

Vector24 – Role Profile - Chief Executive Officer (CEO)

Location: Hybrid (Edinburgh HQ – New Haig House, Logie Green Road, EH7 4HQ)

Contract: Part Time, 22.5 hours per week over 3 days.

Salary: £36,000 per annum

Role Purpose

The Chief Executive Officer provides strategic, operational, and values-led leadership for Vector24. The CEO is responsible for delivering the organisation's mission, ensuring high-quality services for beneficiaries, maintaining strong governance, and leading the organisation's people, partnerships, and financial sustainability. The CEO is accountable to the Chair of the Board of Trustees to shape organisational direction and ensure compliance with all regulatory, legal, and ethical obligations.

Key Responsibilities

1. Strategic Leadership & Governance

- Accountable for the development, delivery, and monitoring of Vector24's strategic plan in partnership with the Board.
- Provide clear, evidence-based strategic advice to the Board, highlighting risks, opportunities, and emerging issues.
- Ensure effective implementation of Board decisions and maintain strong governance standards across the organisation.
- Build a constructive, transparent working relationship with the Chair and Trustees, enabling them to fulfil their governance responsibilities.
- Maintain an up-to-date organisational risk register and ensure robust risk-management processes.

2. Organisational Performance

- Oversee day-to-day operations, ensuring services are safe, effective, and aligned with organisational values.
- Responsible for organisational planning, performance management, and continuous improvement.
- Accountable for operational and financial performance, KPIs, and key variances using agreed reporting frameworks.

- Ensure compliance with all policies, procedures, and statutory requirements (employment, H&S, safeguarding, GDPR, finance, procurement, data security).

3. Financial Management & Sustainability

- Develop the annual budget and financial plan with the Treasurer for Board approval.
- Manage financial performance, ensuring resources are used effectively and responsibly.
- Authorise financial transactions within delegated authority.
- Accountable for annual audits and ensuring that regulatory financial processes are completed to required standards.
- Lead income generation activity including bid writing, fundraising, sponsorship, and donor engagement.

4. People Leadership & Organisational Culture

- Provide visible, supportive, and values-driven leadership to staff and volunteers.
- Foster a positive, inclusive organisational culture that empowers, motivates, and develops people.
- Implement effective communication and engagement mechanisms for staff and volunteers.
- Lead recruitment, induction, training, and succession planning for key roles.
- Set annual performance objectives and conduct quarterly reviews for all staff.

5. Stakeholder Engagement & External Relations

- Build and maintain strong relationships with collaborative partners, funders, commissioners, and community organisations.
- Represent Vector24 with credibility and influence across the charity sector, government, media, and public forums.
- Promote the organisation's mission, values, and impact to enhance reputation and reach.
- Ensure beneficiaries' voices and experiences inform service design and organisational development.

6. Service Quality, Impact & Beneficiary Experience

- Ensure services meet high standards of quality, safety, and beneficiary experience.

- Lead annual customer satisfaction surveys and ensure learning informs improvement.
- Champion a culture of continuous improvement and evidence-based practice.

Person Specification

Qualifications & Experience

- Educated to degree level or equivalent working experience.
- Demonstrable experience of portfolio, programme and project management
- Significant senior management experience within the charity, public, or community sector.
- Proven experience in strategic planning, organisational leadership, and delivering measurable outcomes.
- Demonstrated success in leading change and organisational development.
- Experience in partnership building, stakeholder engagement, and external representation.
- Strong financial acumen and experience in managing financial accounts, budgets, legislative governance and risk.

Skills & Competencies

- Excellent written and verbal communication; confident and persuasive public speaker.
- Strong leadership skills with the ability to inspire, empower, and develop others.
- Ability to build effective partnerships and act as an advocate for beneficiaries.
- High integrity, sound judgement, and commitment to ethical governance.
- Ability to work collaboratively with Trustees, staff, volunteers, and external partners.
- Strong problem-solving skills and ability to navigate complex operational environments.

Values & Behaviours

- Demonstrates integrity, professionalism, and commitment to Vector24's mission.
- Champions equality, diversity, and inclusion; able to challenge discriminatory behaviour.

- Collaborative, supportive, and committed to continuous improvement.
- Adaptable, proactive, and comfortable working in a fast-paced environment.
- Models organisational values and contributes positively to culture and morale.

Special Conditions

- All employees of Vector24 are required to hold current PVG Scheme membership appropriate to their role. Employees must ensure their PVG status remains up to date at all times and are responsible for completing any necessary updates or renewals to support the charity's safeguarding, governance, and regulatory obligations.
- Given the requirements to travel as part of this role, a full driving license is required.
- There is an expectation that the jobholder will be available for events which may take place during evenings and weekends.

How to Apply

Vector24 is committed to equality, diversity, and inclusion and welcomes applications from candidates with diverse backgrounds and lived experience.

Please submit a covering letter and an up-to-date CV detailing your relevant experience to the Chair of the Board, Kevin Gray by email to grayk8278@gmail.com.

Applications will be accepted until 23:59hrs on Friday 31st July 2026.