

Chief Executive Job Description



Scottish Youth Parliament

Reports to:	SYP Board
Salary:	£57,867 - £63,225
Grade:	CEO
Direct Reports:	Deputy Chief Executive, Head of Policy and Public Affairs
Location:	Working between the SYP Office at 1 Mansfield Place, and hybrid
Contract:	Permanent, subject to continued core funding
Working Hours:	35 hours per week (a flexible approach, including evening and weekend work, is required)

About The Role

This is an exciting opportunity to join the Scottish Youth Parliament (SYP), the democratically elected voice of Scotland's young people, as the most senior staff member.

SYP has a proud history of delivering youth led campaigns that deliver meaningful policy change. Our campaigns for Votes at 16, for Equal Marriage, for free bus travel for under 22s, and for the incorporation of the UN Convention on the Rights of the Child into domestic law, to name only a few, have led to many improvements to the lives of young people across Scotland.

SYP's political profile and impact has never been higher, and the demands placed on our staff team and the MSYPs we support are significant. Like many youth organisations in Scotland, SYP is operating in a challenging and complex external environment, with central and local government funding becoming increasingly tight.

Our work in upholding young people's rights has been recognised internationally, including by the United Nations Committee on the Rights of the Child as well as domestically, through our work with the Children's Parliament to deliver an annual joint meeting between children and young people and the Scottish Cabinet.

We have a number of exciting projects and activities that are upcoming, including:

- Our 79th National Sitting, which will take place in Orkney in July
- SYP National Elections in November, working in partnership with 32 local authorities and our 11 National Voluntary Organisation partners
- Our Children and Young People's Takeover of the Scottish Government's Cabinet meeting and our Takeover of the Scottish Government's Executive Team.
- Supporting MSYPs to ensure young people's rights are upheld in Scotland at the United Nations Committee on the Rights of the Child in Geneva.

As CEO, your role will be to negotiate these challenges, identify and deliver on opportunities, while remaining true to our youth led ethos, and supporting a Board of Trustees (all of whom are aged 16 to 25) in leading the organisation, managing risks and delivering on our strategic objectives.

If you are a skilled and inspirational leader, with a track record of delivering results in a political environment, who is confident in supporting young people to excel, then this role might be perfect for you!

If you would like an informal and confidential discussion about our expectations for this role, please contact SYP's Chief Executive, Ben McKendrick at ben.m@syp.org.uk.

Key Areas of Responsibility

Governance and support for the SYP Board

As Company Secretary, you will be responsible for compliance with company and charity law, as set out by Companies House and OSCR, and other legislation and policy (including child protection and the Lobbying Act).

You will advise the Board of Trustees on managing finances, risks and other strategic responsibilities.

You will be responsible for preparing all Board papers, supporting Board meetings and coordinating advice from our team of External Advisors.

You will be accountable to the SYP Board of Trustees and work closely with the SYP Chair and Vice Chair (the Chair will be your line manager).

You will oversee SYP's AGM, including chairing an Assessment Panel for all Trustee candidates and ensuring that the elections are fair and transparent and in line with SYP's Articles of Association.

Strategic planning and core funding

Working with the Board, you will oversee the implementation of the SYP strategic plan alongside the Board's priorities.

You will be responsible for reporting on the strategic plan to core funders in Corra Foundation (on behalf of Scottish Government).

Strategic planning for whole organisation, including drafting and submitting applications for SYP's core funding.

You will also be responsible for income generation from projects and other sources.

Supporting the Board of Trustees

You will always uphold young people's rights and SYP's youth led ethos

You will act as a liaison between SYP Board and the staff team

You will oversee and provide training, coaching, mentoring and support to all Trustees, including SYP Chair

Financial management

Working with the Finance Officer, you will oversee all of SYP's financial matters, including presenting management accounts to the SYP Board

You will be responsible for overseeing and managing the external audit of SYP's accounts.

Senior Management

You will lead the Scottish Youth Parliament's Senior Management Team working with the Deputy Chief Executive and other senior staff on key strategic and operational matters.

You will also be required to represent the Scottish Youth Parliament at a senior level to further our charitable objectives and youth led ethos, on Scottish Government and third sector forums.

Staff Management

You will facilitate and co-ordinate the day-to-day running of the organisation.

You will line manage the Deputy Chief Executive, Head of Policy and Public Affairs and other staff members.

You will oversee all of SYP's core operational work including funded projects, policy, public affairs and campaigns, and training and participation.

Policy and Public Affairs and Communications

You will support the Head of Policy and Public Affairs in developing and implementing a broad and high profile public and external affairs framework.

You will have oversight of all communications activity at a strategic level, and leading crisis communications when required.

Disciplinary and Conduct issues

Working with the Vice Chair, you will be responsible for handling the rare occasions when the SYP Code of Conduct is breached.

Relationships

You will manage senior relationships across a wide range of organisations- e.g., Government Ministers, senior backbenchers, senior civil servants, charity CEOs and local government leaders.

Personal Specification

Essential Skills, Knowledge and Experience

You will be someone who has:

- Experience of networking with and influencing Scotland and/or the UK's most senior politicians and other policymakers
- Proven ability to work in partnership with others across a variety of sectors
- A passion for upholding young people's rights and commitment to taking a rights based approach to your work
- Open and constructive approach to people management
- A proven track record of leading often complex projects within agreed timescales
- Worked in a consultative and open environment
- Experience of supporting change
- Experience of working within a complex organisational structure
- Good knowledge and experience of budget management
- A track record of securing funding in competitive environments
- Experience of business case management, funding application and proposal writing
- A strong inclusive style and who delegates to develop others
- Set and encouraged a positive team culture through their own behaviours

Desirable Skills, Knowledge and Experience

Someone who has:

- A background in youth work
- Experience of operating in a rights based environment
- Understanding of public and third sector in Scotland
- Acted as Company Secretary
- Experience in marketing, PR and communications
- Strong decision making skills
- Demonstrable presence, impact and subtlety of approach to position campaigns and policies
- Experience in event management
- Experience of conflict resolution/mediation