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**Position:** **Borders TSI** **Chief** **Executive** **Officer**

**Salary:** **£50k-£55k** **per** **year**

**Duration:** **Permanent**

**Hours:** **Full-time,** **35** **hours** **per** **week**

**Location:** **Office locations in the Scottish Borders & hybrid working**

**Who we are**

We are a newly structured organisation supporting and representing the third sector in the Scottish Borders. This includes all charities, social enterprises, community groups and volunteering. Our mandate is to:

* be a central source of knowledge about the third sector locally
* be a voice for the sector
* seek to influence local and national policy
* facilitate networking and enable collaboration
* build capacity in the sector and in the community and support new organisations and groups.

Third Sector Interfaces (TSIs) were formed in 2009 to act as an intermediary between the third sector and statutory partners across Scotland.

The Borders TSI is transitioning into an independent charity. This fresh, dynamic organisation is looking to maximise the capability of the organisations it represents across the Scottish Borders – find out more at <https://bit.ly/3GUAUyg>. We plan to launch in April 2023 and wish to appoint a Chief Executive Officer to lead us into the next phase of our development.

**Who we are looking for**

We need someone with a proven track record of achievement at a senior level in the third or statutory sectors, with at least three years in a senior role leading, developing and managing teams.

A creative and big thinker, you’ll have developed visionary strategic plans and delivered transformational implementation projects and plans.

Experience of working collaboratively and building effective partnerships is a crucial part of this role, along with effective lobbying to influence policy and members’ interests. It also calls for an effective networker to build awareness and support for this new organisation. It’s vital that you can demonstrate excellent communication skills, including public speaking and working with the media.

Your background will include working with a Board of Trustees or similar to offer guidance and advice to ensure their decision-making is robust.

You’ll have first class financial management skills, such as budget setting, business planning and monitoring income and expenditure. You will also have a track record in developing and implementing a fundraising strategy or business development and income generation.

You will also need to demonstrate your substantial leadership abilities and the expertise to motivate our staff and demonstrate commitment to their engagement and development.

As a membership organisation, we will need you to have experience of listening to members or service users and involving them in service design and delivery. We will be the primary support organisation for volunteers, so knowledge and experience of managing and working with volunteers in diverse roles is also required.

You’ll be able to work under pressure, be self-motivated and self-disciplined, and be a problem solver. You can demonstrate enthusiasm and commitment and work to high ethical standards and values.

You will be creative and self-motivated, a skilled communicator able to confidently act as ambassador and the public face of Borders TSI. You’ll be passionate about bringing positive change and improving the lives of the people of the Scottish Borders.

**What you will be doing**

This is a rare and exciting opportunity to build and lead a newly formed dynamic organisation to support and represent the third sector in the Scottish Borders. The priorities for this role are:

# Developing the organisation

# Developing relationships and enabling the third sector

# Strategic development, planning and reporting

# Finance and income generation

# Governance and supporting the Board of Trustees

# Leadership and motivation of the staff

You will take the lead in setting out the organisation’s vision, mission and strategic aims, developing and managing operational plans and resources to deliver them. You’ll provide leadership, management and motivation in a positive and collaborative culture that develops and supports staff.

You will work to maximise the capability of the sector and ensure it has a voice in local and national policy and planning, by demonstrating how it’s vital work transform lives. You will develop and maintain effective relationships with stakeholders including the third sector, elected members and senior officials of Scottish Borders Council, the Scottish Government, national infrastructure organisations and external funders. You will champion the sector and work to influence resource allocation to ensure that local organisations are recognised and rewarded for the work they do.

You will be responsible for delivering an ambitious strategy and securing funds to support it, as well as overseeing sound financial planning, organisational development and operational management. You will also establish, develop and monitor an annual evaluation of service standards within an appropriate quality framework, such as The European Foundation for Quality Management (EFQM).

Working with the Board of Trustees, you will develop a financial strategy to support the design, delivery and development of high-quality services. You will submit funding applications and tenders to enable us to meet our ambitions, and implement the strategic day- to-day financial management of the organisation

Working with the Board, you will ensure that effective governance, monitoring and reporting systems are in place, and you’ll be responsible for ensuring that the organisation has an effective external communications strategy.

**What you will get**

The salary is £50k-£55k per year based on a 35-hour week.

You will get 25 days annual leave as well as 10 days public holidays. There’s a pension contribution and enhanced sickness pay. There will be opportunities for your own learning and development and coaching/mentoring will be available. This is a permanent post.

We offer a flexible working policy to support the work/life balance of our employees. This post is hybrid, working between home and various offices across the Scottish Borders.

If you would like an informal conversation about the role, please email [duncandunlop@borderstsi.org.uk](mailto:duncandunlop@borderstsi.org.uk)