

JOB DESCRIPTION

JOB TITLE	Chief Executive Officer
RESPONSIBLE TO	Board of Directors, Gairloch & Loch Ewe Action Forum

ROLE OF GALE

GALE is a charitable development trust; established in 1997 to socially, economically and environmentally regenerate the Gairloch and Loch Ewe area. This involves empowering local people to undertake and develop a range of sustainable community led projects, with the aim of making the area a vibrant place where people of all abilities can live, work and thrive.

PURPOSE OF THE POST

To manage all aspects of GALE on behalf of the Board of Directors, providing strategic leadership and direction to ensure it delivers its mission of social, economic and environmental regeneration of the GALE area through participatory community action and community owned social enterprise.

KEY AREAS OF RESPONSIBILITY

1. Provide strategic leadership and management for all aspects of the day to day operation of GALE, its assets and its diverse range of projects.
2. Establish, model and maintain organisational culture, ensuring core values are understood and embedded in all activity.
3. Oversee all HR activity, building and inspiring a supportive team of staff and volunteers, and maximising performance through proactive performance management, which supports continuous development.
4. Initiate and drive future growth and development of GALE by searching out and developing new social and business opportunities while ensuring the charitable purposes of GALE are upheld in all aspects of its work.
5. Manage the organisation's finances for sustainability and growth, identifying and securing robust income streams from grant sources and donations, as well as developing a diverse range of income generating and trading opportunities.
6. Build robust, effective and collaborative relationships and partnerships with a diverse range of organisations, including local community groups, public bodies and private enterprises.
7. Work with and support the Board of Trustees in ensuring robust governance, compliance and financial security.
8. Represent GALE at all levels, actively seeking opportunities to contribute to and influence policy work at local and national level in line with GALE's strategic objectives.
9. Oversee all aspects of charity and company administration ensuring compliance with laws and regulations.
10. Secure appropriate contract work for GALE that supports the sector while also generating income for investment in GALE.
11. Undertake any other reasonable duties requested by the Board of Directors.

SKILLS AND EXPERIENCE REQUIRED

Essential

- Self-discipline and motivation, with the ability to work proactively using own initiative to plan, manage, organise and prioritise tasks; a genuine self-starter.
- Strong and effective verbal and written communication skills, with the ability to engage a variety of audiences across a range of media, including formal report writing and presentations.
- Experience of impactful strategic planning, implementation and leadership.
- Experience of financial management, planning and budgeting at organisational level.
- Experience of delivering inspiring leadership with the ability to build a supportive team and a positive culture.
- Proven track record of successful project implementation within budget and timeframe and in a relevant context.
- Excellent interpersonal skills with the ability to positively and proactively engage with and relate to a diverse range of people from diverse backgrounds and viewpoints.
- Good networking skills, able to build and maintain a strong network of relevant contacts across a range of sectors, people and backgrounds.
- Flexibility in both time and approach to work.
- The ability and means to travel throughout the Gairloch and Loch Ewe area and beyond as required.

Desirable

- Previous experience in a senior leadership role, ideally within the third sector and a remote rural context.
- Experience of community development with an understanding of the challenges and opportunities facing the Gairloch and Loch Ewe communities.
- Knowledge and experience of the third sector funding landscape with a proven track record of securing finance from a range of sources.
- Knowledge of the Development Trust movement and place based community development.
- Entrepreneurial flair with the ability to spot a good opportunity and turn it into financially sustainable activity with strong social or environmental purpose.

GENERAL INFORMATION

Location: - While the post will be based at The Shieling and GALE Centre, Gairloch, some of the role can be delivered remotely. There will be a requirement to travel throughout the Gairloch and Loch Ewe area and occasionally beyond attending events and meetings.

Contract: - Permanent with a 6 month probation period. Annualised hours contract.

Hours: - Minimum of 1456 hours per annum, equating to an average of 28 hours per week. Working pattern will vary across the year depending on your availability and the demands of the job. Some evening and weekend work will be required.

The pro rata salary for this post is £38,000.

Benefits: - 3% employer pension contribution; 7 weeks paid holiday (pro rata); 20% discount in GALE Centre Shop.