



CONNECT
COMMUNITY TRUST
Moving forward, together.

CHIEF EXECUTIVE

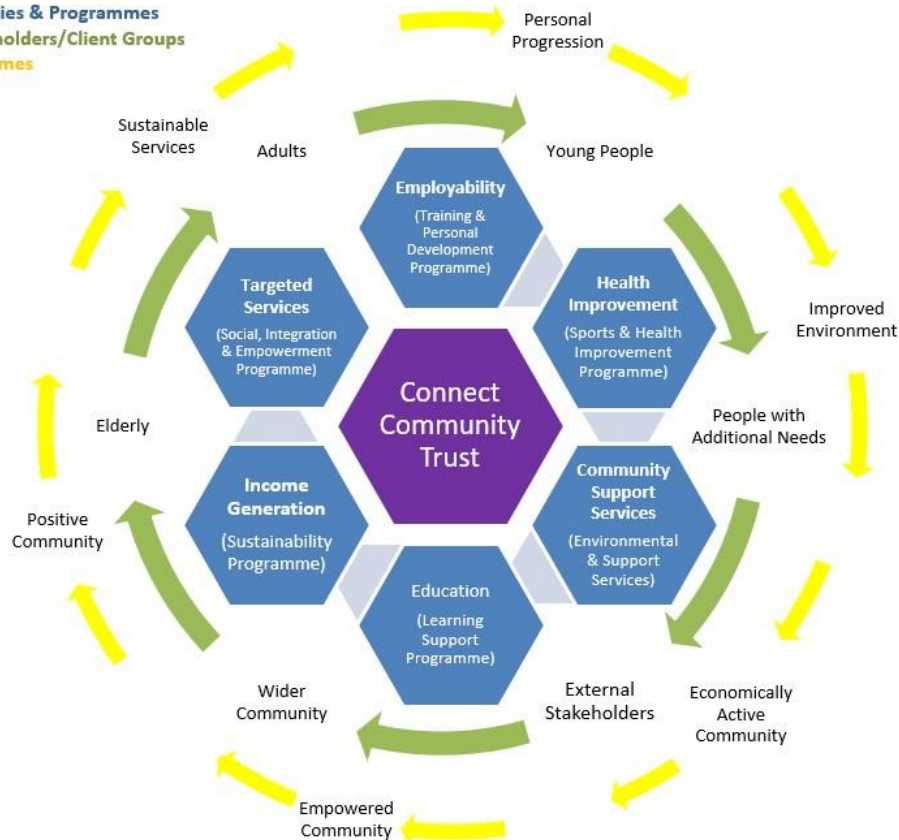
RECRUITMENT PACK
2022

Overview

Connect Community Trust is a Development Trust and Social Enterprise based within the Greater Easterhouse and East End of Glasgow. Our organisation is first and foremost community-led, with the community at the heart of everything we do and is our key strength. Connect is a forward thinking, creative and diverse organisation that has an ambitious and exciting future ahead.

CONNECT COMMUNITY TRUST

- Priorities & Programmes
- Stakeholders/Client Groups
- Outcomes



Having carried out a strategy development day last year with all staff, Board, volunteers and trainees we are in the process of working on a new 3 year strategy to build on existing and newly planned services and activities. This includes a refurbishment of our Wellhouse facility.

We currently operate 2 community facilities within Provanhall (The Connie) and Wellhouse (Connect Centre), Wellhouse allotments and ReConnect (our furniture reuse project) and also have a 3rd facility opening at the Lochs Shopping Centre (The Unit) summer 2022.

