

## Job Description

<b>Job Title</b>	Chief Executive
<b>Reports to</b>	Board of Directors
<b>Job Location</b>	Glasgow or Edinburgh
<b>Hours</b>	37 hours per week
<b>Contract</b>	Permanent
<b>Direct Reports</b>	4 (within a team of 44 paid staff and 100 volunteers)

<b>Main purpose of post</b>	<p>To lead a professional charitable organisation in the delivery of its mission to play a leading role in the provision of quality youth work to LGBTI young people that promotes their health and wellbeing, and to be a valued and influential partner in LGBTI equality and human rights.</p> <p>To develop further the external profile and relationships with funders and stakeholders, to advance equality for LGBTI young people.</p> <p>To ensure effective safeguarding and youth engagement is central to the organisation and its work.</p>
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### Principal Tasks and Responsibilities

<b>Strategic</b>	<p>Work with the Board and staff team to effectively implement current and future strategy, with clear strategic goals, outcomes and financial plans.</p> <p>Ensure strategic decisions capture the breadth of LGBT Youth Scotland's work, whilst delivering key outcomes.</p> <p>Overall responsibility for achieving, monitoring and reporting on performance against targets in all areas of LGBT Youth Scotland's activities, taking appropriate action as required.</p> <p>Ensure the Board are kept up to date and informed of progress towards achievement of strategic goals and business plan.</p> <p>Review and develop LGBT Youth Scotland's strategy, in response to key strengths, weaknesses, opportunities and threats with input from key stakeholders.</p> <p>To develop new opportunities for LGBT Youth Scotland.</p> <p>To ensure that the organisation's operational policies and procedures are up to date, compliant and relevant, and that the organisation is managed in line with current best practice.</p>
<b>Financial sustainability</b>	<p>To build the income streams and reserves of LGBT Youth Scotland.</p> <p>Manage the charity effectively, ensuring that its resource management, financial security, asset management and risk appraisal is maintained and enhanced.</p> <p>Oversee budgets, expenditure and management accounts ensuring that</p>

	<p>income and expenditure is within business plan targets.</p> <p>To monitor budgets, produce regular financial reports, and ensure effective management and use of all resources.</p> <p>To ensure that the Board receives regular, clear and understandable financial and business plan reports and updates.</p> <p>To advise the Board on financial risk assessment, reserves policy and investment policy for the organisation, taking professional advice where necessary.</p> <p>To ensure that all financial controls and procedures are complied with.</p> <p>To ensure that appropriate returns are made within deadlines to HMRC, Companies House, OSCR and other key bodies.</p>
<b>Leadership</b>	<p>Ensure that the staff structure and accountabilities develop in line with the business so that all members of staff understand their key roles and their accountability.</p> <p>To lead the Senior Management Team to formulate the annual budget, ensure that monthly financial management information is provided to the Board to monitor performance against budget, at least monthly, and to take necessary corrective action.</p> <p>To manage direct reports effectively, providing supervision, support, development and annual appraisal and ensuring they do so for all their staff.</p> <p>Lead key strategic projects including those bringing significant change for the charity, ensuring that risks and threats are robustly managed.</p> <p>Be an inspirational leader for the organisation, ensure a positive external image and highly motivated workforce.</p> <p>Lead, manage and coach the senior management team to maximise their personal contributions.</p> <p>To ensure that the recruitment and deployment of the organisation's staff and volunteers is carried out effectively and efficiently in accordance with good personnel practice.</p>
<b>Governance</b>	<p>Foster good working relationships and ensure systems and structures are in place for the Board of Trustees to fulfil its statutory responsibilities and exercise effective control of the organisation's affairs.</p> <p>Report to the Board on progress against key strategic objectives, providing information and accounting for organisational performance.</p> <p>Advise the Board in all aspects of leading the organisation, including short- and long-term strategic planning, financial sustainability, human resources management, fundraising, partnership working, communications and public relations and Health and Safety.</p> <p>Ensure at all times that Board operates within statutory and the charity governance frameworks, requirements and guidelines.</p> <p>Participate in regular supervisions and annual appraisal with the Convener of the Board, or other delegated member of the Board.</p> <p>To work in partnership and collaboration with other agencies, including Scottish Government, local authorities, commercial and other voluntary bodies.</p>
<b>Income Generation and Fundraising</b>	<p>Develop income generation strategies to maintain and enhance the level of funding from existing sources and develop new funding streams.</p> <p>Develop and build relationships with partners, supporters, funders and potential</p>

