

Chief Executive Officer (CEO) Job Description

The Charity:

The Institute of Counselling was founded in 1985 as a Christian based, not for profit independent educational charity. It is committed to promoting pastoral care throughout the services it provides.

The Aims of the Institute of Counselling are:

- A. To promote the training and development of counselling skills,
- B. To provide opportunities for continuing professional development,
- C. To produce and distribute counselling skills training resources,
- D. To provide a counselling service for individuals needing counselling.

The Institute provides a wide range of counselling and related courses. Students enrol with assurance and confidence on our quality courses, which are fully backed by the experience and resources of the Institute of Counselling.

In its early years the Institute offered only courses in Clinical and Pastoral Counselling, within a pastoral context. Since 1985, over 30,000 students from the UK and overseas have enrolled on these courses.

In recent years the Institute has also produced a selection of Online Courses which follow the clinical person-centred approach developed by Carl Rogers and others. Further, courses on CBT, Coaching, Mentoring and Stress Management have proved popular.

The Institute is committed to providing counselling skills, theory and practice training to all who will benefit from the courses. On this basis, the institute operates a policy of equality and diversity with regard to staff and students' background, culture, ethnic origin, gender, age and creed.

The Role:

The Institute is now recruiting a CEO to lead this forward-thinking organisation through an important stage in its evolution. As a Charitable Company we need to continue to deliver our core programmes and further expand our profile in the coming years. The advertised role requires the successful candidate to lead and manage the organisation during this exciting phase in our ongoing development.

Key Responsibilities:

1. To provide leadership to the Institute and to be responsible for its management and administration within the strategic, policy, operational and accountability frameworks laid down by the Board of Trustees and the Board of Studies.

2. To assist the Board of Trustees and the Board of Studies to fulfil their duties and responsibilities for the proper governance and operations of the Institute and to ensure that the Boards receive timely advice and appropriate information on all relevant matters.

Duties and tasks to fulfil the key responsibilities

1. *To provide leadership to the Institute and to be responsible for its management and administration within the strategic, policy, operational and accountability frameworks laid down by the Board of Trustees and the Board of Studies.*

1.1. Leadership

- To provide leadership and continued development of the Institute of Counselling.
- To assist the Board of Trustees in advancing the values, ethos, vision and mission of the institute.
- To advise the Board of Trustees on the development of the institute's values, ethos and policies and to ensure that they are relevant, fair and consistently implemented.
- To lead the review and development of medium to long-term strategy for the institute within its objectives, vision, and mission.
- To develop and maintain an environment that attracts and retains the best staff and volunteers.
- To develop an organisation that is constantly seeking ways to improve its performance.
- To provide leadership in the review, development and delivery of the Institute's courses together with the Board of Studies.

1.2. Management

- To be responsible for the efficient and effective management of the Institute.
- To ensure the institute has appropriate management structure and systems in place to fulfil its strategic and operational objectives.
- To ensure that all management policies and decisions support the agreed vision, mission, values, philosophy and strategic priorities of the institute.
- To ensure that annual operational plans which underpin the institute's strategic plan are developed, agreed and appropriately implemented.
- To develop appropriate methods for monitoring the performance of the institute and to report back to the Board of Trustees and Board of Studies as and when required.
- To ensure that the recruitment, management, training and development of staff reflect good employment practice and are directed towards achieving the institute's objectives.

1.3. Finance and risk

- To be responsible for the financial health of the institute including developing, overseeing and monitoring an effective programme of income generation.
- To ensure that the major risks to which the institute is exposed are reviewed regularly, systems have been established to mitigate these risks, and a risk analysis is automatically carried out when taking on new work or proposing new work to the relevant Boards.

- To develop and implement effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial)

1.4. External and internal relations

- To foster good communications throughout the institute and externally.
- To develop, as appropriate, the institute's public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders.
- To set up mechanisms for listening to the views of the institute's alumni, students and other service users on the performance of the institute, as well as on areas for future development.
- To scan the external environment for trends that may affect the institute, to advise the Board of Trustees proactively and to take necessary action.

1.5. Legal and regulatory compliance

- To ensure that the institute fulfils all its legal, statutory and regulatory responsibilities

2. To assist the Board of Trustees and the Board of Studies to fulfil their duties and responsibilities for the proper governance and operations of the Institute and to ensure the Boards receive timely advice and appropriate information on all relevant matters.

