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**Application Information**

**Applicant Information: CEO**

Thank you for your interest in this post. This application pack consists of tips on how to apply, the job description, the person specification, background information on the post, the application form, and the equal opportunities monitoring form.

In order to apply you will need to fill in and send us:

* the application form which is in the form of personal information and references, a supporting statement and a CV (or CV style questions)
* the diversity monitoring form. (This does not form part of the selection process but helps us monitor our processes).

If you would like an informal discussion please contact the Chairperson on [vacancies@ymcadumfries.com](mailto:vacancies@ymcadumfries.com).

Completed applications should reach us no later than **12 noon Friday 26th July 2024.** We plan to conduct a first stage of interviews in the week commencing 11 August 2024.

Please send your completed application by email to [vacancies@ymcadumfries.com](mailto:vacancies@ymcadumfries.com) with ‘Confidential FAO The Chairperson’ in the email header.

We will shortlist the people whose applications demonstrate the strongest fit with the job description and person specification. We are unable to give feedback to candidates who are not shortlisted. Unsuccessful interviewees will be able to ask for phone or email feedback.

We look forward to receiving your application.

Yours sincerely,

Board of Trustees,

YMCA Dumfries

**Chief Executive, YMCA Dumfries**

**The organisation**

YMCA Dumfries is an organisation in the Scottish third sector, a registered Scottish Charity since 1876, and is a member of the Scottish National Council of YMCAs. We provide and support quality programmes aimed at developing the body, mind and spirit of each member; young person, volunteer, board member and members of the community.

YMCA Dumfries operate a centre in the heart of the community where we have our youth centre and YMCafe. We offer a wide-ranging programme of activities all year round through our dedicated staff teams and volunteers. Our programmes are delivered through grant funding.

We work closely with our wider YMCA family within Scotland, Europe and around the world where we partner with other YMCAs, sharing programmes, connecting young people and learning together.

Due to the size of our building, we rent out a number of rooms to community projects who work together to meet the needs of our local community.

We strive with our long-term relationships with our stakeholders and beneficiaries and our knowledge of the local community and the needs of our children, young people and families.

**The search**

We are creating a new role at YMCA Dumfries in the Chief Executive Officer position. Looking for someone who can take on this vital role of supporting and leading YMCA Dumfries.

YMCA Dumfries is an impactful charity with a supportive and ambitious board, a talented and respectful staff team and strong community relationships. This is an exciting opportunity to lead a local YMCA into a new phase of activity.

**The role**

The Chief Executive Officer provides leadership for the staff team, promoting our work to funders, local youth organisations and within the community.

We are looking for a leader who is interested in organisational learning and development, values the sharing of knowledge and practice and who cares about young people, the community and the third sector.

We would like to hear from excellent communicators with outstanding team leadership skills and the ability to build and maintain stakeholder relationships. Our ideal candidate will also be experienced in financial and strategic planning with the ability to identify opportunities for YMCA Dumfries to develop, thrive and innovate in the years to come. We welcome applicants from a range of backgrounds, including experienced CEOs as well as experienced senior leaders who may be considering a CEO role for the first time.

**Job Description**

| **Chief Executive Officer (CEO)** | |
| --- | --- |
| **Hours of Work** | **35 hours per week**,  Flexibility - evening and weekend work required. |
| **Salary** | **£50,924,** E4reviewed annually |
| **Holiday Entitlement** | **30 days per annum** plus 7 public holidays |
| **Reports to** | Chairperson, Board of Trustees |
| **Responsible for** | Cafe Coordinator, Senior Youth Worker, Administrator, Community Development Worker |

**PURPOSE**The Chief Executive Officer role involves a high level of responsibility with pivotal decision-making affecting the future of the organisation, its beneficiaries, and its employees. They will provide effective leadership, management, administration, and development of the activities of the Dumfries YMCA. To support the Christian Mission in the local community. To develop and maintain relationships within the YMCA Movement, including other Associations and YMCA Scotland.

**KEY OUTPUTS**

***Business Management***

* Create and implement strategic development together with the Board and the operational team
* Lead and oversee the organisations short and long term operational plans in accordance with its strategy
* Maintain a detailed overview of the organisations outreach and activities programmes, providing the resources required to ensure the programmes deliver our mission
* Implement effective operational governance and support by developing, implementing and evaluating business service places including finance, HR and people, IT, Health and Safety, regulation, compliance and risk management
* Collaborating with the Board in fulfilling their legal duties and responsibilities and ensuring the proper governance of YMCA Dumfries
* Advertising and marketing available space for rent/use which will attract new partners and tenants
* Build and maintain healthy relationships with the tenants
* Provide regular reports to the Board

***Staff Management***

* Effectively line management of senior staff including conducting annual appraisals and regular target support meetings
* Supporting senior staff to line manage their staff teams
* Managing annual training calendar for staff and volunteers
* Ensure a clean, safe, well maintained working environment within the centre and its grounds, which meets the needs of all tenants and visitors to the centre
* Inspiring and supporting the team to meet their goals and understand how their contributions are vital to achieving our charitable purpose.

