

Job Description

Chief Executive Officer

SUMMARY

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| Location | Based at two main locations in Inverness Presence at other locations as required |
| Responsible to | Board of Directors, Calman Trust and Calman Enterprise |
| Responsible for | Leadership on organisational strategy, values, vision, operational performance and development. |
| Salary range | £50,000-£55,000 full-time (part-time considered, salary pro rata) |

PURPOSE

To lead the Calman Group, incorporating Calman Trust and Calman Enterprise, in guiding and supporting vulnerable and disadvantaged young people towards being proactive and positive members of society. Calman Trust provides support to individual young people aligned to their future choices and readiness, in-person and digital, whilst our Café Artysans Social Enterprise activity provides a dual service of generating income through trade and providing workplace training opportunities. You will provide financial strength and maintain reputational standards with partners and funders for reliable, creative delivery of service to both our young people and customers. You will oversee sustainable development and continuous improvement across the organisation, adapting to changing needs, and maximising the funds generated through both charitable and commercial income streams.

KEY DUTIES

1. Strategic Leadership & Organisational Growth

- Develop and execute a strategic plan that aligns with the organisation's mission and ensures ongoing financial sustainability.
- Lead the creation and growth of new or enhanced services to sustain and grow the organisation's impact, in line with risk appetite.
- Ensure responsiveness to key opportunities and developments, adapting charitable and trading strategies to business, financial or political realities.
- Maximise income streams including grants, social investment, trading income and corporate partnerships.
- Promote a culture of inclusivity, accountability, learning and continuous improvement.
- Ensure young people's voices influence decision-making and service delivery.

2. Financial Management

- Oversee astute financial planning and control in order to ensure the organisation's long-term sustainability and effective budget management.
- Monitor and report on financial performance against agreed targets.
- Ensure effective forecasting in order to identify financial risks and timely reporting to board, as well as leading on implementing measures to address financial performance shortfalls.
- Ensure suitable financial governance and processes are maintained and regularly reviewed in order to ensure accurate management and regulatory reporting.

3. Governance

- Ensure compliance with relevant legislation and best practice, including but not limited to charity regulations, employment law, health and safety legislation and GDPR.
- Oversee the preparation and timely submission of all regulatory reports and returns, including ensuring suitable board oversight.
- Oversee the ongoing review and implementation of policies and procedures to ensure adherence to legal, regulatory and best practice requirements.
- Support an effective Board operation to provide strong governance towards delivery of the organisation's purpose.
- Promote transparency, accountability, and ethical leadership across the organisation.

4. Communication and Stakeholder Engagement

- Build and maintain strong, positive relationships with funders, policymakers, businesses and community partners.
- Act as the spokesperson for the organisation within media and public forums, pro-actively promoting the services and impact delivered.
- Advocate for policies that support youth empowerment, youth employment and social enterprise.

5. Operational Management

- Direct and oversee all operational functions, ensuring the effective delivery of high quality and efficient services, and best use of resources.
- Oversee the growth of trading income through establishment of sustainable commercial operations.
- Lead staff in continuous review and adaptation of young people's services to maximise impact and relevance.
- Demonstrate a model of operational leadership that reflects the organisation's values.

6. Safeguarding & Wellbeing

- Ensure safeguarding policies and procedures protect young people using the organisation's services.
- Embed trauma-informed practices in the organisation's service delivery.
- Promote a culture of mental health awareness and wellbeing for staff and service users.

CANDIDATE REQUIREMENTS

We are seeking to appoint an inspiring leader who has a track record of coaching, developing and improving operational teams.

Whilst it is advantageous to have a background in youthwork practice, we will consider candidates from a variety of backgrounds who possess the right leadership, character attributes and experience to lead on delivery of a planned service to young people, with the capacity to enable measurable change. You must be an enthusiastic advocate for the interests of marginalised young people, understanding the difference that a committed, supportive personal relationship can make, and the growth achieved through challenge.

| Essential | Desirable |
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| Strategic Leadership Proven ability to lead an organisation through financial and political uncertainty with a clear, adaptable strategy. | Youth Work Practice A good understanding of youth work principles. |
| Financial Acumen Strong experience in financial planning, budgeting, raising and managing income from diverse sources (grants, commercial trading, partnerships). | Policy Knowledge Understanding of employment and skills development policies affecting young people. |
| Interpersonal Skills and Relationships Evidence of ability to lead and inspire, build strong relationships, internal and external, including a strong team. | Social Impact Measurement Experience in measuring and reporting social impact. |
| Written communications The ability to communicate clearly and succinctly in writing and orally, and to analyse complex data. Excellent presentation skills | Trauma-Informed Practice Familiarity with trauma-informed and youth-led service models. |
| Business Development and Change Management Proven ability to develop and implement new business or service models in response to environmental change. | Public Representation Confidence in acting as an ambassador in media and public forums. |
| Social Enterprise Experience Direct experience of managing or leading a trading-based social enterprise. | Team Development Skills in developing and inspiring staff and volunteers. |
| Youth-centred Approach Demonstrated commitment to youth participation and co-production in service design and decision-making. | Operational Process Experience implementing efficient policies, processes, and impact measurement systems. |
| Empathy and Understanding Understanding of the challenges faced by young people and their families and how to respond effectively. | Learning Culture Ability to foster a culture of continuous learning and development. |
| Digital Literacy and Innovation Confidence in use of digital technologies and ability to embrace innovation to improve services and reach new audiences. | Advocacy Ability to influence policy and funding decisions at local or national levels. |
| Safeguarding Commitment to developing skills in leading safeguarding and trauma-informed approaches. | Safeguarding Experience of safeguarding and trauma informed practice. |
| Resilience and Adaptability | Charity Understanding the compliance |

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| Proven resilience and ability to adapt to environmental change. | requirements and cultural expectations of a regulated charity. |
| Mission and Values Deep commitment to the Calman Trust mission and values and ability to inspire others in the same. | |