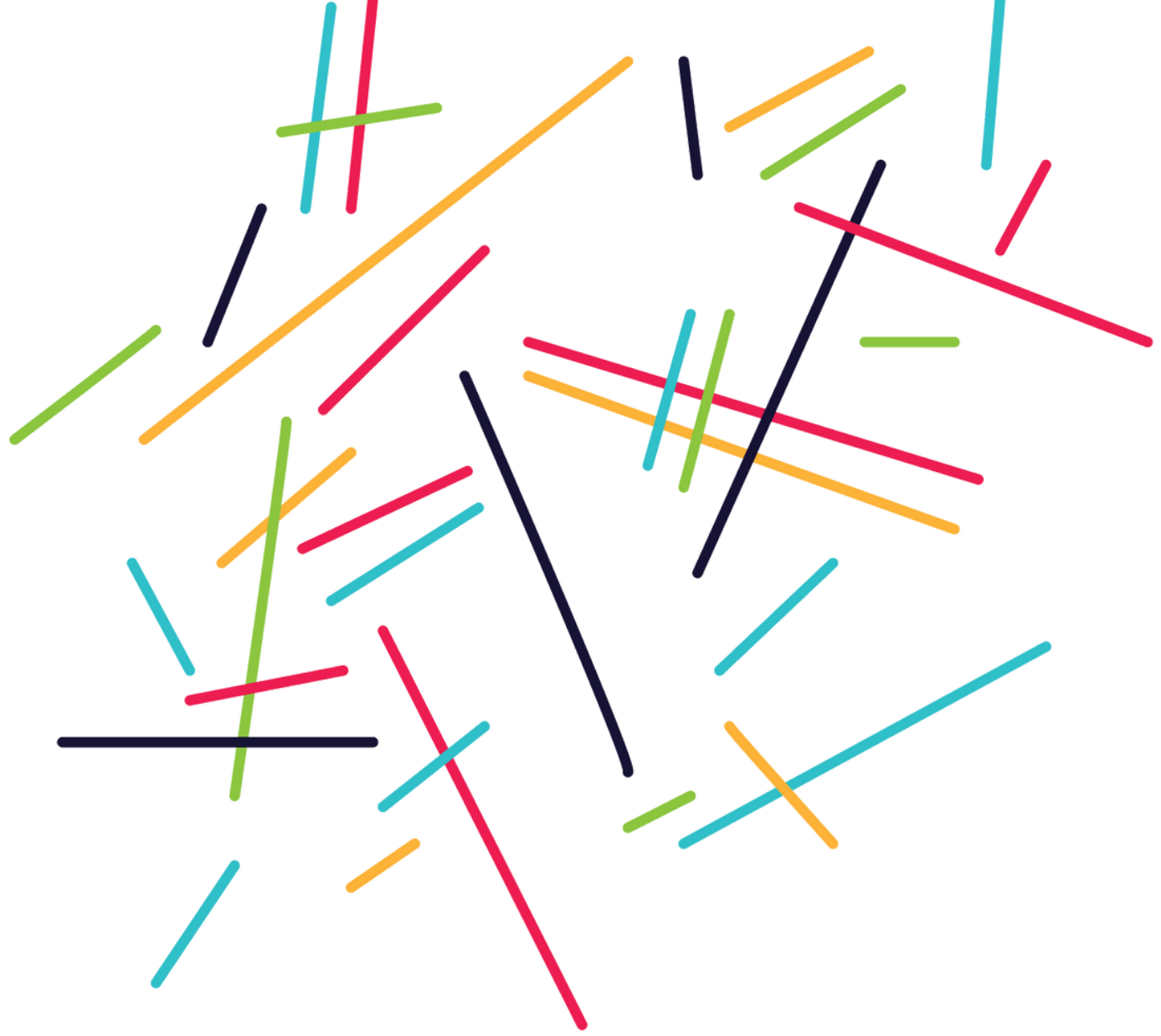




**Active
Communities**

Chief Executive Officer Recruitment Pack





Active Communities (Scotland) Ltd. 7 Quarry St Johnstone PA5 8DY

Tel: 0151 801 501 | Email: info@activecommunities.co.uk |

www.activecommunities.co.uk |

Company number: SC370513. Charity number: SC041275.

Hello.

Thank you for your interest in the Chief Executive Officer position.

Active Communities is an innovative and award-winning health and wellbeing charity in Renfrewshire. Active Communities grew from the success of Jogging Buddies founded back in 2003 and became a registered charity in 2009. The organisation has grown significantly and is well respected locally and nationally.

This year we opened our brand-new building in the heart of the community in Johnstone. The former Police Station has been transformed into a community-led health and wellbeing hub. The space is home to all our programmes and activities, including classes, courses and drop-in sessions. Station Seven also has a community pantry, event spaces and meeting rooms. It is also host to Johnstone's first start-up business incubator, Start-Up Street Johnstone.

