

Job Description

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| Job title | **Chief Executive** |
| Department/Section | **Pollok United SCIO and Nethercraigs CIC** |
| Salary | £42,000 p.a. (pro rata) |
| Hours | 25 hours per week, Monday – Friday with some evening attendance at evening/weekend meetings required |
| Location | Glasgow |
| Main purpose of job | The Chief executive officer is accountable to the Board of Trustees of Pollok United SCIO and the Directors of Nethercraigs Community Interest Company; For the management and development of the organisation’s work and for representing the organisation to the public and key stakeholders.  **1 Governance**  1.1 Board membership: Working with the Chairperson, to maintain an appropriate range of skills on the Board and to recruit new members to fill gaps  1.2 Board meetings: Ensuring the effective servicing of the Board and any sub committees and co-ordinating action following these meetings  1.3 Board involvement: Working with Board members individually to engage them in developing the work of the organisation  **2 Strategic leadership**  2.1 Strategic planning: To work with the Board of Directors and Managers to develop the forward strategy of the organisation, responding to relevant changes in the external environment.  2.2 Business planning: To work with the Board of Directors and Managers to develop and review an organisational Business plan. To maintain a system of regular meetings with Managers to exchange information and co-ordinate forward planning, facilitating managers to input into the Business plan.  2.3 Leadership: To provide leadership to the management team and all staff, supporting staff o develop and deliver effective, high quality services for the community  2.4 Communication with staff: to ensure that all staff have an understanding of the aims, objectives and values of the whole organisation and of the key objectives of the current business plan and how they can contribute to these.  2.5 External relations: To represent Pollok United SCIO and Nethercraigs CIC to the public and to key stakeholders in Glasgow and Scotland, and to respond to government and other policy consultation  2.6 Public relations: To have responsibility for public relations for Pollok United SCIO and Nethercraigs CIC including dissemination of findings from research and evaluation,  **3 Operational management**  3.1 Monitoring and evaluation: To work with staff to establish effective monitoring and review systems in order to measure progress towards achievement of target indicators in all areas of service provision.  3.2 Accountability and Compliance: To have responsibility for and accountability to funding and partner organisations and to ensure that all relevant legislation and guidelines are complied with.  3.3 Partnership: To have responsibility for maintaining and developing links with other organisations, negotiating partnerships, building networks and participating in strategic and operational planning groups with partners from local government, further education, health and other services, in order to develop joint work.  3.4 Service User Involvement: To ensure service user involvement in the design, delivery and evaluation of all services  **4 Financial management**  4.1 Budget setting and monitoring: Working with the Finance Officer and Treasurer in the set up a Finance Sub Committee, to ensure that the income, expenditure and cash flow of the organisation are planned effectively and are monitored regularly in relation to agreed budgets.  4.2 Financial management: Working with the Finance Officer, Treasurer and Finance Sub Committee to ensure that appropriate action is taken to maintain the viability of the organisation including reducing expenditure or generating additional income to eliminate deficits.  4.3 Development: Working with the officers to develop new services and sustain existing services by securing grants, service level agreements, contracts and income generation. Also ensuring that funders’ requirements about reporting are met.  **5 Personnel management**  5.1 Recruitment: to ensure that an effective recruitment process is in place and to take part in recruitment of key personnel  5.2 Compliance with employment legislation: Establish and work with an HR sub committee to ensure effective and up to date policies and procedures are in place which comply with current employment legislation and good practice.  5.3 Staff supervision and support: to ensure all staff have regular appraisals and access to training. |
| Person Specification | ESSENTIAL  **Education:**  Educated to degree level or equivalent  **Experience:**  Senior management experience i.e. managing other managers over disparate work areas.  Responsibility for staff management  Responsibility for financial management  Strategic planning  Service/ Business development: experience of developing new services or products including their resourcing  Development of partnership/inter-agency work.  Monitoring and Evaluation: experience of developing and implementing systems  Working with a Board of Directors  Working in community based organisation  **Knowledge:**  Policy environment: knowledge of relevant UK, Scottish and Local Government policies  Funding environment: awareness of public sector and charitable funding and of the social enterprise environment  Financial understanding: Ability to understand budgets and accounts and financial monitoring processes  Childcare, Child Protection and Care Inspectorate  Equal Opportunities practice.  **Personal Skills:**  Leadership: ability to provide leadership in a challenging environment and to work effectively with stakeholders, Board members and staff  Communication: excellent communication skills, internally and externally  Value base: a commitment to equal opportunities, service user involvement and partnership working  Resilience: an ability to cope effectively with change and with pressure  IT – competent in the use of Microsoft office  DESIRABLE:  **Education:**  Relevant professional or post graduate qualification  **Experience:**  Marketing  Staff development and training.  Service user involvement  Research |
| How to apply | To apply send your APPLICATION FORM to [peopleservices@gcvs.org.uk](mailto:peopleservices@gcvs.org.uk) |