

Job Description – Chief Executive



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| Responsible to | The Board of Directors, represented by the Staff Liaison Officer |
| Salary | Up to £50,000 per annum pro rata + 6% contribution to pension scheme |
| Hours of work | Full time (35 hours per week) or 0.8 full-time equivalent (28 hours per week)* on a flexible basis, including occasional evening and Saturday work |
| Place of work | Greener Kirkcaldy office or hybrid of office and home |
| Contract | Permanent |
| Holiday | 33 days inclusive of public holidays per annum pro rata initially, going up to 37 days after 5 years' service |
| Requirement | The post-holder will be subject to a Disclosure Scotland check |

* We would consider requests to work fewer hours, or to job-share.

Job purpose

Greener Kirkcaldy's work is diverse and includes programmes of action on climate change, fuel poverty and food insecurity. We work in Kirkcaldy and across the region of Fife, often in partnership with other charities and public-sector organisations. Our work encourages individuals, households, community groups and businesses to make Fife a greener and fairer place to live.

The purpose of this role is to take a strategic lead in the development of Greener Kirkcaldy's activities, working closely with the Board, and to lead a team of 40 staff and 100 volunteers to deliver a wide range of grant-funded projects and social enterprise (income-generating) activities.

You will focus on the future and also on the here-and-now. You will drive the organisation's vision, instilling a sense of purpose and direction. You will make the organisation's objectives clear, inspiring staff to deliver them in a way that embodies the core values of the organisation. You will be responsible for the overall organisational and programme development and for preparing reports for the Board.

You will build a culture of collaboration, encouraging relationships within the organisation, across the sector and with a diverse range of stakeholders.

You will support the staff team and encourage continuous learning and development, ensuring that the team are equipped with the skills and knowledge they need to meet both present and future challenges.

Specific responsibilities

- Governance
 - To work with the Board to develop the organisation's aims, vision and strategy
 - To support the Board in ensuring high quality governance
 - To support the recruitment and retention of Board members
- Leadership
 - To set the direction for the staff team, ensuring that objectives are clear and that staff fully understand their roles within the organisation and have the information they need to make and act on their own decisions
 - To lead Greener Kirkcaldy in developing and maintaining its organisational values, ensuring that these feed through to the delivery of all services
 - To support a culture of learning and reflective practice
- Strategic management
 - To set and achieve annual targets and outcomes in agreement with the Board and to report on progress
 - To co-ordinate the running of the organisation, delegating responsibilities to senior staff members where appropriate
 - To ensure that the projects and services delivered by Greener Kirkcaldy meet the needs of participants, funders and partners
 - To develop and implement strategies for key organisational risks
 - To provide line management, support and advice to senior staff members
 - To ensure that effective workforce planning is in place to support an effective and satisfied staff team
- Financial sustainability
 - To set and manage budgets, delegating responsibility where appropriate
 - To develop the charity's financial sustainability including growing a portfolio

- of social enterprise (income-generation) projects and the spreading of financial risk, in line with the Strategic Plan
- To ensure that sufficient grant funding is in place and effective financial management systems and controls are developed and implemented
- Relationships
 - To encourage and facilitate cooperation and joint working, both among Greener Kirkcaldy teams and with external partners
 - To create and maintain a network of contacts in the voluntary, public and private sectors at a strategic level and ensure Greener Kirkcaldy is kept up to date with any relevant developments
 - To represent the organisation on key local, regional and national committees, and support other organisations to drive action

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental, social justice and community development issues
- To promote the values of Greener Kirkcaldy when working in the community
- To provide a positive role model for the staff team
- To work constructively and effectively with project partners
- To report on the success of allocated tasks
- To comply fully with the organisation ethos, policies and procedures
- To ensure that relevant regulatory requirements are met
- To attend and lead or contribute to staff meetings, Board meetings and training courses
- To undertake other duties in line with the job purpose

Person Specification

Essential criteria

Qualifications, skills and experience

- Excellent leadership, communication and interpersonal skills
- A strong track record in senior management
- Ability to manage a diverse portfolio of responsibilities
- Experience of, and success in, securing grant funding
- Experience of setting and managing complex budgets
- Proven record of commercial or social entrepreneurialism

- Experience of partnership working and ability to develop strong partnerships
- Ability to take and implement challenging decisions
- Excellent literacy, numeracy and IT skills, including Microsoft Word and Excel

Knowledge

- Good knowledge of environmental issues and climate change
- Knowledge of HR policies and good practice
- Understanding of financial systems and accounting requirements
- Knowledge of cyber security risks and good practice

Personal qualities

- Strategic thinking
- Proactive and self-motivated
- Values-driven
- Commercial acumen
- Flexible and adaptable
- Ability to work well under pressure
- A positive and supportive attitude
- A willingness for continued learning and personal development
- Enthusiastic about engaging people to tackle the climate emergency
- An interest in social justice and helping people in hardship

Additional requirements

- Ability to travel to meet the requirements of the role

Desirable criteria

- A qualification in management or leadership
- Experience of working in the voluntary/community sector
- Experience of managing grant-funded projects
- Understanding of social enterprise
- Experience of action learning or reflective practice
- Experience of managing facilities and resources
- Genuine interest in community development and engagement
- Understanding of, and experience of working with, Scottish and local government