

CHIEF EXECUTIVE OFFICER - JOB DESCRIPTION

Job Title:	Chief Executive Officer
Salary:	£57k to £62k per annum
Hours of work:	35 hours per week (This may include occasional unsociable hours including working evenings and weekends)
Contract Type:	Permanent
Office base:	The Gateway, North Methven Street, Perth, PH1 5PP
Service:	Senior Leadership
Responsible to:	Board of Trustees

Purpose and outcomes

Reporting to the Board of Directors, the Chief Executive Officer (CEO) is the public face, leader and ambassador of PKAVS.

You'll be the driving force of the organisation and will share our work building meaningful relationships with our valued stakeholders including Third Sector Chief Executives, the CEO and Executive Team at Perth & Kinross Council, NHS, funders who support organisations in Perth + Kinross and other key partners.

You'll have a real passion for people and for seeking out, creating, and maintaining strategic collaborative relationships. You'll be inspiring, self-motivated with the ability to communicate effectively to a wide range of audiences to provide vision, deliver results, and act as an ambassador for the values of both the organisation and the broader third sector.

You will be a strong, experienced leader with true belief in people-first strategies, an effective communicator with a proven record of leadership, strategic development, finance + funding and delivery of the organisation's goals and objectives.

Strategic themes

You'll lead the organisation through an exciting period and deliver on our five key strategic themes:

1. **People & Culture** – Continue to establish PKAVS as a great place to work, where morale is high, and operates in a culture of openness and trust.
2. **Service Excellence** – Align our services with PKAVS charitable aims and strategic priorities, ensure that roles and responsibilities are clear and that our services are delivered to a high standard, meeting our impact goals.
3. **Finance & Funding** – Manage our budgets, bringing new funding streams into the organisation, ensuring we have a financially viable and sustainable organisation.
4. **Board, Governance & Risk** – Provide the Board with the right information to govern the organisation and ensure it is meeting its charitable aims. Support the Board to build their skills and experience and managing organisational risks.
5. **Brand, Reputation and Communication** – Raise awareness of our work and ensure that the PKAVS brand is known, has a positive reputation and internal and external stakeholders are clear on who we are, what we do and how we do it. Also, that our communications are consistent and concise.

Key Operational Duties and Responsibilities

Strategic and Business Oversight

1. Liaise with the Board of Directors in relation to the development of the charity's strategic vision and be responsible for leading on its implementation.
2. Work towards the achievement of long-term sustainability by identifying and pursuing opportunities for growth and facilitate an environment where these can be explored.

Governance and Compliance

1. Liaise with the Board of Directors to ensure that the charity's overall governance structure, policies, and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary.
2. Attend regular Board meetings (usually held in the evenings), to present relevant reports and information, provide options, advice, and recommendations, and to respond to the Directors' questions.

Leading and Developing People

1. Lead, mentor, and empower the Senior Management Team as well as any other direct reports to enable them to perform to the best of their abilities and maximise their potential.
2. Establish clear lines of accountability and responsibility across the team that foster and maintain effective working relationships throughout the organisation.
3. Communicate regularly, openly, and effectively with staff and managers, ensuring timely and appropriate consultation, feedback, and sharing of information.
4. Lead the development of an inclusive culture which promotes diversity and equality of opportunity in all PKAVS work and practices, ensuring that the charity is regarded as a good place to work and volunteer.

Fundraising and Income Generation

1. Assume responsibility for the development and ongoing review of a plan for ensuring the generation of a long-term, sustainable income.
2. Own strategic responsibility for the delivery of an annual income to agreed expenditure budgets.
3. Seek out, develop, and nurture strong relationships with a range of existing and potential funders, and oversee shaping and writing of major funding applications, tenders, and partnership bids.

Finance and Legal

1. Ensure that the organisation remains solvent and in good financial health with sufficient cash flows generated to meet anticipated expenditure.
2. Produce a budget acceptable to the Board and to ensure the sound financial management of PKAVS within that budget.
3. Build and maintain the financial reserves of PKAVS to an appropriate level set by the Board of Directors.
4. Take appropriate steps to mitigate risks and manage issues that could significantly impact the organisation.

Third Sector Interface

1. Arrange representation for the Third Sector Interface at community planning level, at consultation meetings, and in developing partnership with appropriate agencies.
2. Ensure that responses are made to consultation documents and initiatives that may have a bearing on, or relevance for, the third sector.
3. To support the TSI Chief Officer in advocating the engagement and involvement of the broader third sector in Perth and Kinross in community planning structures.

Person Specification

		Essential	Desirable
Experience			
E1	Demonstrable experience of effective leadership at a senior management level, and the ability to enthuse, motivate, and develop a team to deliver results.	✓	
E2	Demonstrable experience of leading change management.	✓	
E3	Demonstrable experience of departmental and organisational budget management, with strong financial acumen and analytical skills.	✓	
E4	Demonstrable experience of securing funding in a tough financial climate from multiple funding streams.	✓	
E5	Demonstrable experience of cultivating strong relationships and credibility with a broad range of stakeholders (e.g., funders, corporate partners, Board of Directors, direct reports, service users, etc.).	✓	
D1	Demonstrable experience of marketing and fundraising planning and implementation.		✓
Knowledge & understanding			
E6	Knowledge of good charity management principles and practices.	✓	
E7	Knowledge of Community Planning Framework and Third Sector Interface structure.	✓	
E8	Knowledge of public sector policy and the reform landscape in Scotland, especially with regard to health and social care.	✓	
D2	Knowledge of human resources and employment legislation.		✓
Skills & Attributes			
E9	Commitment to the aims of PKAVS and a desire to bring about positive change in the lives of people in Perth and Kinross.	✓	
E10	Excellent organisational, written, and verbal communication skills, including experience and confidence in public speaking, report writing and dealing with press and media.	✓	
E11	Able to demonstrate personal drive, adaptability, and responsibility, as well as absolute integrity, confidentiality, impartiality, and professionalism at all times.	✓	
E12	Able to carry out work using Microsoft Office programmes, Outlook for email and accessing the Internet.	✓	
E13	Able to evidence your commitment to Continuous Professional Development (CPD).	✓	
D3	Able to travel independently in the course of your work and have access to a car.		✓

Additional Information

Employer:	The post-holder shall be employed by Perth & Kinross Association of Voluntary Service Ltd. (a registered charity in Scotland SC 005561).
Location of Work:	This post will be based at The Gateway, North Methven Street, Perth, PH1 5PP or other sites/services as required by the organisation.
Responsible To:	Board of Directors.
Probation:	This post carries a 6-month probationary period.
Induction:	A planned Induction Programme will be offered together with relevant job specific training.
PVG (Protecting Vulnerable Groups):	This post requires a PVG (Protecting Vulnerable Groups) check.
Offer of Employment:	An offer of appointment will be made subject to two satisfactory references, PVG check, and eligibility to work in the UK.
Support and Supervision:	The post holder will receive regular support and supervision carried out by the Board of Directors Chairperson, or such other member of the Board as may be decided from time to time.
Holidays	PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern. On appointment – 238 hours Equivalent to 34 days (28 days annual leave and 6 public holidays) After 2 years – 252 hours Equivalent to 36 days (30 days annual leave and 6 public holidays) After 3 years – 273 hours Equivalent to 39 days (33 days annual leave and 6 public holidays) Please note that annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff.
Pension Scheme:	PKAVS Ltd operates an auto enrolment pension scheme.

PKAVS is an Equal Opportunities employer.

Employee Signature: _____

Date: _____