2.1. Strategy and planning

- In partnership with the Chairperson, to ensure that the Board of Trustees set the values, ethos, vision, mission, strategic objectives and strategic priorities for the Institute.

2.2. Ensuring high-quality governance

- To ensure that the Board of Trustees receive all necessary advice, guidance and information on matters relating to current, medium and long-term performance of the institute.
- To advise the Board of Trustees on the regulatory and legal compliance and other appropriate issues.
- To ensure that the Boards' delegated authority is understood fully by staff and volunteers, and that all agreed reporting procedures are followed.
- To ensure that there is a positive and constructive working relationship between the Board of Trustees, Board of Studies, and the institute's executive.
- To work closely with the Board of Trustees to ensure that they have the skills they require to govern the Institute well.
- To ensure that the Board of Trustees and the Board of Studies have access to relevant external professional advice and expertise.
- To assist the Chairperson of the Board of Trustees and the Board of Studies in ensuring that there is systematic, open and fair procedure for the recruitment and/or co-option of future chairs and future chief executives of the institute.

2.3. Board meetings

- To ensure that the Board of Trustees and the Board of Studies are given the information they need to perform their duties.
- To develop, in partnership with the Chairperson of the Board of Trustees and the Board of Studies, annual programmes of Board and Committee meetings.
- To ensure that the right and appropriate items reach board agendas and that high-quality papers support each item on the agenda.
- To report regularly to the Board of Trustees on the performance of the Institute, progress towards the strategic priorities and the achievement of Institute's policies.
- To provide leadership in implementing the decisions of the Board of Trustees and the Board of Studies.

2.4. Relationships with the Chairs of the Board of Trustees and Board of Studies

- To have one-to-one meetings with the Chairs of the Board of Trustees and the Board of Studies at which the Chairs and Chief Executive can talk openly, discuss progress and problems, agree expectations, plan the Boards' annual programme together and prepare together for meetings.
- In close consultation with the Board of Trustees, to agree respective roles in representing the Institute and acting as spokesperson at public functions, public meetings and to the press/media.

Chief Executive Officer (CEO) Person Specification

Essential

- Educated to Masters Level or equivalent
- Commitment to the aims and ethos of the Institute of Counselling and a desire to implement and advance these aims and ethos.
- Evidence of good leadership skills and the ability to enthuse, motivate and develop a team to deliver results.
- Experience in financial and budgetary management.
- Experience in leading change management.
- Proven Business Acumen/ Commercial insight
- Ability to think strategically and to communicate the strategic vision.
- Excellent all round communication skills and relationship management abilities.
- Personal drive, energy, integrity, adaptability and responsibility.
- Knowledge and experience in promoting pastoral care, educational background in Online Counselling.
- Knowledge of working with a university as an external educational partner.
- Knowledge of SCQF education levels how to match these levels to the Institute's courses.
- Experience in University and SCQF accreditation and quality assurance processes including educational audits, working with internal and external examiners as well as subject experts.

Desirable

- Understanding of key issues, policy and legislation the institute faces.
- Understanding of the education sector in the UK and the issues it faces.
- Experience of marketing and public relations in an online education environment.
- Strong alignment (or opportunities to exploit synergies) with the Institute's existing course delivery and counselling strengths.
- Experience in utilising social media (Facebook, Twitter, Instagram, new and emerging media).

Application Information:

Please fully complete and submit the application form, and a CV with a covering letter explaining the fit between your skills and experience and this post.

Application – assessed against the application form, curriculum vitae, and covering letter, and will be “scored” as part of the shortlisting process.

Interview – assessed during the interview process by either competency-based interview questions, presentation etc.

Closing date for applications: Noon on Friday 9 September 2022

Interviews: Interviews will be held face-to-face in Glasgow in week beginning 19 September 2022.

Hours of work: Full time – 37.5 hours per week with additional evening and weekend working as required.

Salary: From £50,000 to £60,000, and subject to experience plus 6% employer pension contribution.

Location: Glasgow with travel as required.

Annual leave: 25 days annual leave plus 10 public holidays.

Reporting Structure: The Chief Executive reports to the Board of Trustees and the Board of Studies.