



Job Title: Chief Executive Officer (CEO)

Location: Cumbernauld, with work across Kilsyth and the Northern Corridor areas

Salary: £40k to £45k depending on experience

Hours: Full-time 35 hours per week

(Core hours Monday to Friday 9am to 5pm with flexibility required to start earlier or work later, to suit the needs of the charity and any events we may hold from time to time)

CACE (Cumbernauld Action for Care of the Elderly)

The Role

We are seeking a dynamic and visionary Chief Executive Officer (CEO) to lead our organisation towards achieving its strategic goals and objectives. The ideal candidate will possess exceptional leadership qualities and a proven track record in managing diverse teams while driving financial performance. As the CEO, you will be responsible for overseeing operational management, staff leadership, service development, and strategic planning. This role requires an individual with a passion for community work, the ability to develop strong partnerships and build relationships with external partners as well as the ability to adapt services to meet emerging needs.

Key Responsibilities

- **Service Management:** Oversee the delivery of existing services, ensuring they are effective, person-centred, and aligned with our mission.
- **Team Leadership:** Provide management and support to staff and volunteers, ensuring a positive and productive working environment.
- **Strategic Development:** Lead on the development and implementation of service improvements, including digital support initiatives and flexible service models.
- **Partnership Working:** Build and maintain relationships with local organisations, funders, and stakeholders to enhance service provision and partnership opportunities.
- **Community Transport:** Oversee the management of the Community Transport fleet, ensuring compliance and efficient operation for service users and community groups.



- **Funding and Reporting:** Support funding applications, reporting, and evaluations to sustain and grow services.
- **Safeguarding & Compliance:** Ensure that all services operate within regulatory requirements and best practices in safeguarding and data protection.

The above responsibilities are provided as a general indication of responsibilities for the role and is not an exhaustive list of all duties and responsibilities.

