

## Job Description

### Chief Executive Officer

#### SUMMARY

Location	Based at two main locations in Inverness Presence at other locations in the Inner Moray Firth as required
Responsible to	Board of Directors, Calman Trust and Calman Enterprise
Responsible for	Leadership on organisational strategy, values, vision and operational performance.
Salary range	£50,000-£55,000 pa

#### PURPOSE

To lead the Calman Group teams in delivering the Calman Trust and Calman Enterprise strategy and operational activities with a focus on their benefit to young people, financial strength, maintaining our high reputation with partners and funders for reliable, creative delivery of services to our clients and customers.

#### KEY DUTIES

##### 1. Leadership and Governance

- Be the key person for the promotion and development of the work of Calman Trust and Calman Enterprise, raising the organisation's profile and maximising its reach.
- Ensure a professional culture of inclusion that reflects the organisation's values and positive relationships with young people.
- Ensure with Board input compliant and effective structures, policies and procedures.
- Attend all Board meetings and ensure timely provision of necessary written papers in support of Board compliance and strategic responsibilities.

##### 2. Strategy and Planning

- Work with the Calman Boards to develop their shared group strategy and the individual strategic and operational plans, and be responsible for their implementation including monitoring and reporting.
- Identify and respond to assessed strategic risks, issues and opportunities.
- Develop a process of service innovations which ensure Calman Trust address the changing needs of young people.
- Identify, develop and nurture partnerships with supporters, donors, other charities, and all relevant agencies/organisations.
- Apply creative and innovative practical responses to the strategic environment, and lead on the associated implementation.

##### 3. Operations and Service Delivery

- Lead on the design and delivery of a person-centred service with capacity to improve the life chances of vulnerable and disadvantaged young people. Lead all functions including the office, administration, finance, fundraising, marketing, communications, IT, business and service delivery.
- Ensure that Calman activities are delivered to the highest standard for timescales, targets and budgets and reporting.

- Lead the recruitment, management and effective deployment of staff, with robust HR processes covering recruitment, performance, appraisal and remuneration.
- Be responsible for management of delivery and budgets of significant projects.
- Be responsible for management and measurement of the organisation's social enterprise activity.
- Be responsible for the maintenance and efficient use of the organisation's assets.
- Provide strong focus on ensuring critical staffing levels and competencies are maintained.

#### **5. Calman Trust Development and Growth**

- Prepare and implement the organisation's funding strategy and identify a range of funding sources, particularly new post-Brexit funding, ensuring long-term sustainability, developing Calman Trust and Calman Enterprise business models and maximising income
- Secure funding from statutory sources such as the tendering contract process, trust funds and from corporate and private donors.
- Be responsible for major funding applications

#### **4. Calman Enterprise Development and Growth**

- Lead on delivery of the Calman Enterprise growth plan, initially through enhanced performance in our existing Café Artysans operation.
- Lead on the development of new profitable business opportunities through the addition of further contracts and/or outlets and new products.
- Ensure the implementation of good business process in support of the Café Artysans operation, and a fully compliant food outlet.
- Ensure alignment of Calman Enterprise business activity with the delivery of social impact.

#### **6. Financial Control**

- Lead the planning, forecasting, control, and reporting of the organisation's finances and resources, ensuring they are managed effectively
- Liaise with the Board to develop the setting of budgets, formulating income generation strategies, identifying risks, and taking appropriate action.
- Oversee the production of management accounts, statutory accounts and annual reports, audits and OSCR reporting.

#### **7. Compliance**

- Oversee the development and practical application of all organisational and operational policies and procedures (covering people data and finance) to ensure all legal, regulatory and best practice obligations.
- Be responsible for the Health and Safety obligations of Calman Trust and Calman Enterprise and for ensuring EHO compliance in operation of the latter.
- Directly oversee the safeguarding of the young people with whom Calman Trust works.
- Ensure that collection and protection of personal information complies with current Data Protection regulations.
- Ensure that all major risks are identified and regularly reviewed and mitigated. Be responsible for the development and implementation of the charity's joint risk register.

## CANDIDATE REQUIREMENTS

We are seeking to appoint an inspiring leader who has a track record of coaching, developing and improving operational teams.

Whilst it is advantageous to have a background in youthwork practice, we will consider candidates from a variety of third sector backgrounds who possess the right leadership, character attributes and experience to lead on delivery of a planned service to young people, with the capacity to enable measurable change. You must be an enthusiastic advocate for the interests of marginalised young people – understanding the difference that a committed, supportive personal relationship can make.

Essential	Desirable
Experience of leadership in a varied relevant organisation	Third sector experience, ideally involving social enterprise
The ability to drive operational performance	Experience of charity governance
Commercial acumen An entrepreneurial mindset Business planning experience Track record of sustainable solutions in response to significant operational or business challenge	Understanding of approaches to the measurement of social impact  Fundraising in the charity sector
Strong financial and budgeting literacy	
Understanding/experience of good practice in working with vulnerable young people	A strong youthwork focus An understanding of skills support and/or learning models
Degree level qualification or professional equivalent	Higher degree
Strong influencing skills and the ability to motivate and inspire teams and colleagues Strong teamwork ethos	An understanding of client feedback cycles and complaint processes
First-class written and verbal communication skills Ability to communicate complex ideas effectively and credibly to a variety of audiences	
Change and risk management experience and the ability to manage teams through growth and change	Experience of managing continuous improvement projects/programmes across a variety of business functions
The ability to think strategically, interpret and analyse complex issues with speed and accuracy	

Advanced people management skills with considerable experience of successfully implementing sound HR and people management practices to establish a high performance and person focused organisation.	Understanding of challenges created by delivering services in remote and island locations.
Evidence of ability to flex and adapt operations in response to environmental change.	