

CHIEF EXECUTIVE

Job Title:	Chief Executive		
Location	Wiston Lodge, South Lanarkshire		
Hours:	28 hrs per week (35 hrs FTE) – Full Time hours would also be considered.		
Report to:	Chair, Board of Trustees	Salary/rate:	£37,000-£41,000 FTE
Benefits	25 days leave(+bank hols), employer pension contribution, flexi working		

THE ROLE

As a well-established outdoor development and activities centre, we are currently seeking a dynamic Chief Executive to lead our team into the next exciting phase of our organisation. The ideal candidate will have experience of leadership and development within the voluntary sector, with a demonstrable track record of delivering to organisational strategy and budgets.

This role will be to drive the strategic direction to align with the organisation's mission and work collaboratively with our range of stakeholders who care deeply about our aims- including Trustees, members, employees, volunteers, funders, and the local community.

The successful candidate will have excellent communication and organisation skills, with the ability to inspire their team around a vision. They will be able to demonstrate competency of leading through periods of change. They will demonstrate innovation and a genuine passion for supporting young people and the community, as well as a connection to nature and environment.

Importantly, they will be committed to the values of Wiston Lodge, the ethos of the third sector, and approach of community learning and development more widely.

THE ORGANISATION

Wiston Lodge is a special place with a rich history. Formerly a hunting lodge set within an estate approx.. 50 acres in size, it is now a well-known and loved charitable organisation focussed on offering educational & outdoors programmes to vulnerable adults, young people, and wider community.

The YMCA sold Wiston Lodge in 2007 to a group of local community members, when it became an independent charity, and has been operating as a non-profit organisation ever since. It has between 5,000-7,000 people access its grounds and programmes annually, and is supported by a group of Trustees, and delivered by a committed staff and volunteer team.

OUR PURPOSE

Vision

A world where people have the opportunities and support they need to grow positive and sustainable futures.

Purpose

To provide a unique rural setting where people can feel safe and be supported to develop the skills they need to fulfil their potential, free from the distractions of everyday life.

Mission

- Deliver tailored learning programmes to children and young people, vulnerable adults, and to the staff of the organisations that support them.
- Work with our surrounding community to support, sustain and build a brighter future for our local area.
- Offer our hospitality, recreational facilities and training to groups who support our charitable purpose.

Beliefs We believe:

- All people regardless of their needs or circumstances can extend their boundaries and build their potential through our Personal, Social and Emotional Development programmes.
- In supporting the development, and building the prosperity, of our surrounding local communities through our work.
- That building lasting partnerships with other agencies is the most effective way to deliver our programmes.
- That offering opportunities for continuing personal and professional development to our staff and volunteers is the key to delivering our mission.
- In an ethical approach towards resourcing food, materials, and energy.

OUR PROGRAMMES

- **Outdoor youth work residentials** (school and youth club residentials, day trips, adventure programmes)
- **Wellbeing garden and nature connection** (bushcraft, forest schools, environmental learning)
- **Path of the Little People** (child programmes, nature trail, additional support needs sessions)
- **Community Events** (holiday programmes, Christmas event, Halloween, Easter, meals)
- **Education & skills development** (alternative education work, thematic classes, accreditation)
- **Creative arts and events** (music retreats, arts classes, creative partnerships)
- **Venue hire and corporate development** (teambuilding days, location hire, catering.)

OUR PEOPLE

Wiston Lodge currently have a PT/FT staff team of 12:

- Interim Chief Executive, Business Manager, Programmes and Partnerships Manager, Projects and Grounds Manager, Freelance Grants Writer, Booking and Admin Officer, Path of Little People Coordinator, Head Cook, Housekeeper, Gardener, Grounds and Garden Assistant, Facilities and Grounds Keeper.

The organisation also has a regular bank of freelance instructors and other regularly commissioned external staff and volunteers.

Trustees and Directors: Judy Russell (Acting Chair), John Moffat (Treasurer), Jane Robison, Ian Edwards, Peter Allan, Gillian McDiarmid, George Sutherland and Amanda Burgauer.

