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## JOB DESCRIPTION

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| Job Title: | Chief Executive Officer |
| Salary: | £53,581 per annum |
| Hours of work: | 35 hours per week  (This may include unsociable hours including working evenings and weekends) |
| Contract Type: | Permanent |
| Office base: | The Gateway, North Methven Street, Perth, PH1 5PP |
| Service: | Business Support |
| Responsible to: | Board of Directors |
| Responsible for: | Senior Management Team  Shopmobility Coordinator  Corporate Policy Officer |

**Background**

PKAVS is a leading charity in Perth & Kinross, enhancing lives and connecting communities through diverse services in the areas of Carers, Mental Wellbeing, Minority Communities, Third Sector support and Volunteering. Every year PKAVS enhances the lives of over 5,000 local people, helping them to overcome barriers and achieve their goals. PKAVS is also the Third Sector Interface for Perth & Kinross, supporting and developing the Third Sector and enhancing the Sector’s role in Community Planning.

**Role**

PKAVS is seeking to recruit a Chief Executive Officer to lead the organisation through the next stage of its strategic development. As an established and dynamic charity, we have fifty years’ experience of service across a variety of areas. It is essential that we continue to deliver our core services to the highest standards whilst increasing our profile, developing our income streams, and realising our strategic vision.

The successful candidate will be a creative, inspiring, and self-motivated individual who can provide vision, deliver results, and act as an ambassador for the values of both the organisation and the voluntary sector more widely. They will be a strong and effective communicator with a proven record of leadership, strategic development, and the delivery of an organisation’s goals and objectives.

The Chief Executive Officer is responsible for the operational control of PKAVS and is accountable for the overall results of the organisation. They will be responsible for developing and implementing our business plans to realise our vision, overseeing service delivery, and for ensuring that PKAVS has the financial sustainability and profile to be successful in a changing environment. They will bring out the best in the committed staff and volunteer team; delivering the strategic aims of PKAVS in a creative and inspiring way that will encourage the engagement of others.

The Chief Executive Officer will report to the Board, assisting them in their responsibility for the effective financial, legal, and moral governance of the organisation.

**Key Objectives**

1. To realise the strategic vision and provide leadership to the operation and development of PKAVS within the direction set by the Board of Directors.
2. To ensure that the charitable purposes of PKAVS are followed and that it delivers charitable benefit.
3. To take overall operational responsibility for PKAVS’ management and administration within the governance and accountability frameworks established by the Board of Directors.
4. To work with the Chairperson and other office bearers to enable the Board of Directors to fulfil their legal and moral duties and other responsibilities associated with the proper governance of PKAVS.
5. To lead the Senior Management Team and support them in achieving their strategic and operational objectives.
6. To ensure that the organisation fulfils its obligations as the single interface to the Third Sector in Perth and Kinross and ensure that it meets its objectives in that function.
7. To oversee the development and delivery of services to both individuals and the voluntary sector in Perth and Kinross through effective management of our service delivery hubs.
8. To ensure that services continue to reflect the needs of service users within Perth and Kinross, and that users are engaged, consulted, and involved in service development.
9. To ensure that appropriate monitoring and evaluation procedures are in place across the organisation, and to comply with recognised quality assurance standards.

**Duties and Responsibilities**

Strategic and Business Oversight

1. Work towards the achievement of long-term sustainability by identifying and pursuing opportunities for growth and facilitate an environment where these can be explored.
2. Ensure that the charity is adequately, but cost effectively, staffed and managed to enable it to achieve its strategy.
3. Ensure efficient management of organisation’s resources (including premises) within budgets agreed by the Board of Directors and in accordance with statutory compliance or any relevant health and safety regulations.
4. Liaise with the Board of Directors in relation to the development of the charity’s strategic vision and be responsible for leading on its implementation.
5. Oversee the effective management of health and safety and risk assessments across the organisation, ensuring that all of the charity’s activities are conducted safely and that Health and Safety policies are understood and followed by everyone.
6. Oversee the development and practical application of all organisational policies and procedures.

