

**Job Description:** Chief Executive Officer

**Location:** Inverness, Highland

**Base:** The Haven Centre, Inverness

**Salary:** circa. £45,000 – £55,000 per annum (pro rata, based on experience)

**Hours:** Part-time (up to 0.8 FTE)

**Contract:** Permanent

**Reports to:** Board of Trustees

**Introduction**

The Elsie Normington Foundation was established in 2013 to design and build The Haven Centre for children with learning difficulties and severe and complex needs. This centre for excellence was opened in 2023 and includes three respite suites, a café and play centre operated by the Special Needs Action Project. The Foundation has a wider vision to inspire and facilitate change across the Highlands to support other groups to provide accessible spaces where children and families with severe and complex needs can connect and thrive.

1. **Role Overview**

The Elsie Normington Foundation is seeking an inspiring and dynamic Chief Executive Officer (CEO) to lead the charity into its next phase of growth and impact. This is a pivotal leadership role at an exciting time of growth and development for the foundation.

The CEO will be responsible for driving ENF’s strategic vision, strengthening operations, ensuring financial sustainability, and deepening community and stakeholder engagement. Reporting directly to the Board, the CEO will act as a key ambassador for the Foundation, developing relationships with funders, partners, and the wider community.

1. **Key Responsibilities**

Strategic Leadership

* Provide visionary and values-based leadership in line with the charity’s vision, mission and values.
* Developing and strengthening stakeholder partnerships.
* Representing the ENF at events and conferences.
* Recognising strategic developments and partnerships and working to develop them.
* Leading the implementation and review of the strategic plan.
* Report to the Board and support effective governance and trustee engagement.

Operational Management

* Oversee the day-to-day management of the Foundation and Haven Centre operations.
* Lead, support and develop a small staff team and volunteers.
* Ensure compliance with safeguarding, health & safety, GDPR, and charity legislation.

Financial Management & Fundraising

* Prepare and manage annual budgets in collaboration with the treasurer and the ENF board.
* Oversee financial controls and risk management procedures.
* Lead and support fundraising efforts, including grant applications, donor relations, and income generation from the Haven Centre.

Stakeholder Engagement & Advocacy

* Act as the primary spokesperson and ambassador for ENF locally and nationally.
* Strengthen relationships with families, partner organisations, funders, and public bodies.
* Promote the Haven Centre’s services and expand the charity’s reach.

Monitoring, Evaluation & Learning

* Embed impact measurement and continuous improvement across all service delivery and developments.
* Report on outcomes and impact to trustees, funders, and other key stakeholders.
1. **Essential Requirements**
* Proven leadership experience in the third sector and/or the public sector with a commitment to putting values at the heart of ENF.
* Demonstrable ability to lead organisational growth and manage change.
* Strong financial acumen and experience with budget management.
* A passion for disability rights, inclusion and community development.
* Excellent communication, relationship-building, and advocacy skills.
* Understanding of charity governance and working with a Board of Trustees.
* Experience in fundraising and income generation.
* Passion for the charity’s mission and values.
* Energetic, proactive, and solution-focused.
* Strong attention to detail and ability to meet deadlines.
* Flexibility to work evenings/weekends as required.
* Team player who can also work independently.
1. **Desirable Requirements**
* Professional leadership qualification.
* Experience working within the Highlands and Islands context or a rural community setting.
* Knowledge of commissioning services and/or operating a social enterprise model.
* Familiarity with children’s services, disability services or inclusive education.
* Experience of working with people with lived experience and their families.
* Understanding of OSCR requirements and the Scottish charity regulatory framework.
* Experience of coaching and embedding a coaching culture with an organisation.

**Qualifications**

A degree or equivalent professional experience in a relevant field (e.g. social work, education, community development, business, nonprofit management).

Additional leadership or governance qualifications are welcomed but not essential.

If you have any further questions about the role, please contact Chair of the Board Elsie Normington elsien@btinternet.com