

Chief Officer

Full-time (35 hours per week); £45,000 per annum
Initial fixed term contract of 2 years, extension subject to funding
Based at The Pyramid.



Responsible to: Board of Trustees, via the Chair of the Board

Responsible for: Development Officer, Facilities Manager, Community Builder, Kitchen and Food Projects Manager and other staff as required

Key relationships: Residents living in G3 7 and G3 8 postcode areas; Pyramid Members; strategic partners, funders; Board of Trustees; staff

Our charitable objectives:

To prevent and relieve poverty; to advance citizenship and community development; to advance the arts, heritage and culture; and to provide recreational facilities and organise activities for members of the public which reduce isolation and loneliness and increase wellbeing.

Our vision:

For The Pyramid to be the community anchor organisation in a thriving, well-connected neighbourhood where everyone feels able to contribute.

Our mission:

To provide an inclusive and inspiring community-led space that people can count on. The Pyramid will be a vibrant home to a diverse range of opportunities and activities to improve the wellbeing of the community.

Our values:

- Open and transparent
- Encouraging and supportive
- Fair and just
- Compassionate and caring
- Curious and creative

Chief Officer Post

Working with the Board of Trustees, the post holder will have responsibility for the direction and management of The Pyramid.

The successful candidate must have sound leadership experience, knowledge of the voluntary sector and/or social/community enterprises, awareness of relevant legislation and good practice across all areas of The Pyramid's operations, excellent financial management skills,

including successful business management, a proven track record of securing and managing major grants and ideally experience of managing capital projects and/or heritage assets. Experience of working in the arts, creative and cultural industries is desirable. The Chief Officer will be a confident and passionate communicator, with an ability to create positive relationships with a wide range of stakeholders and partners.

The Chief Officer will:

Work closely with the Board of Trustees and the staff team to provide overall leadership and direction for the Pyramid at Anderston, ensuring all work remains focused around the vision, mission and values of The Pyramid as a locally owned community facility.

Support all Trustees, staff and volunteers so they work as effectively as possible.

Have overall responsibility for identifying initiatives, activities and opportunities and discerning the potential benefits and impact of such work on local community, staff and volunteers.

Lead on the renovation and development of our heritage building including managing our existing capital project and developing future development phases.

Ensure the implementation and review of effective finance, governance and other policies and procedures.

Main Duties

1. Strategic Leadership

- Ensure that the experience and priorities of local people are at the heart of the organisation's vision and work.
- Foster a participative and positive culture and ethos amongst staff, volunteers and Trustees.
- Foster and encourage a culture of ongoing learning and improvement throughout the organisation.
- With Pyramid Members, local residents and others, develop the organisation's strategic vision, mission and objectives and to lead their implementation and operation.
- Remain informed and up to date about new developments and good practice in the field of community development and ensure that The Pyramid responds appropriately.
- Develop effective relationships with key stakeholders including local people and organisations, local/national government, funders and other relevant agencies.
- Develop and implement a strategic plan for the organisation, including the development and renovation of the building.
- Ensure that the organisation's policies and practices are up to date, relevant and fair in the charity environment and that the organisation is led in line with best practice.

- Ensure effective internal and external communication; act as a spokesperson for The Pyramid and its activities; liaise with relevant staff and Trustees to support any roles they may take on as ambassadors/spokespeople in relation to the work of the organisation.
- Ensure effective representation of the organisation to external stakeholders.

2. Governance

- Ensure that the Board has at its disposal sufficient resources, guidance and professional advice in order that Trustees can carry out their roles effectively, ensuring compliance with relevant legislation and good practice in charity governance, liaising with the Chair and Vice-Chair of the Board in particular.
- In consultation with the Chair, prepare meeting Agendas and draw the Board's attention to matters that need discussion and/or decision.
- Ensure that there is prompt provision of the Minutes of Board Meetings.
- With the Chair and Vice-Chair, ensure there is adequate succession planning, induction and ongoing training and peer review for Trustees.
- Ensure adequate financial controls are in place and monitor financial performance.
- Ensure that a risk management policy is in place and that the risk register is maintained and reviewed.
- Support the Board in ensuring compliance with OSCR and other relevant agencies.