We are looking for an exceptional leader, with the proven leadership skills to work with the Board of Trustees and our team of hardworking, skilled and committed staff to continue to serve the local Renfrewshire community, establish our new venue, Station Seven, as a dynamic and recognised hub while developing its income generating potential.

With an eye on business opportunities using Station Seven asset and/or with some experience in social enterprising, and the desire to offer our local communities health and wellbeing opportunities, the new CEO should enable Station Seven to sustain its various supporting activities. Knowledge of facility management would be an asset.

To apply please complete the application form here <https://forms.gle/c1eYddZqspJi63qa9> If you want to have a chat with the current interim CEO (who will not apply for the position), feel free to contact Florence Garabedian on florence@activecommunities.co.uk.

If you need the application in another format or any support with the application process, please contact info@activecommunities.co.uk.

The closing date is 20th January 2023. The interview date will be available on our website.

We look forward to receiving your application.

Sarah-Jane Russell
Chair of Board of Trustees



About Active Communities.

Active Communities changes lives through motivating and engaging programmes which we deliver using a supportive and friendly approach. We believe in the power of community, listening to community needs and working with local people to improve their health and wellbeing.

We reach to all areas and all people of the community, and this is evident in our work with new mums, children, youth, parents and all adults.

Our aims are to connect local people, improve health and wellbeing, reduce loneliness and isolation, tackle health inequalities and provide opportunities for people to reach their full potential.

Our Vision

Our community will be happy, healthy, active, and connected.

Our Mission

Empowering local people, by inspiring, supporting and enabling them to reach their full potential.

Our Work

This year we opened our community hub, Station Seven in Johnstone providing a range of health and wellbeing activities to the local community. We have welcomed the local charities Roar and Create Paisley as tenants in Station Seven which has helped us develop our partnerships with these organisations and collectively build on our community reach.

To sustain our Active Community aims and ensure Station Seven as a facility continues its high standards, we have to focus on income generation through space hire, events and fundraising.

Although our hub is in Johnstone we continue to ensure we have a presence through-out Renfrewshire communities and with local partners influence how social issues are addressed within the area.

Our Core Values.

We strive to make our values part of our daily life at Active Communities and reflect who we are and what we want to achieve in the local area.

We Champion

We empower and inspire people in the community that need us the most

We Care

We are determined to include everyone and give people a place to belong

We Connect

We listen, involve and we bring people together

We Celebrate

We recognise all achievements should be celebrated, enjoyed and make us all feel good

We are Courageous

We constantly challenge ourselves and have the strength and passion to make a difference in people's lives



Job Description.

Job Title:	CEO
Grade & Starting Salary:	£45,000
Responsible to:	The Board of Trustees
Contract:	Permanent
Hours:	35 hrs. Open to part-time/Flexible working
Based:	Active Communities, Johnstone

Job Purpose

Leading a small but growing staff team, and 30 plus volunteers, the CEO will work closely with 3 experienced managers and lead the new phase of consolidation and development for the organisation. The new community building, Station Seven, provides an opportunity for the new leader to bring together a business approach to the management of Station Seven, which will financially support the development of health and wellbeing activities, programmes and partnerships to local the community across Renfrewshire.