REQUIREMENTS AND RESPONSIBILITIES

Strategic Leadership

- In conjunction with Trustees, develop and review strategic and operational plans regularly.
- Work collaboratively with all stakeholders to ensure our strategy is achieved.
- Embody the values of the organisation through their actions and behaviours.
- Excellent problem-solving and decision-making abilities.

Operational Management

- Day to day management of the organisation, providing effective leadership, support and motivate the staff team to achieve agreed objectives
- Ensure robust monitoring and evaluation of service delivery to inform development and management of the service and meet the expectations of regulators and funders
- Oversee the management of facilities and grounds to ensure a high quality and safe environment for staff, young people and volunteers
- overall responsibility for all personnel and HR issues
- Directly line manage the programme leads (five posts) supporting their respective roles in managing staff that report to them
- Ensure the organisation complies with all legal and regulatory requirements.

Financial Management

- Responsible to the Board for the overall financial health of the organisation including the preparation, monitoring and management of budgets and regular reporting on financial performance and forecasts
- Lead responsibility for fundraising and generating new and existing income streams, including maximising social enterprise opportunities, public sector funding and corporate/individual giving.

Governance

- Attend Board meetings and Trustee Committees to report on all matters relating to role responsibilities and ensure the Board are informed to support sound strategic, operational and decision making
- Work with Trustees to ensure the organisation meets its legal, regulatory and constitutional obligations, including being Data Protection Officer, OSCR Principle Contact & similar roles
- Organise and support requirements by the Wiston Lodge constitution including, but not limited to, Annual and Extraordinary General Meetings, annual report and accounts.

External Representation

- Act as the organisation's spokesperson and principal contact for the media
- Represent Wiston Lodge to a wide range of key external stakeholders
- Raise awareness with a wide network of partners, stakeholders and key influencers to generate new income streams and partnership opportunities
- Help steer Wiston Lodge's social media and publicity plans
- Be a positive advocate for Wiston Lodge, young people, and the wider community.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualification and Personal Development		
A relevant professional or leadership qualification or equivalent knowledge acquired by other means	X	
Demonstrable commitment to CPD, our mission and values	X	
Recognised management qualification, or similar		X
Leadership and Management		
Experience of operating effectively at a senior level in a relevant environment	X	
Effective leadership and management skills when dealing with difficult, complex issues and decisions	X	
Proven ability to lead, motivate and manage a team	X	
Experience in dealing with personnel and HR issues	X	
Design of service, supporting and managing change	X	
Experience in monitoring and evaluation of service delivery	X	
Financial Management		
Experience in preparation, monitoring and management of budgets	X	
Ability to prepare reports and interpret financial systems	X	
Experience in writing funding bids/applications		X
Governance and Promotion		
Experience of charity governance	X	
Ability to represent the organisation at a local and national level	X	
Experience of developing and implementing policies and procedures to ensure effective organisational operation and development	X	
Experience of working with or in support of a Board of Trustees		X
Other		
Eligible to join PVG Scheme Membership Scheme	X	
Ability to travel and to work occasional evenings, overnight duty manager role and weekends when required		X
Experience of working in a third sector, or similar, organisation.	X	
Experience of working within and/or leading youth work, outdoor education or nature and environmental organisation.		X
Experience of working with, or awareness of the needs of, vulnerable groups and/or young people.	X	

TO APPLY

PLEASE SUBMIT YOUR CV AND COVER LETTER.

Trustees kindly request you submit your most recent CV that is no longer than three pages. References will not be contacted at this stage. Accompanying this, please attach a cover letter, no more than two sides of A4, clearly outlining:

- Why you are applying for this role?
- How you fit the person specification and role responsibilities?
- Your current career position and connection to values?
- Any other information around notice period, or accessibility needs?

DEADLINE 6th February 2025. Submit to info@wistonlodge.co.uk. For an informal chat or more information regarding the post, you can contact our Interim Chief Executive John Loughton on john@dare2lead.co.uk.

Interviews are provisionally scheduled to occur between the weeks of 17th and 24th February at Wiston. Wiston Lodge is committed to being an Equal Opportunities employer.