	<p>funders to maximise opportunities for income generation.</p> <p>Provide direction and support to any staff and volunteers involved in income generation activities and ensure team efforts are co-ordinated.</p> <p>Working with the fundraising team to represent and promote the organisation to funders and the general public in order to secure further funding and build year on year fundraising income.</p>
<b>Promotion of the Charity</b>	<p>Represent the organisation in all media including face to face opportunities with all key stakeholders in order to promote the organisation's business and mission.</p> <p>Be the principal spokesperson for and represent the organisation in public forums and the media, such as speaking at conferences, attending sector policy forums and producing written material.</p> <p>Maintain effective networks with all principal supporters and stakeholders.</p> <p>Seek opportunities to expand and promote the role of the organisation.</p> <p>Ensure the organisation is presented in an appropriate and professional manner to its stakeholders.</p> <p>To actively harness the power of young people and their stories to promote the interests of LGBTi young people.</p> <p>To monitor and agree all staff contact with the media in order to deliver a consistent image, approach and positive public profile of the organisation.</p>
<b>Continuous improvement Innovation and change leadership</b>	<p>Continue to develop a culture of continuous improvement throughout all aspects of the organisation's work.</p> <p>Lead self-evaluation of impact of the work of the organisation, seeking feedback from young people, volunteers, communities and key stakeholders.</p> <p>Lead the development of policies and practice to enhance the position of young LGBTI people in Scotland supported by impactful and sector-leading research.</p> <p>Deliver key strategic projects, including those bringing significant change for the Charity, ensuring any risks and threats are robustly managed.</p>
<b>Quality and Compliance</b>	<p>To ensure that the organisation's corporate policies and procedures are up to date, relevant and fair in the current business environment and that the organisation is managed in line with current best practice.</p> <p>To ensure that a risk management policy is in place and that the risk register is maintained and reviewed.</p> <p>To maintain the required level of confidentiality.</p> <p>To ensure that all staff, partners, volunteers and young people of LGBT Youth Scotland are respected, valued and safe.</p> <p>Uphold the commitment of the organisation to equality and diversity.</p>

## Person Specification

	Criteria	Essential OR Desirable
<b>Qualifications:</b>	Graduate or postgraduate qualification in a relevant discipline	E
<b>Proven Experience:</b>	<p>Significant senior experience in a charity or not for profit setting, ideally as Chief Executive.</p> <p>Strong financial management expertise including budgeting, full cost recovery, risk management and mitigation and charitable financial governance.</p> <p>Strong leadership style with experience in successfully managing and communicating organisational change.</p> <p>Robust knowledge of charity governance, policy and statutory requirements.</p> <p>Robust knowledge of safeguarding of children, young people and adults at risk</p> <p>Significant experience and track record in developing and successfully delivering business plans and strategies.</p> <p>Experience of working closely with voluntary boards, advising and guiding robust decision making.</p> <p>Experience of financial management including forecasting, budget setting and monitoring income and expenditure.</p> <p>Experience of risk strategy and management in a charity, not for profit or commercial setting</p> <p>Experience of representing an organisation at a senior level with key stakeholders including Government and high-profile funders</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Knowledge, skills and abilities:</b>	<p>Excellent communication skills with a wide range of stakeholders, including young people, professionals and civil servants, the media and government ministers</p> <p>Excellent financial skills in preparation and control of budgets</p> <p>Excellent organisational skills and ability to prioritise multiple tasks</p> <p>Project and programme management</p> <p>An applied understanding of the context for Community Learning and Development (CLD) and youth work</p> <p>Excellent IT skills with ability to prepare reports in Word, spreadsheets in Excel and Power Point</p> <p>Strong management &amp; leadership skills</p> <p>Full clean driving licence</p> <p>Registered Member or eligible to become Registered or Associate Member of the CLD Standards Council for Scotland</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<b>Other Attributes:</b>	<p>Strong team player</p> <p>Able to work under own initiative and follow direction from the Board</p> <p>Confident, tactful and diplomatic and works with integrity</p>	<p>E</p> <p>E</p> <p>E</p>