There are over 50+ different services and activities that we operate per week with a dedicated, experienced and passionate team of staff and volunteers. These include and are delivered by the following teams:

- Income Maximisation; Income Advisors and Energy Advisor
- Employment and Volunteer/Training; Volunteer Placement Supervisor and Employment Advisors
- Glasgow City Council ESF employment contract; Employment Advisor
- Youth Services; Youth Co-ordinator and youth workers

- Schools & Education Programme; Learning and Development Co-ordinator and youth workers
- Digital Skills; Digital Skills Officer
- Wellbeing Activities; all staff
- Elderly services; all staff and volunteers
- ReConnect & Environmental Services; Climate Action Officer and ReConnect team members
- Social services and community support; volunteers and all staff
- Allotments; Allotments Officer and team members
- Social Enterprises; youth groups and development staff

Job Opportunity

We are looking for a CEO that can take forward and build upon the achievements over the past 19 years and support the community to overcome challenges, embrace and lead positive change and create and develop social enterprise activities to sustain the organisation.

Job Title: Chief Executive

Hours: Full time/ Part Time Available

Salary: £40,000-£47,000 (dependent on experience)

Overview

As Chief Executive you will have responsibility for the management and development of the organisation. Leading, directing and motivating the senior management team, operational staff and volunteers in the implementation of agreed policies and strategies.

The role of Chief Executive at Connect is all-embracing and an exciting opportunity within a thriving and ambitious organisation. The duties of the post are diverse and, inevitably, vary to take account of needs and priorities. With 3 separate community facilities in the East end of Glasgow and a range of priorities, management of staff teams and projects can be demanding but also very rewarding.

Key duties include:

- To report comprehensively to the Chairman and Board of Directors on the progress of the Company, and to provide appropriate documentation and agenda papers for discussion, decision and development.
- To ensure that objectives and requirements are identified and met, and that the full range of programmes and services offered are marketed effectively.
- To ensure that Connect services and activities are well structured and managed effectively.
- To oversee the financial management of the Company, the production of corporate and management accounts, and external audit of the accounts.
- To ensure the structuring and observance of all relevant policies and procedures
- To provide active leadership and support for staff, to encourage and promote development across the full range of the Organisation's activities.
- To apply, manage and report to funders and manage contracts effectively and ensure that outcomes are met for all involved

Key Skills

- Excellent communication and people skills
- Proven track record of building and implementing successful strategies, plans and work.
- Good presentation skills and ability to represent the organisation at all levels.
- A well-developed understanding of, and commitment to, the principles and practice of community development and empowerment.
- Ability to motivate, inspire and lead management team and staff, and to delegate responsibility and authority as appropriate.
- Confident in negotiating and challenging constructively
- Sound understanding of the financial, legal and business skills essential for the safe operational management of the Company's affairs.
- A sufficient understanding of estate and facilities management functions, to support Centre Managers in the care of sites and buildings.
- An understanding of statutory and other safety management requirements, across the full range of the Connect Community Trust activities
- Strategic vision, an enthusiastic, imaginative and innovative approach to development
- Experience of fund-raising and applying for funding
- A high degree of self-motivation, ability to cope with stressful situations, and a commitment to ongoing personal and professional development.

PERSON SPECIFICATION

	Essential/Desirable
Knowledge and Experience	
- A minimum of 5 years experience within a management role	Essential
- Extensive experience within community development	Essential
- Track record in applying for, securing and reporting on funding	Essential
- Experience of financial management and reporting	Essential
- Project management and development	Essential
- Awareness of charity compliance and legal requirements	Desirable
- Working with and for a Board of Directors	Desirable
- Partnership, networking and stakeholder engagement and building	Essential
Skills	
- A leader that is able to motivate and inspire others	Essential
- Ability to manage a diverse workload	Essential
- Relationship Building	Essential
- Business development skills	Essential
- Presentation skills and public speaking ability	Desirable
- A good listener and ability to communicate clearly	Essential
- Excellent IT Skills	Essential
- Income Generation and enterprise skills	Essential
Personal Attributes	
- Highly motivated, committed and enthusiastic	Essential
- Able to inspire and build trust	Essential
- Able to work flexible hours	Desirable
- Integrity, fairness and ethical standards	Essential
- Inclusive and respectful attitude	Essential

To apply please send you CV to jobs@connect-ct.org.uk Deadline 7th October 2022