3. Operational

- Work with the Board and staff team to ensure that the organisation's mission is delivered, statutory and regulatory duties are met and strategic and operational objectives are timely, clear, relevant and are implemented.
- Foster a positive working environment for all staff and volunteers, and ensure effective support, supervision and staff development is implemented throughout the organisation.
- Work with the Treasurer and Finance Officer to formulate the annual budget, ensure that monthly financial management information is provided to the Board, monitor performance against budget at least monthly and to take necessary corrective action.
- Monitor financial performance of the organisation, ensuring that The Pyramid operates within budget at all times.
- Ensure compliance with employment and equality legislation, safeguarding legislation and guidance, any other appropriate legislation and guidance, ensuring good practice is followed.

This document does not form part of a contract of employment.

Person Specification

Experience and Qualifications	Essential	Desirable
Proven experience of working with community organisations in a community development context.	√	
Proven track record of developing and producing new work.	√	
At least five years' experience of organisational leadership within the community/charitable sector.	√	
Experience of capital development including fundraising and project management.	√	
Prior project development and management experience.	√	
Proven track record in raising and managing significant amounts of funding.	√	
Proven track record in generating income, i.e. within a social enterprise, community business or community interest company.	√	
Proven experience of working with a charity/in the third sector/ in the voluntary sector.		
Proven track record of managing budgets of £1million+.	√	
Experience of media relations/acting as a spokesperson for a similar organisation.	√	
Experience of working in the arts, heritage or cultural industries		√
Qualified to degree level in a relevant discipline.		√
Skills and Knowledge	Essential	Desirable
Strong and inclusive leadership skills.	√	
Excellent inter-personal skills.	√	
Excellent verbal and written communication skills.	√	
IT literate.	√	
Thorough knowledge of community development principles and practice.	√	
Attitudes and Values	Essential	Desirable
Commitment to working with and alongside people affected by disadvantage.	√	
Understanding of and commitment to the vision, mission and values of The Pyramid at Anderston as a locally owned community facility.	√	

Ability to build positive relationships with people from diverse backgrounds.	√	
Ability to act and think strategically.	√	
Ability to work on own initiative and with multiple teams in a complex environment.	√	

Key terms and conditions:

1. The salary for this full-time post is £45,000 per annum, plus employer's pension contribution as outlined below.
2. There is a probationary period of 3 months.
3. Pension contributions: if probationary period is successfully completed, employees are automatically enrolled into a workplace pension scheme. Employer and employee will both contribute a minimum 4% of salary (contributions backdated to starting date). If employee chooses to increase their contribution to 5% or above, employer will pay an additional 1% taking employer contribution to a maximum of 5%.
4. Annual leave: employees are entitled to 5 working weeks' annual leave plus 9 public holidays (pro rata). Where employees are required to work additional hours, time off in lieu will be given.
5. Place of work: The Pyramid at Anderston, 759 Argyle Street, Glasgow G3 8DS.
6. Hours of work: full-time, based on a 35 hour week, usually Monday to Friday. Due to the requirements of the organisation, the postholder will be expected to work flexibly. Where work is undertaken in addition to normal hours, TOIL should be taken to compensate, normally within a 4 week period. Overtime may be required in exceptional circumstances and should be agreed with the Trustees via the Chair in advance.
7. In order to comply with the Asylum and Immigration Act 1996, all candidates invited to interview will be asked to provide document(s) confirming their eligibility to work in the UK.

This is a fixed-term temporary post funded initially for a period 2 years. The Chief Officer will be expected to play a part in securing funding for this post and other staff posts in the longer term.

CLOSING DATE 12 noon Monday 2 May 2022, interview date Friday 13 May 2022

Send application form and covering letter to chair@thepyramid.scot

Do not send a CV

Context

The Pyramid at Anderston is a local charity (SC048144) which was formed in 2018 to benefit the communities of Anderston, Finnieston, Yorkhill and Kelvingrove as defined by postcode units G3 7 and G3 8, following the principles of sustainable development. Please see supplementary information for more details.

The Pyramid has recently been identified by the Scottish Government as a potential Community Anchor Organisation and, following assessment, this post has been created and funded for an initial 2 years to establish The Pyramid as a CAO. The postholder will be expected to deliver on a number of agreed milestones, including regular reporting and reviews with the funding partner.