***Volunteer Management***

* Maintaining a positive volunteering culture, with all the necessary policies and procedures, and then ensuring its implementation

***Policies and Procedures***

* Effective implementation and management of best practice policies and procedures.
* A good understanding of Child protection and vulnerable adults policies and procedures

***Finance and Funding***

* Work closely with the Treasurer and Administrator
* Main a detailed overview of financial matters; including creating annual budgets which are agreed by the Board and managing resources within these agreed budgets
* Building a sustainable programme of individual, corporate, government, legacy and trust funding and donations that ensures our long-term financial sustainability in accordance with our funding strategy
* Successfully fund the salary costs of the CEO position

***Relationships***

* Building key mutually beneficial working relationships and partnerships with external stakeholders, regulatory bodies, local authority, government and funding bodies as well as the public, acting as the face and ambassador of YMCA Dumfries.
* Maintaining the positive culture in YMCA Dumfries by continuing the clear standards of conduct and respect, valuing diversity, engaging, listening to, and including each team member (employees, volunteers, tenants and the Board) as part of the solution.
* Growing our reach and ensuring we can increase the numbers of children, young people and families reached. Ensuring we keep YMCA Dumfries’ messaging, tone of voice, style and approach to strengthen our external presence and profile in line with our values and culture.
* Manage quarterly newsletters to share news and services with stakeholders and to manage the content of the website.
* Ensure YMCA Dumfries is represented regionally and nationally, including participation in forums, which support the development of the YMCA movement.

**PERSON SPECIFICATION**

***Essential Criteria***

* This is not an entry level position; it will require at least two years of experience in Community Education and Youth Work Leadership, ideally in a similar organisation
* Show a good understanding of community education, community learning and development and youth work
* Demonstrate a good working ability of business administration functions and systems, especially spreadsheets and other IT functions.
* Decisiveness - make decisions with speed and conviction
* Engaging for impact - developing a keen insight into the needs of our stakeholders and beneficiaries and ensuring the delivery of our charitable purposes
* Adapting proactively to be constantly ready and adapting rapidly to a continuously changing environment
* Delivering reliability - being able to set realistic expectations and deliver reliably with a steady hand through your understanding of the organisation, our stakeholders, your ability to create a high performing team, effective planning and organisation and your knowledge of how to best use business management systems.

***Desirable Criteria***

* Knowledge and experience of the YMCA Movement
* Good knowledge and experience of Youth Work delivery and development
* Links with local businesses and stakeholders
* Experience managing volunteers
* Management qualifications
* Knowledge of using accounting software
* Monitoring and evaluation skills
* Driving licence

***Christian Ethos***

* Agreement to work within the YMCA ethos and to participate in and deliver provision that will show Christian love in action.

**YMCA Dumfries Staff Structure**

**Tips on completing the application form**

1. Make it easy for us! When we read your application, we are looking for evidence that you have the skills and experience listed in the **person specification** to be able to complete the role outlined in the **job description.** Structure your supporting statement by providing a few sentences about each element of the person specification to explain how you meet each requirement.
2. Provide Explanations - If you say that you have worked as a senior executive elsewhere we cannot assume you have the skills we need. You need to explain briefly the specific tasks and responsibilities you carried out and relate them to the skills we are looking for in our person specification.
3. Give evidence - A statement ‘I am a great communicator’ is not evidence. What we are looking for, for example, is for you to describe in a few sentences a time when you communicated well and what other people did or said to show that you had communicated well.

**Application Form**

| **Position** | Chief Executive Officer (CEO) |
| --- | --- |
| **Where did you find out about the position** |  |

| **Name** |  |
| --- | --- |
| **Address** |  |
| **Phone Number** |  |
| **Email Address** |  |

**Declaration**

I declare that to the best of my knowledge the information contained within this form is accurate and true **and** that there are no restrictions on my ability to work in the UK or obtaining a PVG membership that would prevent me from taking up this post.

| **Signature** |  |
| --- | --- |
| **Date** |  |

**Supporting Statement**

Please explain how your previous experience and skills meet all elements of the person specification. Please use no more than **2 pages,** at a font size of no less than 12.

**Referees**

Please give the names and contact details of two professional referees who can comment on your suitability for this post. One must be your current or most recent employer.

| **First Referee** | | **Second Referee** | |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Phone Number** |  | **Phone Number** |  |
| **Email** |  | **Email** |  |
| **Relationship** |  | **Relationship** |  |

Please attach your CV detailing employment and education history, **or** use the following pages to complete these details.

**Please return application form, along with your equal opportunities monitoring form to:** [vacancies@ymcadumfries.com](mailto:vacancies@ymcadumfries.com)

**All applications must be received NO LATER than the deadline time and date.**

**Previous employment** (to complete if no CV included)

Please list your employment history starting with the most recent.

Describe **briefly** your responsibilities in each post.

The table will extend as far as required.

| **Employer** | **Position** | **Responsibilities** | **Dates** |
| --- | --- | --- | --- |
|  |  |  |  |

**Other relevant experience** (to complete if no CV included)

Please include details of voluntary work and membership of organisations.

The table will extend as far as required.

| **Organisation** | **Position** | **Responsibilities & Achievements** | **Dates** |
| --- | --- | --- | --- |
|  |  |  |  |

**Diversity Monitoring Form**

**YMCA Dumfries is committed to equality, diversity and inclusion in all our work. We collect information about people applying to be staff or trustees to help us monitor our equalities practice. You can help by completing this form.**

Please note: This page will be separated from your application form and will not be seen by the selection panel.

*Prefer not to say* is a valid response to any of the following questions.

1. How would you describe your ethnic origin?
2. Which one of the following best describes you?

Female Male Other

1. Do you consider yourself to be a trans person?

Yes No

1. What age group applies to you?

under 29 30-39

40-49 50-59

60 or over

1. Are you disabled?

Yes No

1. How would you describe your sexual orientation?
2. Please indicate your religion or belief, including ‘none’