Committed to working within LGBT Youth Scotland's agreed values framework	E
Political acumen	D
Completion of Disclosure check and right to work in UK required	E

## Commitment and Core Competencies

LGBT Youth Scotland aims to embody its values in everything it does: in reaching out to young people and communities; in working with colleagues and partners; and in employing staff and volunteers.

We have four defining values:

### To take a community learning and development (CLD) approach

We are committed to the principles and aims of community learning and development (CLD); that CLD is effective in helping young people and communities tackle real issues in their lives through community action and community-based learning and that programmes and activities are developed in dialogue with communities and young people. We work with and alongside people in a down to earth way.

### To promote equality and human rights

We are committed to promoting human rights and the dignity of each human being, including equality of opportunity regardless of sexual orientation, gender or transgender identity, age, race, disability, religion or belief, socio-economic status, pregnancy and maternity, civil partnership and marriage. We work to ensure that our services are accessible and young people's experience and outcomes are positive and that there is an inclusive working environment for all staff and volunteers.

### To be reflective, accountable and ensure quality in what we do

We encourage staff and volunteers to take ownership of their work and to work across the organisation and in partnership with others. Systems and processes are in place to monitor and encourage good performance to meet the needs of our stakeholders. We are committed to reflect upon our practice and what we do through evaluation and self-evaluation and to ensure quality in what we do.

### To be innovative and fun

We work hard to constantly innovate in what we do to keep services and programmes current, fresh, engaging and fun.

<b>Self-Awareness</b>	<p><b>Shows an interest in, and understanding of,</b> the talents and capabilities of their staff and manages their development. Is able to accurately <b>self-assess strengths and development areas.</b></p> <p>Recognises how <b>feelings and emotions</b> affect performance in themselves and others. <b>Handles difficult or sensitive situations</b> with empathy and diplomacy.</p> <p>Understands that it is acceptable not to know everything and to use opportunities for people to learn and build relationships. Is positive, optimistic and able to seize opportunities or create them.</p>
<b>Personal Effectiveness</b>	<p>Displays high levels of <b>resilience</b> and takes <b>personal responsibility</b> for making things happen and <b>achieving results through others.</b> Inspires others to be resilient, even in difficult circumstances. Displays strong motivation, commitment, is highly ethical and maintains a high degree of <b>integrity and accountability.</b></p> <p>Identifies ways in which the organisation needs to change. Personally, champions <b>change</b>, encourages and supports managers and officers to make it happen. Is personally willing to adapt and change to respond to changing circumstances.</p> <p>Is confident and has a support network to ensure being able to cope with challenging times.</p> <p>Demonstrates gravitas in how they present themselves, speaking with conviction,</p>

