



Chief Executive Role Description

Job Title: Chief Executive

Reports to: Scottish Fair Trade Forum Chair and Board

Salary: £43,473 per annum

Hours: 35 hours per week

Length of contract: Permanent

Location: There will be a number of agreed days (at least 10%) when the role-holder will be required to work from the Scottish Fair Trade Forum office in Glasgow with other members of the staff team and at other times will be able to work from home or in the office. Also some travel around Scotland and on occasions to other parts of the UK and elsewhere to attend meetings etc. will be required.

Role description:

The Chief Executive plays a key role in setting strategic direction with the organisation's Board and in ensuring the organisation adheres to financial, legal and ethical guidelines and standards. The Chief Executive oversees planning and implementation of the Scottish Fair Trade Forum's budgetary and financial management and its fundraising, communications and operational strategies. The Chief Executive of the Scottish Fair Trade Forum also acts as Chief Executive of the organisation's trading subsidiary, Fair Change Co.

Responsibilities:

- Develop overall fundraising, campaigning, communications and operational strategies for the Scottish Fair Trade Forum and Scotland's Fair Trade Nation campaign
- Oversee budget planning and effective financial management and reporting
- Effectively lead and develop Fair Trade awareness in Scotland through work with the Scottish Fair Trade community and key partners such as the Fairtrade Foundation, Fair Trade Wales and the World Fair Trade Organization
- Represent the organisation at external events and in the media, ensuring organisational messages are communicated effectively
- Ensure operations are well-planned, delivered in a cost-effective way, to a high standard within agreed timescales, with appropriate success criteria and corresponding measurement in place

Scottish Fair Trade Forum, Robertson House, 152 Bath Street, Glasgow G2 4TB



- Provide expert advice and guidance to the organisation's staff, volunteers and partners throughout Scotland and elsewhere
- Oversee the development of Scotland-specific resources, events and campaigning tools
- Ensure effective communication with the organisation's Board of Trustees, partners, members and external organisations
- Develop and maintain effective relationships with key partners to ensure achievement of Fair Trade Nation criteria
- Report regularly on progress toward outcomes, finance, communications and campaigning to the Board, the Scottish Government and other key funders and partners
- Manage and develop the professional and personal skills of staff and volunteers
- Act as the Chief Executive of the organisation's trading subsidiary, Fair Change Co.

Person specification:

- Experience/knowledge of the role and activities of a small campaigning/network/charity/membership organisation
- An ability to line manage a small core team and to manage resources and processes
- An interest and ability to work in a collaborative, dynamic and innovative way
- Ability to multi-task, problem solve and react quickly when needed
- Ability to identify key stakeholders, make connections, build networks etc.
- Excellent communication skills, both written and spoken
- Excellent interpersonal skills
- Committed to the importance of good governance and compliance
- An ability to identify potential opportunities, challenges and risks
- Experience of working in an organisation with a Board of Trustees (desirable)
- An interest in and knowledge of Fair Trade
- An awareness of trade and social justice issues (desirable)
- An understanding of policy-making in Scotland and the UK (desirable)



Support:

The role will be line managed and supported by the organisation's Chair, on behalf of the Board.

During regular reviews, you will be given the opportunity to identify areas in which you feel further training and support would enable you to better carry out your role and boost your personal and professional development. The Chair and/or Board may also request you to undertake specific training (funded by the organisation) to help you carry out your role.