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| **Job Title:** | **Chief Executive Officer** |
| **Accountable to:** | **The Board of Trustees** |
| **Hours:** | **28 hours per week** |
| **Fixed Term:**  **Salary** | **2 years**  **£38,000 to £45,500 pro-rata (depending on experience)** |
| **Based:** | **Remote working with the requirement to attend regular meetings in Glasgow** |

Refugee Survival Trust has been supporting some of the most vulnerable people in society for over 26 years. We provide an immediate, practical response to destitution and homelessness for people seeking asylum protection and refugees in Scotland.

Our vision is a welcoming, inclusive, safe Scotland for refugees and people seeking asylum safety, where all live free of destitution and have the means and opportunities to realise their full potential. Our mission is to provide refugees and people seeking asylum with practical support when it is most needed, build connections between people and use what we learn to raise awareness and advocate for positive change.

RST provides support to alleviate homelessness and destitution. We also work to raise public and political awareness of the issues facing people seeking asylum and refugees, particularly around destitution, and to contribute to the development of policy and good practice.

After recent restructuring we are refining our strategic focus. There is a strong focus on longer term strategic planning, income diversification and financial sustainability. We are a small team who deliver maximum impact for our size.

The CEO role is the keystone to operations and a sustainable future. You will oversee the day to day operations, providing direction and leadership to the team, working collaboratively with the Board and ensuring sound financial, operational, risk and people management. You will be central to the development and implementation of future strategy and work in support of our vision and aims, as well as implementing structures and processes that enable us to be effective and efficient.

The role is for a visionary and realistic leader for our staff team and volunteers. You will have significant leadership, management and change experience, along with the ability to engage effectively with a wide range of stakeholders. Handling financial and funding challenges with skill and confidence, you will possess the energy and integrity required to lead the organisation through uncertain and complex situations, with authenticity. You will have substantial fundraising and management experience, a talent for building relationships and a proven track record in securing funds from statutory sources, foundations, trusts and major donors. Experience in the development of an individual donor programme including donor marketing and communications is also an advantage.

**Key responsibilities**

* Lead and manage at an operational level providing direction, and guidance to the team, the board, and our volunteers.
* Provide regular line management and support to team members designed to enable people to give their best, fostering a collaborative and motivating culture
* Work closely with the Board on formulating strategy, business planning processes, financial management and governance in compliance with legislation and best practice
* Analyse policy and the macro-environment on an on-going high-level basis, aligning strategic aims
* Financial management, developing robust annual budgets and managing finances effectively, including regular management accounts and reports, supporting regular finance sub-committee meetings, annual accounts reviews and day-to-day financial management
* Work with the team to maximise income from a range of opportunities to maximise income from a range of different sources including trusts and foundations, statutory sources, major donors, appeals and community fundraising
* Regularly complete fundraising applications to secure the required annual income. Put in place a fundraising strategy. Actively train and develop the team in all aspects of fundraising.
* Maintain up-to-date knowledge of the external funding environment, fundraising trends, and current fundraising trends legislation and standards
* Create and deliver an effective communications strategy for increasing brand awareness, fostering supporter engagement, and attracting new supporters
* Develop and oversee delivery of a range of work which contributes to the aims of RST, ensuring all programmes/projects/services are adequately funded and meeting agreed targets, outputs, outcomes, and QA processes, as required by funders and RST
* Engage positively with and influence key stakeholders including local and national government, media and third sector partners to give voice to the needs and interests of refugees and people seeking asylum and position RST as appropriate
* Develop and respond to opportunities to expand and promote the profile of RST
* Work with the Board to ensure effective governance.
* Undertake any other duties in support of RST’s work as reasonably required

**Person Specification**

**Essential Experience**

* Experience of leading an organisation or working in senior executive level management within a third sector or similar organisation
* Experience of developing strategic and operational plans and managing a staff team to effectively implement them
* Experience of managing finances at senior management level including leading on budget preparation, income and expenditure monitoring and forecasting
* Experience of developing new services and projects including setting realistic and achievable targets and outcomes
* A Proven track record of securing funding, preparing, and submitting fundraising applications. Ability to maximise income from a range of different sources including major donors, trusts and foundations, regular giving, appeals, events, and community fundraising.
* Excellent leadership, staff and project management skills and the ability to develop and implement appropriate systems and processes and take the lead in strategic and operational decision-making.
* Excellent written and verbal communication skills, ability to relate to and inspire diverse audiences and communicate complex information and issues clearly and coherently
* Good understanding of HR matters and ability to effectively manage, develop and support staff team members and volunteers
* Sound critical thinking and analysis skills with the ability to review strategic documents and policies and translate these into plans and actions. Strategic
* Ability to build, manage and develop key stakeholder relationships including stewardship of donor relationships and networking and collaboration with other third sector organisations, local and national government, statutory agencies etc., in the best interest of RST’s mission and aims
* Highly self-motivated and able to work autonomously, take initiative and make decisions.
* Strong IT skills with a willingness to use technology/digital to maximise effectiveness and efficiency.
* Accountable for the financial management of the charity, budgeting, forward planning, diversify income streams, financial sustainability – work closely with Finance Officer and Board.
* Experience of Risk management and planning

**Desirable - Experience/Skills/Abilities**

* Experience and/or knowledge of the issues affecting refugees and people who are seeking asylum, particularly in Scotland
* Marketing and promotion skills and ability to effectively promote the services to a wide range of stakeholders and potential funders
* A relevant finance or fundraising qualification
* Communications experience

We are committed to inclusion and diversity. The different skills and experiences that our colleagues from different backgrounds bring to us allow us to make better decisions, consider different views and be an altogether more interesting and cohesive place to work. We welcome applications from everyone who meets the job specification and shares our values. All our staff are expected to share these commitments and abide by our policies.