

OutLET Recruitment Pack: Chief Executive Officer

Our CEO will provide strategic and organisational leadership for OutLET, working closely with the Board of Trustees and Senior Leadership Team.

The CEO will be responsible for developing and driving OutLET's strategic direction, ensuring organisational sustainability and creating the conditions for our team to thrive.

A key part of the role will be looking beyond what OutLET currently does and asking: What's next?

We have strong foundations. We want someone who can help us build on them.

You might identify new partnerships, develop new income streams, explore new areas of work, strengthen our existing offer, expand our reach or identify opportunities we haven't considered yet.

We want someone who can combine strategic ambition with practical action.

Key Responsibilities

Governance and Board Engagement

- Report to the Board of Trustees on organisational performance, progress and strategic priorities.
- Work collaboratively with the Board to define OutLET's strategic direction, setting clear organisational objectives and ensuring their effective implementation.
- Ensure compliance with OSCR requirements and maintain high standards of governance.
- Prepare reports, annual returns and documentation for the Board and regulatory bodies.
- Support the Board's legal and financial responsibilities with appropriate strategic guidance.
- Provide effective organisational risk management and ensure significant risks are identified and addressed.

Strategic and Organisational Leadership

- Lead the development and implementation of OutLET's organisational strategy.
- Identify opportunities for growth, innovation and expansion.
- Translate strategic objectives into clear organisational priorities and plans.
- Foster a positive, inclusive and collaborative organisational culture.
- Lead, support and manage the OutLET team, prioritising staff development and wellbeing.
- Provide line management to the Senior Leadership Team.
- Promote leadership development and succession planning.
- Ensure OutLET remains true to its purpose, mission and values.

Financial and Operational Oversight

- Develop and implement organisational income generation strategies.
- Work with the Programme Delivery, Training and Business Support Leads to develop and monitor organisational budgets.

- Oversee organisational financial sustainability.
- Support funding and resource acquisition for organisational initiatives.
- Identify and manage organisational and operational risks.
- Ensure appropriate systems, policies and processes are in place to support effective organisational management.

Marketing, Communications and Brand Leadership

- Lead the strategic development of OutLET's marketing, communications and brand.
- Oversee marketing and communications plans that promote OutLET's programmes, training and impact.
- Ensure OutLET communicates consistently and effectively with its audiences.
- Monitor marketing performance and use insight to inform communications and audience development.
- Lead the development of organisational publications, annual impact reports and other strategic communications.
- Use storytelling and communications to raise OutLET's profile and support organisational sustainability.

People and Workforce Development

- Lead recruitment across the organisation, ensuring high-quality appointments aligned with OutLET's needs and values.
- Develop approaches that support staff development, retention and wellbeing.
- Build a positive workplace culture where people feel trusted, valued and supported.
- Ensure effective leadership and communication across the organisation.
- Recognise and develop the strengths and expertise of the existing team.

Cross-Functional Collaboration

- Maintain a broad understanding of all aspects of OutLET's work.
- Work closely with the Programme Delivery and Training Leads on organisation-wide initiatives.
- Collaborate with the Business Support Lead to ensure effective organisational systems and processes.
- Encourage collaboration and knowledge-sharing across teams.
- Provide cover and support where necessary across the organisation.

Representation, Partnerships and Networking

- Represent and promote OutLET to stakeholders, funders, partners and commissioners.
- Build and maintain strategic relationships that support OutLET's development.
- Advocate for OutLET's mission and approach in relevant public and policy discussions.
- Identify opportunities for collaboration, partnership and influence.
- Attend meetings, events, conferences and networking opportunities across the Central Belt and wider Scotland as appropriate.
- Build OutLET's profile and reputation through strategic networking and external representation.

As an outward-facing role, you will be required from time-to-time to his role will involve travel across the Lanarkshire and Glasgow areas, and occasionally further afield, to represent OutLET, build

relationships and develop new opportunities. A full driving licence and access to a car would therefore be desirable.

Salary: £40,000–£45,000 FTE per annum, depending on experience (pro-rata for part-time)

Hours: Flexible (28–35 hours) – we are open to discussing hours and working patterns

Location: Flexible/Hybrid - mix of office (Hamilton), outdoor (Lanarkshire-wide) and home working

Benefits: Generous holiday entitlement (36 days including public holidays), pension scheme and genuinely flexible working.

About the Person

We are looking for an innovative, strategic and values-led leader who can build on OutLET's strong foundations and help shape the organisation's next chapter.

The successful candidate will combine strategic thinking with practical leadership, bringing curiosity, creativity and a willingness to challenge conventional approaches. They will be comfortable leading an established organisation while also identifying opportunities for growth, innovation and expansion.

They will be a collaborative and considerate leader who can bring out the strengths of an experienced team, build strong relationships and create an organisational culture where people feel trusted, valued and able to do their best work.

