

Chief Executive

Job Title: Chief Executive

Salary scale: £64,946 - £72,841

Hours of work: 35 hours per week, which will include some evening and weekend work.

Holidays: 37 days (25 annual leave + 12 public)

Contract: Permanent

Line Manager: Chair of the Youth Scotland Board

Direct Reports:

- Head of Business Development and Impact
- Head of Youth Work and Quality Assurance
- Communications Manager
- Corporate Services Manager
- Awards Network Lead

Job Purpose:

Provide strategic leadership and overall management of Youth Scotland, delivering the 2024–29 Strategy [Growing Sustainable Community-Based Youth Work](#) and advancing the impact and sustainability of community-based youth work across Scotland.

The Chief Executive is Youth Scotland’s Company Secretary, responsible for statutory company and charity secretariat duties alongside leadership of the organisation.

Key Responsibilities:

Leadership & Strategy:

- Model values-led leadership, embedding equality, equity, diversity and inclusion. Set the tone for a collaborative learning culture across Youth Scotland and the wider network.
- Lead delivery of 2024–29 Strategy ‘Growing Sustainable Community-Based Youth Work’ ensuring services remain efficient, effective and impact-focused.
- Provide sector leadership for community-based youth work: forming key partnerships, and funding conversations amplifying youth voice in decision-making.

- Strengthen the Youth Scotland network and workforce pipeline, building capacity and confidence in member organisations and practitioners.

Governance & Risk:

- Company Secretary: act as Company Secretary of Youth Scotland, ensuring timely and accurate Companies House and OSCR filings, maintain statutory registers, oversee AGM/Board procedures and documentation and keep constitutional and policy frameworks current.
- Safeguard governance and compliance with the Board, OSCR and charity/company law; maintain up-to-date policies and internal controls in line with best practice.
- Advise the Chair and Board with clear performance insight and risk/opportunity analysis, driving continual improvement in governance and assurance.
- Own organisational risk, safeguarding and data-protection frameworks

People & Culture:

- Lead the Senior Leadership Team, ensuring structures, accountability and cross-functional ways of working are fit for purpose.
- Champion an inclusive, values-driven culture that supports wellbeing and high performance.
- Develop people and teams through supervision, appraisal, coaching/mentoring and targeted CPD. Manage talent and succession to grow future leaders for the sector.

Finance & Fundraising:

- Ensure long-term financial resilience: set budgets, manage reserves and cashflow, apply scenario planning, and uphold robust internal controls.
- Lead a diversified income strategy maintaining excellent funder relationships and impeccable reporting and compliance.
- Align resources to impact, prioritising strategic investment and efficiencies to maximise outcomes for young people.

External Relations & Advocacy:

- Represent Youth Scotland and the sector nationally; with Scottish Government, local authorities, funders, public bodies, media and strategic partners—positioning community-based youth work as essential public value.
- Build high-impact partnerships across the third sector to co-design solutions and unlock opportunities for young people and practitioners.

- Provide thought leadership and speak for the sector with credibility and clarity.

Impact:

- Lead delivery of the 2024–29 Strategy through clear outcomes and aligned plans, resources and partnerships.
- Build a positive data culture across Youth Scotland and its network, making evidence simple, useful and learning-led.
- Champion evaluation and impact communications—turning data and lived experience into compelling stories that demonstrate the value of community-based youth work to funders, partners and policymakers.