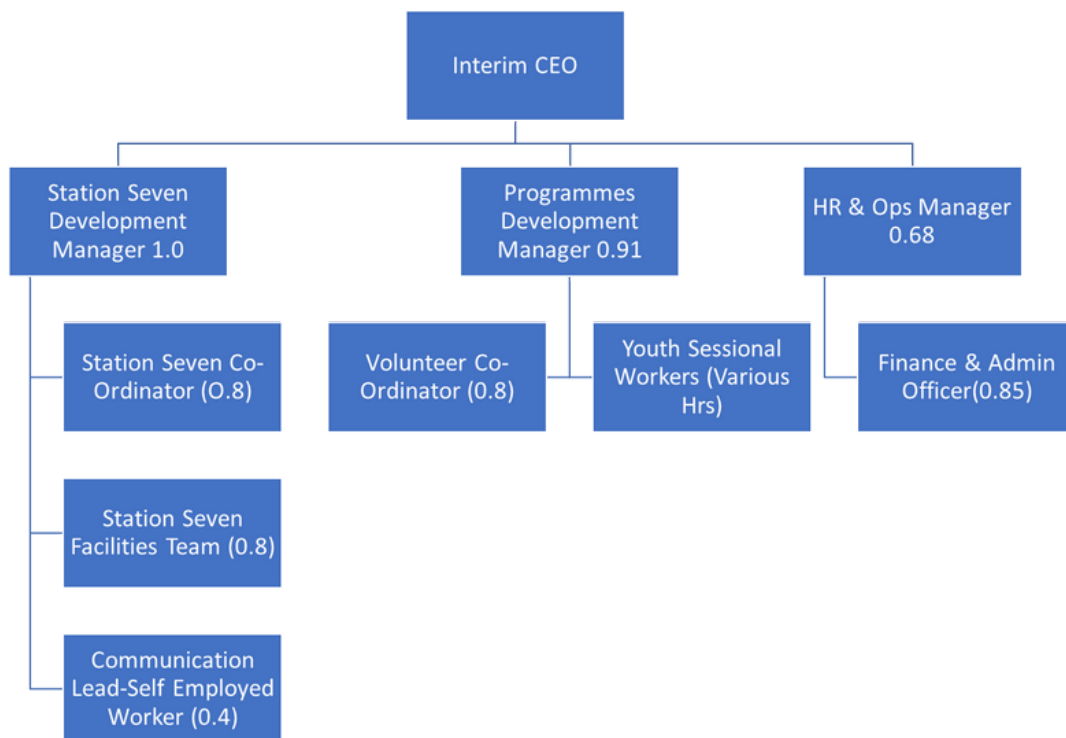
Key priorities and responsibilities

- Review and finalise with the Board and staff the Active Communities Strategic Plan 2023-25
- Provide leadership to the organisation and support the senior management team towards the implementation of the strategic plan at all levels of the organisation
- Ensure the continued financial sustainability of the organisation; strategically using Station Seven as an opportunity to diversify income streams aligned to the aims and values of Active Communities
- Strengthen the capacity of the organisation to enable the maximisation of its assets
- Build and maintain strategic partnerships in the wider community that will enhance Active Communities reputation, credibility and potential for partnerships
- Engage with and manage relationships with Active Communities key stakeholders and partners, including statutory and non-statutory.
- Ensure that effective systems of robust governance, risk management, financial and performance management are in place and regularly reviewed

Job Description Cont'd

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- Regularly review and assess Active Communities operating environment to ensure it remains relevant to the communities it serves
- Maintain the existing supportive and inclusive organisational culture and values across Active Communities
- Leading by example, ensure the organisation maintains and shows its value in all its undertakings
- Ensure the legal obligations of Active Communities and its physical assets are properly managed, fulfilling contractual and statutory requirements liaising with relevant bodies as appropriate
- Undertake such other work to support Active Communities as agreed with the Board of Trustees.

This job description is intended to outline the post at this stage of development. It is not an exhaustive list, and it is recognised that jobs change and evolve over time. The Post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.



Job Description Cont'd.

Person Profile

We are looking for a leader who is proactive, solutions focused and creative abilities who is keen to use their relevant business or social enterprising experience and knowledge to make a visible difference in the community. As a wise entrepreneur they are able to engage with staff, volunteers and external stakeholders, while having the ability to create alliances and encourage collaboration with other organisations.

Qualifications:

Evidence of Professional Development

Essential skills, knowledge and abilities:

- Proven track record of effective strategic leadership as part of leading an organisation, business or social enterprise
- Successful commercial capability to develop diversified income streams aligned to the aims and values of Active Communities
- Ability to influence and engage with a cross section of the community
- Direct experience of effectively managing resources and budgets, as well as experience of delivering long term financial sustainability and value for money
- Strong knowledge and practice of IT applications including Excel for financial reporting
- Experience of leading both strategic and operational planning processes
- Effective leadership skills which will create and continually develop a on strong, positive team culture in line with our core values
- Strong stakeholder management experience along with a proven track record in building and maintaining a wide range of collaborative relationships and partnerships
- Good understanding of positive governance
- Experience of cross sectors relationships coupled with knowledge of, or the ability to quickly gain an understanding of, the wider policy landscape within which Active Communities operates
- High level of interpersonal, communication (verbal and written) and influencing skill

Job Description Cont'd.

Person Profile

Desirable skills, knowledge and abilities:

- Openness to digital innovation and use of technologies
- Experience in facility management
- Experience of marketing or of managing marketing staff
- Direct experience of working with a voluntary board
- Experience of working with local politicians and Health and Social Care Partnership /Council representatives

Essential attributes and values:

- Attributes aligned with the values of Active Communities
- Brings an inclusive and flexible approach while inspiring excellence
- Willingness to listen and take views of internal and external stakeholders into account
- High levels of personal and professional integrity
- Strong belief in the values of Active Communities and service to the community

What we offer you

- Excellent holiday entitlement (35 days including public holidays)
- Flexible working
- Westfield health plan
- Nest pension
- Opportunity to make a difference and have influence in local communities
- Opportunity to work with a well-respected charity who has a strong sense of values and commitment to the community

We are committed to opportunities for all and welcome applications from all sections of the community and diverse groups.

We will treat applications in line with our privacy notice which is available on request.

Thank you for your interest in Active Communities, we can't wait to hear from you!