




Active Communities

Chief Executive Officer Recruitment Pack 2025



An abstract graphic consisting of numerous thin, straight lines of various colors (dark blue, orange, green, pink, and light blue) scattered across the top half of the page. The lines are oriented in different directions, some horizontal, some vertical, and some diagonal, creating a dynamic and energetic visual effect.

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Company number: SC370513. Charity number: SC041275.

Hello.

Thank you for your interest in the position of Chief Executive Officer (CEO) at Active Communities.

Active Communities is a vibrant, community-rooted charity based in Renfrewshire. Our mission is to improve health and wellbeing, reduce inequalities, and create opportunities for people to thrive. We work closely with local communities to deliver innovative programmes and services that make a real difference to lives across the area.

This is an exciting time to join us. We have ambitious plans for the future, and we are looking for a dynamic, values-driven leader who can guide our organisation through its next chapter of growth and impact. As CEO, you will play a pivotal role in shaping strategy, ensuring financial sustainability, and fostering a positive culture that empowers staff, volunteers, and partners.

The successful candidate will bring:

- A strong commitment to social impact and community engagement.
- Proven leadership experience, including governance and financial oversight.
- The ability to build partnerships and inspire stakeholders.
- Resilience, adaptability, and a collaborative approach.

This recruitment pack provides additional information about the role and Active Communities.


Please send your full CV, including employment history, along with a covering letter/personal statement to info@activecommunities.co.uk.

The closing date is 5th December 2025 at 12 noon.
The interview date will be available on the website.

If you have any questions or would like to speak with a member of our Board of Trustees, please contact us at info@activecommunities.co.uk.

We look forward to hearing from you and thank you for considering joining Active Communities in making a lasting difference.

The Board of Trustees
Active Communities



About Active Communities.

Active Communities changes lives through motivating and engaging programmes which we deliver using a supportive and friendly approach. We believe in the power of community, listening to community needs and working with local people to improve their health and wellbeing.

Our aims are to connect local people, improve health and wellbeing, reduce loneliness and isolation, tackle health inequalities and provide opportunities for people to reach their full potential.

Our Vision

Everyone in Renfrewshire can live healthier, fulfilling lives.

Our Mission

To build healthy, supportive and vibrant communities.

Our Work

We provide a range of health and wellbeing groups and opportunities across Renfrewshire and in our Community Hub, Station Seven. Including community pantry, parenting programmes, after-school programmes, community meals, jogging buddies, a crochet group, social drop-ins, break-exercise, pilates, mindfulness and gardening groups are just a snapshot of what we deliver.

We have welcomed other local charities as tenants into Station Seven which has helped us develop our partnerships with these organisations and collectively build on our community reach.

To sustain Active Communities we aim to ensure Station Seven as a facility continues its high standards, focusing on income generation through space hire, events and fundraising.

Although our hub is in Johnstone, we continue to ensure we have a presence throughout communities in Renfrewshire, connect with local partners and influence how social issues are addressed within the area.

Our Core Values.

We strive to make our values part of our daily life at Active Communities to reflect who we are and what we want to achieve in the local area.

We Champion

We listen and amplify the voices of communities, advocating for those who need us the most

We Care

We are inclusive and compassionate, valuing every individual, and treating all with dignity and respect

We Connect

We bring people together creating a sense of belonging and purpose

We Celebrate

We celebrate achievements big and small

We Challenge

We challenge indifference and prejudice at all levels

We are Courageous

We innovate, adapt, and learn from success and mistakes



Our Team.

We have a hard-working staff team of just under 20 and a committed group of 60 volunteers.

Our people are at the heart of everything we do. As CEO, you will inspire, support, and empower them through exemplary leadership and by providing a clear and compelling sense of purpose.

Board of Trustees

Leadership Team

CEO

**Business
Development
Manager**

**Programmes
Development
Manager**

**HR and Ops
Manager**

Operational Team

Finance and Admin

Facilities

Marketing

Programme Development

Community Development

Project Leads

Grants and Funds

Family and Young People

Volunteers

Job Description.

Job Title:	CEO
Grade & Starting Salary:	£50,000 FTE
Responsible to:	The Board of Trustees
Contract:	Permanent
Hours:	Full Time or Part Time hours considered
Based:	Station Seven, Johnstone
Line Management:	Leadership Team

Evening and Weekend work is required and on-call for the building out of hours. The Leadership Team have flexibility to work one day per week at home.

Job Purpose

The CEO of Active Communities plays a pivotal role in leading the organisation with integrity, vision, and a deep commitment to community wellbeing.

We are looking for a leader who is proactive, solutions focused, has creative abilities and who is keen to use their relevant experience and knowledge to make a visible difference in the community. As a experienced professional you should be able to engage with staff, volunteers and external stakeholders, while having the ability to create valuable partnerships and encourage wider collaboration with other organisations.

