPonsibilities - DEVELOPING THE ORGANISATION
3. To assist the Board in furthering the aims of the organisation, its structures and procedures enabling it to fulfil its objectives.
4. To provide leadership, direction and motivation for all staff.
5. To ensure that Elpis provides a stable, nurturing and relationship focussed environment where young people are supported to achieve their potential.
6. To maintain and develop the Elpis culture of respect, dignity, social justice and equality for the young people, staff and all stakeholders.
7. To build and maintain a high-performance culture and associated high performance behaviours, ensured through effective management.
8. To lead on ensuring practice excellence in the delivery of support services.
9. To ensure that the day-to-day operations of the organisation are effectively and efficiently managed, conducted and documented within the framework, resources and timescales agreed by the Board
10. To develop and maintain effective working relationships with the Board.
11. To lead the development and implementation of strategic and business planning.
12. To ensure that the directives of the Board are effectively communicated, implemented, documented and reviewed.
13. To service, attend and advise Board meetings and to service and attend sub committees as required.
14. To deal with emergency situations as they occur to a satisfactory conclusion.
15. To provide regular monitoring/evaluation reports to the Board as per the Quality Policy and other appropriate policies.
16. To lead, and develop, the formal review of Elpis services with critical focus on listening to young people, staff and stakeholders and with formal presentation of review outcomes to the Board.
17. IMPACT AND INFLUENCE
18. To promote and highlight the aims and objectives of the Organisation in the community.
19. To extend Elpis influence and impact with existing and new stakeholders.
20. To identify new potential organisational partners.
21. To undertake horizon scanning and research to help identify new income generation or funding opportunities.
22. To develop and nurture relationships with potential project partners, including third, public and corporate sector partners.
23. To continue and develop strong relationship with existing and new funding partners.
24. To lead on the writing and submission of applications, proposals and tenders.
25. To lead on grant and contract reporting in line with funders’ requirements.
26. To support Elpis Board in raising the profile of the organisation through partnership building, marketing and influencing.
27. To manage Elpis’ social media and communications.
28. Administrative
29. To control the administration of the organisation, delegating tasks where appropriate so as to ensure that all statutory requirements are met timeously.
30. To ensure appropriate and accurate records are maintained throughout the organisation and to collate information for inclusion in an annual report.
31. To lead on the development and ongoing review of policies and procedures on an annual basis to ensure that Elpis offers the best practice in its provision of services.
32. To lead on the development, implementation and review of all Heath Safety and Risk Management, ensuring that Elpis meets all of its’ legal obligations and requirements.
33. Financial
34. To take overall responsibility for the financial management of the organisation, including preparing budgets for approval by the Board and the subsequent monitoring of budgets and ensuring that funding is used in accordance with legal requirements and policies and procedures.
35. To ensure that services are appropriately funded, including preparing project budgets, making applications for funding and negotiating with funders where necessary.
36. To work with the organisation’s Treasurer and appointed accountants to ensure best practice in all areas of financial management and compliance.
37. To ensure that the Board is informed of the financial implications of policy proposals and decisions.
38. Human Resources
39. To provide support and effective leadership to the staff as a whole.
40. To advise the Board on staff and staffing matters.
41. To select and interview senior staff in conjunction with the Board.
42. To recruit all other staff in conjuration with the Management Team.
43. To facilitate the recruitment of appropriately skilled staff to positions, and recommending appropriate remuneration levels to the Board
44. To monitor and ensure that all staff are appraised on a regular basis.
45. To ensure the Company's employment practices are in accordance with statutory legislation and agreed policy.
46. To deal with staff discipline and personnel matters as laid down in the policy of the organisation.
47. General
48. To be aware of policy trends and legislation which may affect the work of the organisation and to advise the Board accordingly.
49. Any other duties in line with the remit of the post as may from time to time be required by the Board.

ELPIS TRUST CHIEF OFFICER: Person Specification

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| **Skills, abilities and qualifications** | **Essential/ Desirable** |
| Scottish Social Services Council (SSSC) practice and management qualifications for Managers in Housing Support Services (or work towards) (see <https://www.sssc.uk.com/knowledgebase/article/KA-02636/en-us> | E |
| Inspirational leader, team builder, and manager | E |
| Ability to contribute at strategic level and Board level | E |
| Ability to evaluate risk | E |
| Excellent negotiating skills | E |
| Cooperative team member | E |
| Excellent communicator, both orally and in writing | E |
| Ability to quickly process and communicate complex information in a succinct and clear manner | E |
| Emotionally intelligent, able to build and sustain positive relationships | E |
| Excellent organisation and planning skills | E |
| Able to use own initiative and bring fresh ideas | E |
| Flexible (thinking, approach and work-pattern) | E |
| Committed to social justice, diversity and equality | E |
| Excellent IT skills including word, excel, management information systems etc. | E |
| Access to a suitable vehicle and either hold a valid current driving licence or be able to make alternative arrangements | D |
| **Experience** |  |
| Managing with extensive experience of operating within a complex and fast-moving environment  | D |
| Effectively leading and managing a team (minimum three years) | E |
| Working within the Voluntary/Third Sector with vulnerable young people | E |
| Practice excellence in working with young people and families | E |
| Managing teams delivering support to young people and families | E |
| Efficient management of budgets | E |
| Developing, implementing and monitoring strategic and operational plans | E |
| Preparing successful funding proposals | E |
| Managing contracts and service level agreements between the statutory and voluntary sectors | D |
| Multi-agency, cross-sector partnership working | D |
| Developing and implementing quality assurance and evaluation frameworks | D |
| **Knowledge** |  |
| Understanding of relevant Care Standards | E |
| Understanding of the voluntary, community and social enterprise sectors | D |
| Understanding of how charities operate, third sector legal structures and governance, including charity law | D |
| Understanding of performance monitoring and evaluation systems | E |
| Knowledge of health and safety guidelines and good practice | E |
| Knowledge of good practice in relation to resource and staff management, support and supervision | E |
| Understanding of wider relevant social policy at a local, Scottish & UK level | D |

**January 2022**