



If you are passionate leader, we have  
an exciting position

**CHIEF  
EXECUTIVE  
OFFICER**

**Recruitment Pack**



Thank you for your interest in the Chief Executive Officer role at COVEY Befriending. We are looking for a remarkable individual to take the helm of COVEY; someone who is passionate about supporting people; who is keen to play their part in providing quality services; who is an experienced, inclusive leader who can shape the organisation for the future, in this its 30<sup>th</sup> year of operations. We have asked the staff team and participants of our services what they would like in the new CEO; you will see below their thoughts and ideas.

The Board of Trustees is seeking to appoint a new CEO who will lead the organisation and provide strategic direction. Reporting to the Board the CEO will:

- Lead the senior staff team and the organisation to deliver on strategic objectives as approved by the Board
- Work within the limits of delegated authority set by the Board in managing COVEY's resources
- Be a figurehead for the young people and their families who need our support across Lanarkshire

The overarching vision that guides COVEY is that young people and families live happy and fulfilled lives. We do this through building strong and trusting relationships with the young people and families we support. As a values-based organisation, we offer a range of support to help people become more resilient, safe and be better equipped to reach their full potential. We work across both North and South Lanarkshire Council areas with a turnover in excess of £1M.

COVEY is a well-respected third sector agency both locally and nationally and is committed to #keepingthepromise. With over 35% of our participants being care experienced we understand and seek to fully embrace the importance of the Five Foundations and Intensive Family Support principles.

Yet, we cannot succeed alone. We work collaboratively and in partnership with a range of local and national organisations including local and national government, education, health and social work services. It is a challenging landscape both politically and socially but that can bring opportunities to develop and grow the organisation. We can offer you an exciting opportunity to develop your career, competitive terms and conditions of employment, continuing support and guidance and access to a wide variety of development opportunities.

If you believe you have the vision, skills, and above all, the personal qualities which this role demands, then we would love to hear from you.

Ian McLaughlan  
Chair, COVEY Board of Trustees



Dear Applicant

Thank you for downloading this pack and we hope you consider putting an application into COVEY to be our new CEO. As a staff team we have been thinking about what we need from a new CEO. We have also thought about how we can help and support you in the role.

- We ask that you bring strong leadership and management skills and also be approachable and professional.
- We need you to lead on sustainable funding and the finances; we will deliver the best of services and give you what you need in terms of reports to help with your work in attracting funding.
- We need you to have empathy and understand the challenges faced by our participants (users of the services) but you don't need in-depth knowledge as we can help you with that.
- We have started on a change programme to improve our infrastructure, so having skills in change management will help us as we navigate our way through this stage in the development of COVEY as an organisation.
- We are very willing to work alongside you and will help and support your induction, please ask us lots of questions and learn from us.

We are really looking forward to welcoming our new CEO

COVEY Staff

We asked some people who access our services what they would like from a CEO and here is what they said:



We need someone who's passionate and **really** understands the deep impact COVEY 1-1 and groups have on the individuals and the lives of their families.

Keeping COVEY going is important – this is about having a service for our kids, grandkids and the next generation coming up. How does the new CEO plan to make sure this happens?

We want someone who understands the lives of the people who use the COVEY services and understands what's going on in the community at that time.

## Role Description

**Role:** Chief Executive Officer

**Responsible to:** Board of COVEY Befriending

**Job Purpose:** As our most senior employee, the CEO provides leadership, vision and passion in the delivery of our strategic and operational objectives.

**Hours of Work:** 35 hours per week but we are open to discussion on flexible working including considering part time hours

**Location:** Hamilton with option for some working from home. There will be regular travel across North and South Lanarkshire and occasionally beyond.

**Salary:** Full time £50,000 - £55,000

**Key Outcomes for the post:**

**Covey Befriending has a clear strategic direction and policy framework:** The CEO leads strategy development and implementation by:

- Working with the Board and others to develop a rolling three-year strategic plan that is supported by an annual business plan
- Reporting to the Board on the delivery of strategic and business plans
- Ensuring our strategic plan aligns with relevant local and national policy
- Developing and expanding our services in line with need and COVEY Befriending's strategic direction
- Ensuring compliance with legislation and policy guidance
- Leading a rolling review of policies to ensure compliance and best practice

**The governance of COVEY Befriending operates in line with legislation and best practice:** The CEO supports the Board to carry out their duties by:

- Working with the Chair to prepare papers/ reports; organise Board meetings and the annual general meeting
- Providing up-to-date information and guidance on governance matters
- Providing regular reports to the Board of Directors
- Conducting an annual skills audit and evaluation
- Working with the Chair ensuring there is a succession plan in operation
- Supporting the recruitment, induction and on-going training of Directors.

