



Job Description

Responsibilities & Duties

1. Oversee the operations of the charity, ensuring all activities are delivered in line with our strategic and charitable aims and within budget.
2. Draw up and keep under review the annual operational plan setting out the organisational deliverables and priorities to effectively balance workload with delivery of aims and outcomes.
3. Provide leadership and management to the staff team ensuring all staff activities fulfil the aims and agreed deliverables of their project area and align with funding requirements. Ensure staff are appropriately trained and supported to feel empowered in their roles.
4. Support the Trustees to perform their governance function as effectively as possible, through supporting Board and Sub-Committee meetings.
5. Set organisational priorities to effectively balance workload with delivery of aims and outcomes.
6. Monitor the delivery of SK project-based work to assess its impact, provide feedback to and make recommendations to the board based on review of the performance and outcomes, including recommendations on potential strategy updates and staffing.
7. Organise and coordinate all SK large organisation-wide events ensuring all staff are involved and play an appropriate role.
8. Promote SK, its mission, vision and values in all work both internally and externally and maintain SK brand in all outputs.
9. Oversee/administer all SK finances in accordance with the annual budget and delegation constraints, including overseeing payroll requirements.
10. Provide regular reports to the charity Trustees and funders as appropriate.
11. Work with and support the fundraising group to ensure future bids are relevant, appropriate and commitments can be met.
12. Work with partners at a local level and seek opportunities to develop joint projects which meet our strategic aims.

13. Ensure the organisation has all relevant and necessary policies and procedures, that these are updated in line with any legislative changes and staff are aware of and follow relevant policies and procedures.
14. Support the staff and board to identify opportunities for business development and financial security.
15. Keep up-to-date with local and national strategies, as well as best practice and current relevant legislation. Make recommendations as appropriate.
16. Develop and/or maintain relationships with appropriate partners and stakeholders and attend local network meetings.

This list is not exhaustive, and you may be required to undertake other duties as required.

Person Specification

Essential qualifications, skills, and experience:

- A minimum of three years experience of working in a community organisation in a lead role, ideally in the third sector.
- Experience of leading and managing a staff team.
- Experience of managing a budget.
- Experience of project planning and delivery.
- Experience of working in partnership with other organisations.
- Excellent problem solving and decision making abilities.
- Excellent attention to detail and enthusiasm for collaboration.
- Excellent interpersonal, listening and communication skills.
- Proven ability to plan and prioritise a busy, diverse workload and use initiative.
- Experience of monitoring, evaluation, and reporting.
- Good literacy, numeracy, and IT skills, including Microsoft Word and Excel.
- Understanding of issues around inclusivity, equality, and diversity.

Desirable qualifications, skills, and experience:

- A qualification in Project Management/administration/operations.
- Enthusiastic about engaging people in the environment and carbon reduction.
- Knowledge of Kirriemuir and the surrounding area and an ability to travel.
- A qualification in climate literacy (or willingness to undertake training).
- Experience of fundraising and grant applications.

Personal qualities:

- A positive and supportive attitude.
- Proactive and self-motivated.
- Flexibility and adaptability.
- Ability to work well under pressure.
- A commitment to volunteering and its value to society.
- Genuine interest in community development and engagement.
- A passion for continued learning and personal development.
- A personal interest in issues around sustainability and proactive actions to tackle the climate crisis.