

# CARING - RESPECTFUL- COLLABORATING

**Post: Chief Executive Officer**

**Role Profile**

Are you enthusiastic about making a difference in young people’s lives?

Helm’s long-term vision is a Scotland where all young people dare to dream and can make those dreams a reality. Our more immediate mission is to ensure that young people in Scotland have access to the education and training that supports them to learn. Our strategy for achieving this focuses on three key activities, which we believe, will make education, training and employment accessible and achievable for all:

* Give Young People a Voice
* Remove Barriers to Learning and Employment
* Develop Education, Training and Employment Services

We have an exciting opportunity for a dynamic individual who is an education and employment sector ambassador with a deep working understanding of the issues facing disadvantaged young people and families in Dundee and throughout Scotland. You will have significant leadership, management and change experience, the gravitas and credibility to engage effectively with education and employability professionals, and the energy and personality required to lead a youth focused organisation with authenticity and drive. The successful candidate will have significant senior management experience in a relatively large organisation in an education, social work, youthwork environment.

Key responsibilities in the role include:

* Provide leadership to the charity and inspire others to embody its values
* Develop and lead the charity's strategy
* Create strategic partnerships outside the charity
* Create a high-quality work environment that is attractive to staff
* Ensure compliance with regulatory and legal requirements
* Take executive responsibility for the financial leadership of Helm
* Be responsible for the implementation of Helm’s business and operational plans

What do we give you in return? We provide you with a competitive salary, 35 days annual leave, health benefits, a pension plan, a generous range of benefits and job satisfaction with a real opportunity to make a difference every day.

We are committed to the safeguarding and welfare of all young people and use a thorough and rigorous recruitment and selection process including PVG Scheme checks to ensure this commitment is not compromised.

**Job Description**

**Chief Executive Officer**

The role is for an education and employment sector ambassador with a deep working understanding of the issues facing disadvantaged young people and families in Dundee and throughout Scotland. They will have significant leadership, management and change experience, the gravitas and credibility to engage effectively with education and employability professionals, and the energy and personality required to lead a youth focused organisation with authenticity and drive.

Most likely background – significant senior management experience in a relatively large organisation in an education, social work, youthwork environment. Ideally this will also be someone who has both local authority and social impact sector experience.

The ideal candidate will bring:

* Experience of working at CEO level (or Director level in a larger organisation) and with experience of reporting to and supporting a Board of Trustees
* Passion and vision for working with young people
* A significant track record in team development and organisational leadership
* Direct experience of successful trust and foundation fundraising together with experience of designing and implementing income diversification strategies in the social impact sector
* Working knowledge of budgets, accounts and financial management
* Experience of developing youth focused initiatives and organisations, or at least a track record of leadership in a youthwork environment
* A person with local and national contacts
* The ability to speak knowledgeably and with credibility, who can be an inspirational ambassador with and on behalf of marginalised young people, who will motivate and inspire others and be able to maintain the personal energy, focus and commitment which will be needed as the organisation develops
* Ability to communicate effectively with partners, staff, young people and all other stakeholders. A high level of personal and professional integrity enabling them to work in a principled way at all times and who can easily recognise and address conflicts of interest at all levels

**Leadership**: Provide leadership to the charity and inspire others to embody its values

* Act as principal ambassador for Helm to promote the organisation to potential funders, partners and other organisations by raising its profile and maximising future opportunities
* Develop and maintain effective working relationships with all relevant organisations and individuals to facilitate the implementation of the strategic objectives
* Leading by example to shape and influence a positive staff culture in Helm to support and motivate staff to ensure they deliver Helm’s strategic objectives
* Work closely with the Board of Trustees to ensure they are kept informed of organisational activities and external influences that impact on operations

**Strategy**: Develop and lead the charity's strategy

* Work with the Board to develop Helm’s strategic vision and be the individual responsible for its implementation
* Be responsible for the development and delivery of Helm’s agreed business plans
* Identify and assess strategic risks and opportunities by horizon scanning and maintaining appropriate regional and national awareness of change and the opportunities and threats this brings for organisation
* Identify opportunities for innovation and work with the Board, potential partners and staff to deliver and take responsibility for initiating and leading any changes

**Partnerships**: Create strategic partnerships outside the charity

* Ensure existing partnerships with Enable, local authorities in Dundee, Angus and Fife as well as other charities are maintained and developed
* Seek out, develop and nurture new beneficial partnerships with other relevant organisations and potential donors

**Staff**: Create a high-quality work environment  that is attractive to staff

* Work closely with the Administration Manager and outsourced HR legal advisers, leading on employee relations, recruitment, training and development, performance management, salary benchmarking and Fair Work First contractual priorities
* Line management of Administration Manager and the senior Education and Employability staff
* Ensure effective engagement with all staff including but not exclusive to staff meetings, staff engagement surveys, support and coaching of management team, and whole team and management team training and development
* Oversee the outsourced HR function, ensuring best value and high-quality

