Chief Executive Officer (Maternity Cover)

**Be United**

**Title:** Chief Executive Officer (Maternity Cover)

**Salary**: £40,500 pro rata (Contract: 4 days/ 32 hours pw)

\*As part of our commitment to Fair Work, Be United works a 4-day work week, paid at 5.

**Reporting directly to**: Board of Trustees

**Contract Date:** To be agreed on. (Estimated 1st August 2025 – July 2026.)

This is a fixed-term contract that may be open to extension.

**Charity Registration:** SC044615

**Application Closing Date:** 10am on Monday 30th June 2025.

**JOB SPECIFICATION**

Summary

The Chief Executive Officer (CEO) is responsible to the Board of Trustees for the overall leadership of the organisation. They will lead the strategic direction of the organisation in line with the 2025 – 28 Business Plan, which they will monitor in collaboration with the Creative Director supported by the Board of Trustees. The CEO will work with the Board of Trustees to ensure accountability and informed decision making for the governance of the organisation. They will exercise oversight of all management and financial decisions and will ensure legal compliance.

The CEO will be an outstanding leader ensuring all strands of activity contribute to shared objectives and will promote collaboration and the values of the organisation. They will be a bold and strategic think that takes a proactive approach to the role and will operate with high standards and be committed to the organisational values of excellence, equity and empowerment.

The CEO, alongside members of the team, will be an advocate and ambassador of Be United and will work to raise the profile of the organisation and champion the organisation in the wider cultural sector. They will manage relationships with key stakeholders, potential and existing funders and will be comfortable working at the most senior levels as well as with grass roots organisations and individuals.

At a practical level, the CEO’s responsibilities fall into a number of categories:

* To lead on the strategic delivery of Be United 2025-28 Business Plan and strategy to ensure implementation and delivery of objectives.
* Ensure all programmes of activity are delivered to the required standards and are regularly reviewed.
* To lead and develop the overall organisational culture, supporting and mentoring all direct reports encouraging a collaborative approach to working that contributes to clear and effective communication throughout the organisation.
* Ensure that effective partnerships are built with other organisations to expand the reach of Be United’s work, visibility and impact across the sector and within the community.
* To keep abreast of sector developments, best practice, and policy changes in order to identify and introduce appropriate innovation.
* To proactively push innovation and help the organisation evolve digitally.

Dimensions

The role of the CEO is the most senior leadership position within the operational team. The CEO reports directly to the Board. They’re direct reports include the Creative Director and Business Development Manager. They are responsible for the HR of all permanent staff members.

Key Responsibilities

Key Responsibilities include the following areas:

**Governance**

* To work with the Chair of Trustees to ensure all regulatory requirements (OSCR and Companies House records are fulfilled and up to date and that the organisational strategy is reviewed and refreshed by the Board of Trustees.
* To attend all Board and subcommittee meetings (currently Finance and Business Development/Digital Income).
* Ensure the risk register is updated regularly and shared with the Board and Operations team.
* To work and liaise with the Chair of the Trustees, Chairs of the Subcommittees, Trustees and Creative Director on any matters arising.
* To lead on the organisation’s Digital Transformation and proactively explore innovative ways to improve the organisation and its impact.

**Financial management**

* Maintain oversight of all budgets, liaising with budget holders, as necessary to track income and expenditure and ensure accurate forecasting through the year.
* Work with the Treasurer to produce annual and longer-term budgets, modelling a variety of scenarios as appropriate, and presenting budgets for approval to the Board.
* Ensure financial reporting is maintained and reported monthly. Working with accountants at SEAS to facilitate this and the statutory annual accounts process for FY26.
* Maintain oversight of the three-year forecast and support the development of a scenario planning approach to monitor risk.
* Lead on the delivery of Be United’s Income Generation strategy including applying for grant funding, supporting Creative Director with income generation through Creative Programme and explore development of Be United Trading Ltd.

**Management and organisational strategy**

* To ensure the effectiveness of the senior leadership team making sure that all training, support and performance management is delivered.
* To lead the Senior Management Team, with support from Board of Trustees to deliver Be United’s 3-year business plan and strategy, engaging the Creative Director and other staff to ensure a proactive approach in line with the organisation’s values.
* Ensure that all actions coming from compliance requirements and the Board of Trustees are progressed and implemented.
* To implement effective strategies for leading and managing change.
* To contribute to the maintenance of all policies and processes for Be United.
* To support the delivery of strategic initiatives to ensure excellent HR practices across Be United, including succession planning, recruitment and selection, training, development and employee support and engagement.
* To build and sustain relationships across a range of funding opportunities (statutory, individuals, trusts and foundations etc.).
* To proactively nurture existing industry relationships and collaborations and seek new partnerships and avenue for collaboration within the community and industry.

Essential Competencies

* Knowledge and understanding of: the arts, cultural and creative industry in Scotland and the UK; approaches to creative and cultural enterprises; as well as the funding, statutory, social, economic and political contexts encompassing the creative sector.
* Knowledge and understanding of African and Caribbean cultures in Scotland as well as the broader Scottish society.
* Ability to develop a vision in collaboration with partners, stakeholders and colleagues and to bring bold and ambitious ideas to fruition.
* Ability to balance strategic and developmental responsibilities with the day to day management of the organisation, staff and resources (digital and physical - i.e. office space/building).
* Ability to work to deadlines and to prioritise tasks and conflicting targets.
* An entrepreneurial approach to income generation.
* Proficiency in writing funding applications and reports.
* Budgeting and financial management abilities.
* Excellent written and verbal communication skills.
* Analytical and decision-making skills.
* Excellent team working skills.

Desirable

* Knowledge of charity governance and understanding the role of a board.
* Experience of leading an organisation through a period of growth and transition.
* A proactive approach to digital transformation and innovation.
* Experience in Administration and/or HR.

**Application Closing Date:** 10am on Monday 30th June 2025.

**Interviews:** Week of 7th July

**Start Date:** TBC (Estimated 1st August 2025).

**To Apply:** Send your CV and cover letter to [info@be-united.org.uk](mailto:info@be-united.org.uk)

Any applications received without both CV **and** cover letter will not be considered.

Be United is funded by Creative Scotland and Esmee Fairbairn.