	authority and knowledge.
<b>Strategic Leadership</b>	<p><b>Leads by example</b> and is a role model who <b>inspires confidence</b>. Takes command and gives <b>clear and strong direction, combining passion and clarity</b>. Effectively communicates <b>a clear strategic vision</b>.</p> <p><b>Can take personal risks</b> and readily uses new (but always ethical) methods to achieve the collective vision or goal.</p> <p>Demonstrates the role that members of the team can play in <b>crafting and executing</b> the strategic vision.</p>
<b>Effective Communication</b>	<p><b>Communicates ideas and information effectively</b>, both <b>verbally and in writing</b>. Uses appropriate language and a style of communication that is relevant to the situation and people being addressed. Explains complex issues, making them easy to understand.</p> <p><b>Ensures that important messages are being communicated</b> and understood throughout the organisation. Ensures the communication and consultative processes within the organisation are functioning and effective. Develops strategies for <b>influencing others</b> and <b>negotiates solutions</b> on broad or complex issues.</p> <p>Employs <b>active listening skills</b> to ensure effective two-way communication. Acts on feedback and respects confidentiality. Helps to build a happier and healthier working environment.</p>
<b>People Leadership</b>	<p>Knowing how to motivate people, galvanise them and know where and how to put on the pressure to maximise performance.</p> <p>Manages and develops <b>strong working relationships</b>, internal and external to the organisation to achieve common goals. Facilitates the breaking down of barriers between groups.</p> <p><b>Promotes effective and supportive working environments</b>, encouraging individual participation and consultation.</p> <p>Understands and supports effective working relationships with <b>senior level</b> colleagues internally and externally, <b>encouraging collaboration and collective team responsibility</b>.</p> <p>Spends time <b>coaching and developing</b> others. <b>Inspires, motivates and stimulates</b> others to perform at their best, both individually and collectively.</p>
<b>Change Leadership</b>	<p>Promotes an organisational culture that <b>encourages creativity and</b> recognises and <b>values new ideas</b>, empowering individuals to deliver. Produces <b>successful initiatives</b> that may depart from conventional thinking.</p> <p>Demonstrates the ability to <b>address problems</b> from various perspectives. Considering all risks, makes <b>strategic decisions</b> on business issues.</p>
<b>Diversity and Inclusion</b>	<p>Is proactive in <b>integrating diversity considerations</b> into policies, practices and procedures as they are developed or implemented. Has a thorough understanding of diversity issues and plays a key role in dealing effectively with individual cases in accordance with policies and procedures. Monitors practices to <b>assess any disproportionate impact</b> on individuals or groups.</p> <p><b>Sets clear standards and leads by example. Respects, values and considers</b> the opinions, circumstances, feelings and views of colleagues and members of the public, taking into account their diverse backgrounds. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times. <b>Understands and is sensitive to social, cultural and racial differences and needs</b>.</p>
<b>Service Delivery</b>	<p><b>Champions the service ethos internally and externally</b>. Maintains a broad understanding of social trends and identifies what effect they will have on the organisation.</p> <p>Manages processes that ensure <b>stakeholders' and customers' views and needs are clearly identified and responded to</b>. Encourages or implements strategies for media and community relations.</p>

<b>Job Knowledge</b>	Demonstrates a <b>thorough understanding</b> of the key responsibilities and decision-making processes across the organisation. Understands the environment <b>in which the organisation operates, both locally and nationally.</b>
<b>Project and Programme Management</b>	<p><b>Creates a vision for the future and a strategy for how it can be achieved and a realistic plan for its delivery. Understands external expectations and influences</b> on the organisation and predicts how they may impact.</p> <p>Develops and monitors <b>structured plans</b> across a range of complex activities and manages these to achieve organisational goals. <b>Sets challenging levels of performance</b> in line with strategic objectives, whilst managing the risks involved.</p> <p><b>Obtains best value</b> through effective use of resources and management of budgets.</p>
<b>Partnership Working</b>	<p><b>Manages and directs the organisation</b> to take full advantage of developing joint strategies. Establishes and maintains effective relationships with partner agencies, through consultation, to maximise the potential of a <b>joint problem-solving approach.</b></p> <p>Maintains an <b>overview of partnership projects</b> throughout the organisation. Promotes the interests and commitments of the organisation in the <b>development of joint strategies.</b> Assumes responsibility for organisational policies and procedures on partnership working.</p>
<b>Learning and Development Culture</b>	<p><b>Champions learning</b> and facilitates development opportunities in order to ensure colleagues have rewarding and longer-term careers with the Charity.</p> <p>Has a keen interest in <b>personal development</b>, using the development of the Charity's role to widen personal experience. Takes advantage of volunteering and other opportunities outside work remit to gain further experience.</p>
<b>Connecting with young people</b>	<p><b>Connects authentically</b> with those that are the Charity's primary focus – LGBTi young people. <b>Empathises with their experiences.</b></p> <p><b>Harnesses the power of young people</b> and their stories to promote LGBTi interests and opportunities.</p> <p><b>Gives voice to young people</b> to empower them.</p>