**Governance and Compliance**: Ensure compliance with regulatory and legal requirements

* Governance
	+ Liaise with the board to ensure the governance structure, policies and procedures are appropriate and effective making changes as required.
	+ Attend all Board meetings and keep the board up to date with organisational activities and any matters requiring attention
	+ Oversee the development and implementation of the Helm Risk Register ensuring that all major risks are identified, regularly reviewed and that systems are in place to mitigate the risks
* Compliance
	+ Ensure the development, maintenance and practical application of effective operational policies including safeguarding, health and safety and data protection

**Finance**

* Take executive responsibility for the financial leadership of Helm including forecasting and strategic budget planning.
* Liaise with the Board to develop and lead on the implementation of Helm’s financial plans, including setting budgets, formulating income generation strategies and overseeing fundraising activities
* Ensure that the Board are provided with regular updates and are alerted to the risks and concerns regarding the financial health of the organisation
* Ensure that Helm’s financial resources are managed effectively through good financial management and control systems being in place
* Ensure delivery within budgets and to performance targets and oversee the production of management accounts, statutory accounts and annual reports
* Oversee the outsourced finance function, ensuring best value and high-quality

**Delivery**

* Be responsible for the implementation of Helm’s business and operational plans
* Take overall responsibility for all aspects of Helm’s work including the delivery of the education and employability contracts, plus all funded additional activity
* Ensure that all contract performance is regularly reviewed
* Identify and support the development of new opportunities to support the education and employment of young people including identifying and submitting funding or tender applications
* Support of delivery team during any student issues, resolution meetings and possible place closure decisions

**Person Specification**

**Chief Executive Officer**

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| **Essential** | **Desirable** | **Assessment** |
| Qualification |
|  | A SVQ Level 4 in management or the equivalent. |  Written application |
| Experience |
| A minimum 5 years’ demonstrable experience of management at a senior level within a comparable organisation. | Demonstrable experience of working within a charity, care or equivalent environment. | Written application  |
| Experience of working effectively with and reporting to a voluntary Board of Directors. |  | Written application and Interview |
| Previous responsibility for developing, influencing and managing organisational policy decisions at a senior level. | Demonstrable experience of strategic planning and negotiation, with funding and regulatory bodies. | Written application and Interview |
| Demonstrable experience of working directly with the community and involvement in community projects, of a substantial permanent nature. |  | Written application and Interview |
| Demonstrable financial, budgetary development and HR management experience.. | Knowledge of Health and Safety and the resulting legal requirement | Written application |
| Demonstrable experience of producing, interpreting and presenting relevant statistical information. |  | Interview  |
| Demonstrable experience of implementing organisational change programmes/projects and in making improvements to enhance performance. |  | Interview |
| Special Skills |
| Demonstrable ability to problem solve effectively. |  | Interview |
| Excellent planning, time management and organisational skills. Must include demonstrable evidence of personal effectiveness and the ability to ensure deadlines are met. |  | Written application and interview |
| Effective and clear presentation and communication (both oral and written) skills. | Demonstrable experience of public speaking. | Interview |
| Demonstrable evidence of leadership experience and skills. |  | Interview |
| Demonstrable evidence of negotiation skills and ability to develop and maintain positive working relationships at all levels of the organisation and externally | Demonstrable ability to handle conflict. | Interview |
| Good report writing skills and ability to produce clear and concise written reports. |  | Written application |
| Demonstrable ability to work on own initiative. |  | Interview |
| Demonstrable computer and word processing skills | Knowledge and experience of the MS applications | Written application |
| Personal Attributes |
| Can evidence a personal commitment to the principles of equal opportunities. |  | Interview |
| Demonstrable commitment to providing a customer orientated service, ensuring high standards and efficiency. |  | Interview |
| Have a flexible approach towards work. | Possession of a “clean” driving licence | Written application and Interview |
| Circumstances |
| Must be able to work flexibly and at irregular hours and at other times, when required to fulfil the duties of the role. |  | Interview |

**BENEFITS AND INFORMATION SHEET SUMMARY**

**Position:** Chief Executive Officer

**Salary:** £45,000 - £50,000 p.a. (based on 35 hrs)

**Job details:** 35 hours/week flexible, plus staff benefits including a pension scheme and private healthcare.

**Holiday Entitlement:**  35 days per annum, inclusive of 10 public holidays (pro rata for part time)

**Pension:** The Company operates an Auto Enrolment Workplace Pension Scheme in conjunction with Nest. Details are available on request.

**Westfield Healthcare** Helm supports staff with a range of benefits

**Scheme:**

**3 Month Induction** During your 3 month probation period, you

**Programme** will be supported by our Induction Programme

**Staff Training:** Helm has an excellent staff training programme

**SVQ Training:** Staff who wish to undertake training will be given every opportunity to do so

**Smoking:** There is a no smoking policy

**References/Disclosure** Any offer of employment will be subject to the receipt of two professional references, which are deemed satisfactory by Helm – one of which will be from your current (last) employer. In addition successful applicants will be required to obtain PVG Scheme Membership which will be processed by Helm.

