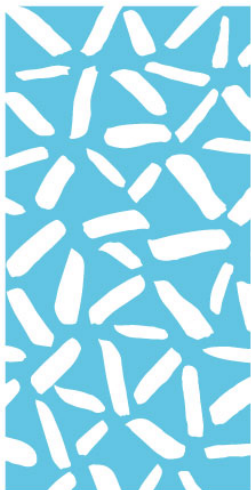


CHIEF EXECUTIVE OFFICER

Recruitment Pack

Closing Date: 12 Noon; 17 April 2023

Interviews: 27 April 2023



**Edinburgh
Social
Enterprise**

Chief Executive Officer

28 – 35 Hours | £40,000 (pro-rata) | Edinburgh-based with flexible working

Edinburgh Social Enterprise Network (ESE) is a membership organisation that exists to create the conditions for social enterprises to thrive in Edinburgh.

We provide a range of services including peer-to-peer support and networking; the promotion of social enterprises and their products and services; representation of the sector; the provision of information and training and learning events. ESE is also a partner in Edinburgh's Third Sector Interface.

ESE is home to The Good Stuff Network, the meeting place where social enterprises, 'socially enterprising' businesses, organisations, and anchor institutions such as universities, the NHS, and the Council come together to 'do good things' in the City of Edinburgh.

We are looking for a Chief Executive Officer (CEO) to supervise and manage all strategic and business aspects of the organisation on behalf of the ESE Board and members. You will be responsible for giving strategic direction as well as creating a vision for success.

To thrive as CEO you must be both an inspiring leader and a prudent manager. The ideal candidate will have a business mindset, able to see the big picture in a variety of settings. You will take actions to generate income from a diverse range of sources, while upholding the values and principles of the organization and wider sector.

The goal is to drive development of the new Good Stuff Network and guide ESE towards longer-term financial autonomy and sustainability, reducing reliance on public sector and grant funding.

Having the right mind-set, attitude, and approach is as important for us as having the right experience and skills. We appreciate that the best person might not have all the criteria listed, so if you feel your experience and skills will help you to make a great contribution in this role and you have the right mind-set, we would welcome an application from you.

We are fully committed to equality in our hiring, and welcome any accommodations required to support you in the role.

We look forward to hearing from you!

Yours Sincerely,



**Emma Galloway, Chairperson
and the Edinburgh Social Enterprise Board**

Details

Salary:	£40,000 per year (pro rata)
Hours:	28 - 35 hours per week
Benefits:	31 days annual leave plus six public holidays (pro rata)
Location:	ESE, Greyfriars Charteris Centre, Edinburgh

Interviews will be held in person in Edinburgh on 27 April; if you require support to enable travel to an in-person interview, please contact us to arrange access to our bursary.

How to apply

Please send a **covering letter** outlining your previous experience and suitability for the post, along with your **CV** to ESE Chairperson, Emma Galloway, at; emma@edinburghsocialenterprise.co.uk

Closing date; 12 Noon, 17 April 2023

If you have any questions about the application process or the role, please contact Claire Pattullo, current CEO, at claire@edinburghsocialenterprise.co.uk to arrange a call.

Job Description

Strategic Development

- Lead strategic development of Edinburgh Social Enterprise Network, in consultation with the ESE Board and staff members to develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives.
- Maintain a deep knowledge of the social enterprise sector and relevant markets.
- Develop new income streams that guide organisation towards longer term financial autonomy and sustainability, reducing reliance on public sector and grant funding.

Governance

- Ensure adherence to legislation, i.e., in relation to OSCR and the Financial Conduct Authority and in-house policies to maintain the organisation's compliance and ethical standards.
- Support the ESE Board to recruit, induct and provide relevant ongoing support and training to directors.

Financial Management

- Retain overall responsibility for the day-to-day finances of the organisation.
- Work with the treasurer to set an annual budget and ensure the financial health of the organisation.
- Produce reports for the Management Committee, funders and project partners as required.

Representation and Partnerships

- Represent the interests of ESEN and Edinburgh TSI at relevant strategic partnerships and fora, as agreed with ESEN Board and TSI partners, at local, regional, national and international level
- Build trust in relations with and act as the main point of contact for key partners and stakeholders, i.e., funders, other intermediary bodies, support agencies, public sector bodies, the private sector, Councillors, MSPs and MPs
- Work with TSI partners on the delivery of the Edinburgh TSI workplan
- Oversee relationships with consultants and sub-contractors.

Operational Management

- Oversee all operations and activities, developing new projects as appropriate, to ensure they produce the desired results and are consistent with the overall strategy, vision and mission of the organisation.
- Oversee design and delivery of member benefits, including a comprehensive programme of support for TGSN members including training, events, networking, B2B, consultation and engagement, festivals.
- Lead employees to encourage maximum performance and dedication, setting comprehensive goals for performance and growth and delegating to colleagues as appropriate.
- Establish policies that promote a positive company culture and vision.

Promotion and Communications

- Oversee ESEN's brands 'The Good Stuff Network' and 'Buy The Good Stuff'
- Oversee communications, i.e., ESEN web site , online directory, social media
- Produce briefings, blogs, press releases, etc. for a range of audiences

Person Specification

Essential

- At least two years' experience in a senior management or senior project management role
- Experience of generating income from a diverse range of sources and securing external funding from trusts and grants
- Understanding of the social enterprise sector and its place within the wider social impact sector
- Understanding of the opportunities and challenges being faced by social enterprises
- Strong leadership skills
- Influencing and negotiation skills
- Experience of building and maintaining relationships with a wide range of individuals and organisations
- Strategic thinking and an ability to develop and report on project plans
- Experience of partnership working
- Excellent written and verbal communication skills
- Excellent organisational skills

Desirable

- Experience of working for a social enterprise
- Experience of managing marketing campaigns
- Experience of working with the public sector
- An understanding of community planning and community wealth building