Outlined are the key responsibilities and the attributes and behaviours expected of the CEO to ensure the organisation thrives and delivers lasting impact.

Key priorities and responsibilities

These outline the core areas of accountability and strategic focus for the CEO role.

1. Strategic Leadership and Planning

- Execute a collaborative strategic plan that embeds Active Communities' values and positively impacts local lives.
- Work closely with the Board of Trustees to develop and implement the charity's long-term strategy, vision, and annual business plans.
- Provide leadership across the organisation and support the leadership team in implementing the strategic plan at all levels.
- Regularly assess the operating environment to ensure relevance to the communities served.

Job Description Cont'd.

2. Financial Sustainability and Asset Utilisation

- Ensure continued financial sustainability, including strategic use of Station Seven to diversify income streams aligned with organisational values.
- Fulfil legal and contractual obligations related to financial and physical assets, liaising with relevant bodies as needed.
- Leads and supports major fundraising efforts and oversees grant management.
- Develop and implement an effective income generation strategy, diversified funding streams (e.g., grants, donations, corporate partnerships, Station Seven services, statutory funds etc.).

3. Governance, Risk and Financial Oversight

- Maintain robust systems of governance, risk management, and financial oversight (budget, forecasting and cashflow) to ensure accountability and transparency.
- Ensure legal and contractual obligations are fulfilled, with systems regularly reviewed for compliance and effectiveness.
- Accountable for the financial health of the charity, including developing and monitoring budgets (approx. £500k+ annual budget).
- Ensure robust financial management and control systems are in place, overseeing the production of management and statutory accounts.
- Attend Board/Committee meetings and prepare/present succinct performance reports and updates to the Trustees.
- Work collaboratively with the existing staff team and volunteers, ensuring a fully integrated approach to strategic planning and operational improvement.

4. People & Culture

- Lead staff and volunteers with inspiration, fostering a positive working environment and culture that brings out the best in everyone.
- Maintain a supportive and inclusive organisational culture, leading by example and upholding the organisation's values.

5. Programme Delivery and Community Impact

- Ensure programme delivery meets agreed outcomes and continues to respond to local needs.
- Strengthen organisational capacity to maximise the use of assets for community benefit.

6. Stakeholder Engagement and Partnerships

- Build and maintain strategic partnerships to enhance reputation, credibility, and collaboration opportunities.
- Engage with key stakeholders, including Renfrewshire Council and Renfrewshire Health and Social Care Partnership.

Job Description Cont'd.

CEO Attributes and Behaviours

These describe the leadership qualities and behaviours expected of the CEO in fulfilling their role.

Mission-Driven and Values-Led

- Ensures purpose is clear, focused and embedded in decisions.
- Acts as a role model for our values.
- Keeps social impact central.

Strategic Thinking and Vision

- Balances long-term vision and immediate needs.
- Anticipates social policy changes - locally and nationally.

Governance, Compliance and Accountability

- Understands the importance of governance and compliance.
- Works in close partnership with trustees and the leadership team to ensure accountability, legal compliance and ethical practice.

Resilience and Adaptability

- Demonstrates resilience and adaptability when working with limited resources.
- Maintains focus and effectiveness amid funding uncertainty.
- Makes pragmatic decisions while upholding optimism, commitment, and a clear sense of purpose.
- Navigates challenges with a solutions-focused mindset.

Collaborative Leadership and Stakeholder Engagement

- Builds trust and shared purpose across trustees, staff, funders, partners, stakeholders and volunteers.
- Ensures full community engagement and community-led projects.

Fundraising and Income Generation

- Confident fundraiser and networker.
- Inspires donors, oversee management of grants and diversifies income streams.

Culture and People Leadership

- Demonstrates integrity, empathy, and transparency in leadership.
- Shapes a positive and inclusive organisational culture.
- Leads with authenticity, accountability and purpose to foster trust and attract committed individuals.

Job Description Cont'd.

Cultural and Community Intelligence

- Understands Scottish policy context.
- Recognises diversity and community identity.
- Promotes equality, diversity and inclusion.

Advocacy and External Influence

- Represents the organisation in policy forums.
- Builds relationships with local and national government representatives.
- Champions marginalised groups.
- Be an ambassador for Active Communities.

The Post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively and flexibly to changing organisational needs.

What we offer you.

- Excellent holiday entitlement (35 days pro rata, including public holidays, increasing with service).
- Flexible working.
- Westfield Health plan - savings on dental, optical, physio etc.
- Discounted retail vouchers.
- Employee Assistance Programme.
- Free fitness and wellbeing classes for colleagues.
- Nest pension.
- Opportunity to make a difference and have influence in local communities.
- Opportunity to work with a well-respected charity which has a strong sense of values and commitment to the community.

We are committed to opportunities for all and welcome applications from all sections of the community and diverse groups.

**We will treat applications in line with our privacy notice which is available on request.
Thank you for your interest in Active Communities - we can't wait to hear from you!**