Governance and Compliance

1. Liaise with the Board of Directors to develop and lead on the implementation of the charity’s financial plans, including setting budgets, formulating income generation strategies, and overseeing all fundraising activities.
2. Liaise with the Board of Directors to ensure that the charity’s overall governance structure, policies, and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary.
3. Actively promote and ensure compliance with employment and equality legislation and accepted good practice.
4. Ensure that all necessary statutory returns are completed accurately and on time.
5. Provide the Board of Directors with any relevant information they may require to fulfil their duties in a timely manner.
6. Attend regular Board meetings (usually held in the evenings), to present relevant reports and information, provide options, advice, and recommendations, and to respond to the Directors’ questions.

Leading and Developing People

1. Lead, mentor, and empower the Senior Management Team as well as any other direct reports to enable them to perform to the best of their abilities and maximise their potential.
2. Work closely with the appointed Deputy Chief Executive Officer to ensure they are equipped with the necessary skills, knowledge, and expertise to provide effective cover as required.
3. Lead and develop the workforce through effective performance management, including regular support and supervision and access to relevant training opportunities.
4. Inspire and support the team of staff and volunteers to meet their targets and to understand how their roles contribute to the wider strategic aims of the charity.
5. Ensure there are clear lines of accountability and responsibility across the team which foster and maintain effective working relationships throughout the organisation.
6. Communicate regularly, openly, and effectively with staff and managers, ensuring timely and appropriate consultation, feedback, and sharing of information.
7. Lead the development of an inclusive culture which promotes diversity and equality of opportunity in all of PKAVS work and practices, ensuring that the charity is regarded as a good place to work and volunteer.

Communication and Representation

1. Act as an ambassador for PKAVS, networking widely to seek out, develop, and nurture effective working relationships with funders, supporters, and any other charities, organisations, and relevant authorities.
2. Ensure that the organisation and its mission are consistently presented in a strong, positive image to relevant stakeholders through all of PKAVS work and communications, including any content shared on the website or social media platforms.
3. Serve as the primary spokesperson and representative for the organisation, including public speaking, delivering presentations at conferences and events, and speaking to the press.
4. Actively advocate for the organisation through the course of your work.

Fundraising and Income Generation

1. Assume responsibility for the development and ongoing review of a plan for ensuring the generation of a long-term, sustainable income.
2. Assume strategic responsibility for the delivery of an annual income to agreed expenditure budgets.
3. Seek out, develop, and nurture strong relationships with a range of existing and potential funders, and oversee shaping and writing of major funding applications, tenders, and partnership bids.
4. Develop and maintain high level relationships with public sector funders to ensure service level agreements are maintained and developed.
5. Seek out and develop new income streams including the development of Social Enterprise.

Finance and Legal

1. Ensure that the organisation remains solvent and in good financial health with sufficient cash flows generated to meet anticipated expenditure.
2. Produce a budget acceptable to the Board and to ensure the sound financial management of PKAVS within that budget
3. Build and maintain the financial reserves of PKAVS to an appropriate level set by the Board of Directors.
4. Ensure full and accurate reporting including the preparation of reports for Board meetings, and the provision of information necessary to fulfil annual report and financial statement returns to OSCR and Companies House.
5. Take appropriate steps to mitigate risks and manage issues that could significantly impact the organisation.
6. Ensure that the right management systems and structures are in place to enable the organisation to carry out its work effectively and safely, in an accountable and professional manner.
7. Undertake the management of the organisation’s premises and tenants, ensuring compliance with all relevant rules, regulations, and legislation to ensure proper maintenance and upkeep.
8. Oversee contract negotiations and procurement via tender exercises or using agreed frameworks to achieve most competitive pricing for goods and services in compliance with all relevant legal requirements.