**COVEY Befriending has strong working partnerships with other organisations:** The CEO builds and maintains external relationships with partners and business networks across North and South Lanarkshire and Scotland by:

- Identifying and agreeing the key alliances to support the development and delivery of our services
- Representing us on agreed partnership structures
- Agreeing and managing our staff involvement in strategic partnerships
- Developing relationships and working with public sector agencies to extend and expand services

**The key business functions comply with legislation and best practice (finance, IT, human resources, volunteering):** The CEO is responsible for developing and implementing the key business functions and diversifying income streams by:

- Demonstrating financial prudence, efficiency and effectiveness
- Managing all aspects of financial performance, systems and reporting
- Implementing our income generation plan and achieving targets
- Managing funding agreements against which we deliver agreed services
- Ensuring human resource policies and practice are up-to-date and meet legislative requirements
- Establishing and monitoring contracts with other organisations for example IT providers and purchased HR expertise

**The day-to-day operational functions are well managed:** The CEO is responsible for the day-to-day operational and general management of the organisation including:

- Recruiting, supporting and managing the performance of our staff
- Monitoring operational performance against agreed plans
- Ensuring effective internal and external communication systems
- Monitoring and evaluating services
- Providing leadership and support for staff and volunteers
- Developing and implementing training and continuing professional development programmes to ensure appropriate skills for service provision

**Specific Demands:** Educated to degree level or with relevant equivalent experience, the CEO will have the enthusiasm and commitment, together with the interpersonal skills, to lead the organisation successfully. The post holder will demonstrate a commitment to the on-going development of personal skills and knowledge in order to perform effectively. This commitment will require experience and skills in:

- **Communication** - States own opinions clearly and concisely. Demonstrates openness and honesty. Listens well. Asks others for their opinions and feedback. Asks questions to ensure understanding. Exercises a professional approach with others using all appropriate tools of communication. Uses consideration and tact when offering opinions.
- **Co-operation** - Works harmoniously with others to get a job done. Responds positively to instructions. Works well with staff and Board. Shares information with everyone involved. Sets a tone of co-operation. Values working relationships
- **Decision Making** - Establishes the types of decisions made and delegates appropriately. Provides advice or recommendations. Gathers information before making decisions.
- **Problem Solving** – Anticipates problems. Sees how a problem and its solution will affect others. Adapts well to changing priorities, deadlines and directions. Is willing to take action, even under pressure. Notifies Board of problems in a timely manner.

## Management competencies

- **Vision** - Seeing how best to make a difference, communicating and promoting vision, promoting a public service ethos, thinking and planning strategically.
- **Leadership** - Demonstrating and adapting leadership, improving own leadership, demonstrating and promoting resilience, challenging discrimination.
- **Motivating and inspiring others** - Inspiring people by personal example, recognising and valuing the contribution of others, driving the creation of a learning and performance culture.
- **Empowering** - Enabling leadership at all levels, driving a knowledge management culture, involving people in development and improvement.
- **Collaborating and influencing** - Leading partnership working, influencing people, understanding and valuing the perspectives of others.
- **Creativity and innovation** - Seeing opportunities to do things differently, promoting creativity and innovation, leading and managing change.
- **Planning and Organising** – organisation of own workload, that of other people, and the allocation and use of resources.

**Additional Requirements:** The particular duties and responsibilities may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. As the geographical area we cover is significant, a current driving licence and access to own transport is essential. There is the occasional requirement to work in the evening and weekends.

### Person Specification

<b>Experience</b>	A track record of successfully developing and implementing strategy	Application form At interview
	Experience of the key roles of finance, fundraising, IT and HR, and a proven ability to lead across all functions	Application form At interview
	Direct line-management experience including performance management and supervision	Application form
	Experience at a senior level of partnership working and managing relationships with a range of agencies, funders and influencers	Application form At interview
	Experience of income generation	Application form At interview
	Experience of working in or with the third sector	Application form
<b>Knowledge and understanding</b>	Good knowledge and understanding of the relevant legislation	At interview
	Good understanding of the challenges faced by the people we support	At interview
<b>Skills</b>	Be an effective leader with excellent interpersonal skills	At interview
	Ability to inspire and motivate others	At interview
	Strong negotiating and influencing skills	At interview
	Ability to influence and engage people at all levels in local government, statutory, voluntary and community sectors	Application form
	Good working knowledge of computer systems, including Excel and Word	Application form must be sent electronically
	Skilled in developing and maintaining good working relationships	Application form
	Excellent communication and listening skills	Application form At interview
<b>Attributes</b>	Strong self-management and organisational skills	At interview
	Works co-operatively and productively with others, to achieve results	At interview
<b>Values</b>	Committed to the values, aims and objectives of COVEY Befriending	At interview
	Committed to valuing and respecting people and working with diversity.	At interview

**[www.coveybefriending.org.uk](http://www.coveybefriending.org.uk)**

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