This post is subject to membership of the Protecting Vulnerable Groups (PVG) Scheme and satisfactory PVG Scheme Record/Update. The successful candidate will be required to undergo the appropriate Disclosure Scotland vetting checks prior to appointment.

Essential Criteria

Leadership and Organisational Experience

- Proven experience of senior leadership within a charity, social enterprise or similar values-led organisation.
- Experience of developing and implementing organisational strategy.
- Experience of leading, supporting and developing a team.
- Experience of working collaboratively with a Board or governing body.
- Experience of managing organisational change, development or growth.
- Experience of balancing strategic priorities with day-to-day operational requirements.
- Demonstrable understanding of organisational sustainability and the challenges facing small organisations.

Strategic Thinking and Innovation

- Strong strategic thinking skills, with the ability to see the bigger picture while understanding the practical detail.
- Ability to identify opportunities for growth, development and innovation.
- A creative and solutions-focused approach to organisational challenges.
- Willingness to challenge established ways of working and explore new approaches.
- Ability to translate ideas and strategic objectives into clear, achievable plans.
- Ability to anticipate future opportunities and challenges and plan accordingly.

- Comfortable working in an agile environment where not everything has already been defined or decided.

Financial and Organisational Sustainability

- Experience of overseeing organisational finances, budgets or financial planning.
- Understanding of income generation and the importance of financial sustainability.
- Experience of identifying and developing new opportunities, partnerships or income streams.
- Ability to make informed decisions about organisational priorities and the allocation of resources.
- Understanding of organisational risk and how to manage it effectively.

Governance and Accountability

- Understanding of charity governance and the responsibilities of a charity CEO.
- Experience of working effectively with trustees or a Board.
- Ability to provide clear, honest and appropriate information to a governing body.
- Understanding of compliance, risk management and organisational accountability.
- Commitment to transparency, integrity and good governance.

People and Culture

- Strong interpersonal and relationship-building skills.
- Demonstrable experience of developing a positive and inclusive organisational culture.
- A collaborative leadership style that recognises and develops the strengths of others.
- Ability to inspire, motivate and bring people with them through change and development.
- Commitment to staff wellbeing, professional development and work-life balance.
- Ability to delegate effectively while retaining overall accountability.
- A considerate and emotionally intelligent approach to leadership.

Communication and Representation

- Excellent written and verbal communication skills.
- Ability to communicate complex ideas clearly to different audiences.
- Experience of developing and maintaining strong relationships with external stakeholders.
- Confidence representing an organisation publicly and professionally.
- Ability to advocate for an organisation's purpose and values.
- Experience of building partnerships across different sectors and organisations.

Values and Approach

- Strong commitment to OutLET's purpose and values.
- Demonstrable commitment to equality, inclusion and accessibility.
- An open, authentic and respectful approach to leadership.
- Curiosity and a willingness to learn.
- A genuine belief in the potential of people and the importance of creating opportunities for those who may be excluded by traditional systems.
- Comfortable working collaboratively and sharing responsibility.
- Willingness to listen, reflect and adapt.

Desirable Criteria

The following would be advantageous but are not essential:

- Experience of developing new programmes, services or business opportunities.
- Experience of securing income through grants, commissioning, partnerships or other sources.
- Experience of marketing, communications or brand development.
- Experience of working with local authorities, education, health, community or other public-sector partners.
- Understanding of nature-based approaches, outdoor learning, wellbeing or community development.
- Knowledge of the Scottish charity and social enterprise landscape.
- Experience of working with organisations supporting people with additional support needs, disadvantages or barriers to participation.
- Relevant leadership, management or professional qualification.

The Person We're Looking For

Qualifications and experience are important, but they aren't the whole picture. We are particularly interested in someone who brings the following qualities:

A Big-Picture Thinker

You can step back from the immediate pressures of running an organisation and see where it could be in three, five or ten years. You're able to turn ambition into practical strategic objectives.

An Innovator

You're curious about what could be done differently. You don't automatically accept that something is impossible because it hasn't been done before.

An Opportunity Spotter

You notice connections, partnerships and possibilities that others might miss. You're comfortable exploring new ideas while understanding the need to assess risk and make sound decisions.

A People-Centred Leader

You recognise that your role isn't to have all the answers. You know how to bring together talented people, give them space to use their expertise and create the conditions for them to succeed.

A Strategic Collaborator

You can work confidently with trustees, staff, funders, partners and communities, recognising that meaningful change rarely happens in isolation.

A Practical Problem Solver

You can move between the big picture and the detail when needed. You don't just identify problems — you look for workable solutions.

A Values-Led Leader

You lead with respect, integrity, openness and authenticity, and understand that how you lead is just as important as what you achieve.

What You Don't Need

You don't need to be an outdoor learning expert. You do not need to have worked in the nature-based sector. You do not need to know how to deliver our programmes or training. Our existing team brings considerable expertise in these areas.

What we need is someone who can lead the organisation, recognise the potential within it and help us turn that potential into its next chapter.