



VENTURE SCOTLAND

#CHANGING **YOUNG** LIVES

Outdoors

Job Title	CHIEF EXECUTIVE OFFICER
Location	Venture Scotland Edinburgh – 4 Norton Park, Edinburgh, EH7 5RS or Venture Scotland Glasgow – Suite 4, Abercromby Business Centre, 279 Abercromby Street, Bridgeton, Glasgow, G40 2DD.
Report To	Chair and Board of Trustees
Supervise	All Staff
Salary	SJC Scale 42-46 (£49,992 - £54,853), 5% Employer Pension & 5% Employee Contribution
Hours	37 hours per week
General	1. Setting the culture of the organisation through its values. 2. Place lived experience at the centre of our organisation. 3. Strategic Planning. 4. Reporting to the board of trustees to allow them to manage risk. 5. Financial Planning. 6. Staffing. 7. Fundraising. 8. Networking at CEO / politician level. 9. Plan and manage the internal operation of the organisation. 10. Plan and manage the delivery of outdoor based programmes and their evaluation.
Culture	Set and lead Venture Scotland's work culture based on our values of Respect, Trust, Belonging, Compassion and Empowering.
	Set and lead our culture of working collaboratively through regular All Team Meetings, Senior Management Meetings and Delivery Team Meetings.
Lived Experience	Support our young ambassadors programme and place their voices at the centre of the organisation.
	Support Venture On To Recovery participants to return as volunteers.
	Support the Volunteer Co-ordinator's work in recruiting, training and support volunteers.
Strategic Planning	Work in conjunction with the board of trustees to set the strategic direction of the organisation.
	Involve staff, Ambassadors, participants and board members in the creating / updating of the organisational strategy.
	Support the staff team to deliver the strategic aims of the organisation.

Board	Attend and report to 6 board meetings per annum.
	Support the board to manage risk (using the Risk Register) effectively.
	Support the Chair in the recruitment of board members.
	Support senior managers and Ambassadors to attend and contribute to board meetings.
Financial Planning	Support the Finance and Administration Manager and Treasurer to prepare and maintain budgets, cash flow and financial resources.
	Support the Finance and Administration Manager and Treasurer to prepare annual audited accounts.
	Plan and monitor all staff spending / expenses.
Staffing	Recruit and support the staff team.
	Provide Support & Supervision to Senior Staff every 2 months.
	Support staff at all levels of the organisation as required.
Fundraising	Support the Fundraising Manager to prepare fundraising strategy.
	Support fundraising team to continue to increase and diversify our funding streams.
	Support the fundraising team in the preparation of funding bids.
Networking	Be an enthusiastic ambassador for Venture Scotland at all times.
	Build, develop and maintain trusted, partnership relationships with referral partners, MPs, MSPs, local councillors, national youthwork organisations and Youthlink Scotland.
Internal Operations	To contribute to our culture of working collaboratively through regular All Team Meetings, Senior Managers Meetings and Delivery Team Meetings.
	Support the Programme Delivery Manager to purchase and maintain all equipment required to deliver programmes.
	Support the Programme Delivery Manager and Finance and Admin Manager to maintain minibuses, trailers and premises.
	Create and review internal policies.
Delivery / Evaluation	Support the Programme Deliver Manager to set and deliver outdoor based programmes for both young people and for those additional participants we support.
	Support the delivery team to collect appropriate evaluation from participants.
	Support the fundraising team to process evaluation data and produce annual Impact Report, social media material and reporting data for funders.
Regulated Work	This role is considered 'regulated work' as it involves activities with both children and protected adults. Under our safeguarding policy, this role will require a PVG.
Right to work in the UK	If you are applying for this role you need to prove that you have the right to live and work in the UK. If you do not possess this right, then your application will not be considered.
Other	This Job Description covers the main duties and responsibilities for your post. They will be subject to change over time to reflect the changing nature of the funding environment and the identified needs of Venture Scotland's beneficiaries. You will from time to time be required to step outside of your specific remit as required and turn your hands to whatever needs doing to help your colleagues get the job done (note: this does not mean working outside your area of technical competence).

What you can expect from Venture Scotland
An open, transparent, fair and collaborative work culture.
The chance to work as part of a passionate and committed multi-disciplinary team to achieve a clear, common goal.
Opportunities to input into the strategic direction of the organisation.
Regular workplan meetings to support you to manage your workload and bimonthly support and supervision sessions with your manager (chairperson).
Free access to our independent and confidential Employee Support Service.
Regular in-house training opportunities in outdoor activities and developmental approaches. Five day personal training allowance per year.
Opportunities to be creative and to try new things.
35 days annual leave (this includes public holidays). 10 of these days must be taken over Christmas and New Year when the organisation closes
Good quality outdoor personal protective equipment.
A fair and transparent pay scale with annual incremental increases (subject to satisfactory annual review).

PERSON SPECIFICATION – CHIEF EXECUTIVE OFFICER

Area	Essential	Desirable
Experience	• Minimum 2 years working at a strategic level and supervising others. • Track record of successful business development including writing and presenting bids and securing funds in excess of £30k. • Experience of project management and delivering income generation activities to target. • Experience of leading in a values based, person centred way.	• Experience of the local government and voluntary sectors. • Experience working with young people in the outdoors. • Experience working with groups of young people in a residential setting. • Experience of finding and supporting young people to take on employment, training, education or volunteer placements. • Experience of delivering programmes designed to develop social and emotional outcomes. • Experience of working with the Recovery Community.
Qualifications	• Full driving licence, held for minimum of two years. • Educated to degree Level or equivalent experience.	• Any of the following: Summer Mountain Leader Assessed, Paddlesport Leader Assessed or Rock Climbing Instructor Assessed. • Foundation Safety and Rescue Training. • D1 + E (minibus driving licence). • A current minimum 16-hour First Aid Certificate.
Skills	• Strong business planning skills and ability to quickly follow up new business leads and close business deals. • Strong business organisation and administration skills. • Excellent presentation skills including speaking to key audiences. • Excellent financial management skills and confident using Excel spreadsheets. • Strong business networking skills, including the ability to prioritise and form relationships with key decision-makers. • Ability to produce quality written reports. • Ability to prioritise and meet tight deadlines.	• Adept at using social media and other computer-based communication tools.

Other	• Knowledge of and an interest in, the work of Venture Scotland and an awareness of the barriers facing young people / people in recovery. • Commitment and promotion of equal opportunities and anti-discriminatory practices at work. • Warm, positive, friendly and a desire to help people achieve. • Passionate about the outdoors. • A leader who can inspire performance, trust and confidence in others towards achieving goals. • Ability to adapt quickly to fast changing situations and take others with you. • Ability to think and act strategically in a competitive environment, to see what is ahead and seize opportunities and minimise threats.	
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