

Impact Hub Inverness Chief Executive Officer

About us

Impact Hub Inverness, which is the trading name of HISEZ CIC, supports the start-up and growth of social enterprises and SMEs in the Highlands and Islands. HISEZ CIC was established at the end of 2003 and since then has delivered business support services for the third sector, under contracts for the Scottish Government (including the current [Just Enterprise](#) business support programme) and others. As part of the global Impact Hub network, we also provide a co-working space and a suite of services designed to foster economic growth, sustainability and social impact within communities.

What we are looking for

Chief Executive Officer (Part-Time) 3 days a week (21 hrs per week)

Salary: £48,000 FTE (pro-rata £28,800), with the potential for an increase of up to £50,000 FTE depending on the performance of the business.

Pension: We offer a workplace pension with The People's Pension, with an employer contribution of 8%.

Annual leave: 35 days holiday entitlement (pro-rata)

Responsible to: Board of Directors through the Chair

Duration: This is a permanent post and is subject to an initial 6-month probationary period.

Location: Impact Hub Inverness Office, Castle Street, Inverness, with travel to meetings, including occasional trips to the Central Belt.

Job Description

Main Purpose: To lead the operation and development of Impact Hub Inverness in such a way as to maintain and increase its influence, impact and sustainability.

Main Tasks

- Lead the overall management and development of the company
- Secure and maintain assets and revenue to ensure the company's long term viability and impact
- Act as an advocate and raise the company's profile, ensuring meaningful relationships/partnerships and influencing government policy
- Promote and represent the company at a senior level, building and maintaining effective partnerships and influencing government policy
- Support and develop staff in such a way as to bring out their full potential while ensuring their wellbeing
- Provide support and high quality advice to the board
- Direct the effective delivery of all of the company's work programmes
- Ensure effective and efficient management of all staff and assets
- Ensure high diligence in financial management, budgeting and reporting
- Ensure all statutory and other legal obligations are fully met
- Maintain high standards in governance procedures
- Support the business development of the organisation through identifying new revenue streams, partnerships and business opportunities
- Undertake other tasks which from time to time may be required by the board to ensure the success of the company

Staff Directly Managed

Between 4 – 6 staff

Person Specification

Essential:

- Experience in the social enterprise sector along with a strong understanding of how community and social enterprises function.
- A very good understanding of the relevant policy and organisational context governing social and community enterprise in Scotland and the Highlands and Islands in particular.
- Good understanding of business planning, budgeting and financial management to ensure financial sustainability and the overall smooth running of the organisation.
- Proven experience in leading a team.
- Highly developed staff management skills.
- Excellent written and verbal communication skills.
- Excellent organisational skills.
- Proven diplomacy and partnership-building skills.

Desirable:

- Detailed understanding of how boards work.
- Evidence of experience at a CEO level.

Recruitment Timetable

Activity	Date
Closing date and time for applications	31 March 5pm
Shortlisting completed by	4 April
Interview date	11 April

If you are interested in applying, please forward a CV and covering letter to kate.mckinley@impacthub.net

Your covering letter should demonstrate, through actual examples, how you meet the requirements for this position. If you would like to speak with someone about the position, please email Nicholas Gubbins, Chair, HISEZ CIC board, nlrg1@me.com to arrange a time.

Candidates will be interviewed in person at our offices in Castle Street, Inverness, on 11 April 2025.

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