Third Sector Interface and Community Planning Partnership

1. To arrange representation for the third sector interface at Community Planning Level, at consultation meetings, and in developing partnership with appropriate agencies.
2. To ensure that responses are made to consultation documents and initiatives that may have a bearing on, or relevance for, the third sector.
3. To support the Partnership and Communities Manager in advocating the engagement and involvement of the wider third sector in Perth and Kinross in community planning structures.
4. To support the Partnership and Communities Manager to undertake a leadership role in local partnerships, in order to strengthen the sector’s contribution to local outcomes and priorities.

This job description is not an exhaustive list of tasks, and the post-holder may be asked to undertake any other reasonable duties in connection with their post.

**Person Specification**

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|  | | **Essential** | **Desirable** |
| **Experience** | | | |
| E1 | Demonstrable experience of effective leadership at a senior management level, and the ability to enthuse, motivate, and develop a team to deliver results. | ✓ |  |
| E2 | Demonstrable experience of leading change management. | ✓ |  |
| E3 | Demonstrable experience of departmental and organisational budget management, with strong financial acumen and analytical skills. | ✓ |  |
| E4 | Demonstrable experience of securing funding in a tough financial climate from multiple funding streams. | ✓ |  |
| E5 | Demonstrable experience of cultivating strong relationships and credibility with a broad range of stakeholders (e.g., funders, corporate partners, Board of Directors, direct reports, service users, etc.). | ✓ |  |
| D1 | Demonstrable experience of marketing and fundraising planning and implementation. |  | ✓ |
| **Knowledge & Understanding** | | | |
| E6 | Knowledge of good charity management principles and practices. | ✓ |  |
| E7 | Knowledge of Community Planning Framework and Third Sector Interface structure. | ✓ |  |
| E8 | Knowledge of public sector policy and the reform landscape in Scotland, especially with regard to health and social care. | ✓ |  |
| D2 | Knowledge of human resources and employment legislation. |  | ✓ |
| **Skills & Attributes** | | | |
| E9 | Commitment to the aims of PKAVS and a desire to bring about positive change in the lives of people in Perth and Kinross. | ✓ |  |
| E10 | Excellent organisational, written and verbal communication skills, including experience and confidence in public speaking, report writing and dealing with press and media. | ✓ |  |
| E11 | Able to demonstrate personal drive, adaptability, and responsibility, as well as absolute integrity, confidentiality, impartiality, and professionalism at all times. | ✓ |  |
| E12 | Able to carry out work using Microsoft Office programmes, Outlook for email and accessing the Internet. | ✓ |  |
| E13 | Able to evidence your commitment to Continuous Professional Development (CPD). | ✓ |  |
| D3 | Able to travel independently in the course of your work and have access to a car. |  | ✓ |

**Additional Information**

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| Employer: | The post-holder shall be employed by Perth & Kinross Association of Voluntary Service Ltd.  (a registered charity in Scotland SC 005561). |
| Location of Work: | This post will be based at The Gateway, North Methven Street, Perth, PH1 5PP or other sites/services as required by the organisation. |
| Responsible To: | Board of Directors. |
| Probation: | This post carries a 6-month probationary period. |
| Induction: | A planned Induction Programme will be offered together with relevant job specific training. |
| PVG  (Protecting Vulnerable Groups): | This post requires a PVG (Protecting Vulnerable Groups) check. |
| Offer of Employment: | An offer of appointment will be made subject to two satisfactory references, PVG check, and eligibility to work in the UK. |
| Support and Supervision: | The post holder will receive regular support and supervision carried out by the Board of Directors Chairperson, or such other member of the Board as may be decided from time to time. |
| Holidays | PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern.   |  | | --- | | **On appointment - 238 hours** | | Equivalent to 34 days  (28 days annual leave and 6 public holidays) | | **After 2 years - 252 hours** | | Equivalent to 36 days  (30 days annual leave and 6 public holidays) | | **After 3 years - 273 hours** | | Equivalent to 39 days  (33 days annual leave and 6 public holidays) |   Please note that annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff. |
| Pension Scheme: | PKAVS Ltd operates an auto enrolment pension scheme. |

**PKAVS is an Equal Opportunities employer**