

JOB DESCRIPTION & PERSON SPECIFICATION

Post of: CIS CHIEF EXECUTIVE OFFICER

JOB DESCRIPTION

Responsible to:	CIS Board, with one director as line manager
Salary:	£36,000 for 28 hours a week (pro rata of £45,000 a year)
Place of work:	CIS office, currently the Albany Centre, 44 Ashley Street, Glasgow G3 6DS and from your home in negotiation with the CIS Board
Days of work:	Flexible over Monday to Friday, 8am to 6pm. Occasional out of hours working as required
Annual leave:	20 days plus 12 days public holidays (pro rata of 25 and 15)
Pension Contribution:	5% from employer

Purpose of the post: To support Community InfoSource (CIS)'s Board in directing the work of the organisation, building in sustainability and developing quality standards for all stakeholders, assisting with taking forward its strategic vision and plans for the future, while increasing CIS's public profile.

Main Tasks

1. Supporting CIS's Board and governance
2. Building sustainability by income generation and financial control
3. Providing support to staff and stakeholders
4. Project management support within CIS
5. Working with CIS's Board to develop CIS's strategic vision and business plan
6. Researching issues and campaigning for change
7. Promoting CIS externally and building relationships

1. Supporting CIS's Board and governance

- 1.1 Ensuring the Board is supported to govern effectively
- 1.2 Ensuring Board meetings are called regularly with relevant reports
- 1.3 Advising the Board on good practice for all eventualities
- 1.4 Ensuring CIS's Policies & Procedures are in place, up-to-date and complied with
- 1.5 Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives
- 1.6 Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics

2. Building sustainability by income generation and financial control

- 2.1 Ensuring sustainability by maintaining a 5 Year funding strategy
- 2.2 Supporting the Finance Sub Group and Fundraiser as appropriate
- 2.3 Ensuring agreed funding applications are submitted on time
- 2.4 Ensuring monitoring & evaluation is carried out by projects
- 2.5 Ensuring reports are submitted to funders on time as requested
- 2.6 Supporting the Finance Officer with budget development & control
- 2.7 Assisting with the production of the Annual Accounts
- 2.8 Developing additional income generating activities
- 2.9 Complying with all financial procedures

3. Providing support to staff and stakeholders

- 3.1 Supporting staff by enhancing communications, being visible and attending staff meetings
- 3.2 Supporting staff to develop their roles and abilities
- 3.3 Working with advice from the external HR support firm
- 3.4 Ensuring relevant HR paperwork and support is provided to staff timeously including contracts of employment
- 3.5 Ensuring Health & Safety & risk management issues are addressed & complied with
- 3.6 Ensuring the staff structure meets CIS's changing needs
- 3.7 Coordinating the development and delivery of a wellbeing culture at CIS, to ensure CIS takes a trauma skilled approach
- 3.8 Providing Line Management to Project Managers, Fundraiser, Finance Officer and Administrator
- 3.9 Lead and motivate all staff to advance employee engagement and develop a high performing managerial team

4. Project management support internally

- 4.1 Working with Project Managers and others to plan effectively
- 4.2 Ensuring that project plans are developed and updated
- 4.3 Ensuring that the projects work seamlessly together

5. Developing CIS's strategic vision and business plan

- 5.1 Ensuring CIS has regular events to clarify its Vision
- 5.2 Taking forward the development of the 5 Year Business Plan
- 5.3 Involving CIS's stakeholders including volunteers at all stages
- 5.4 Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission

6. Researching issues and campaigning for change

- 6.1 Using CIS's unique knowledge to develop research on issues
- 6.2 Using CIS's information to campaign for change against structural inequality and racism

7. Promoting CIS externally and building relationships

- 7.1 Enhancing CIS's corporate image
- 7.2 Ensuring the CIS website and other media is up-to-date
- 7.3 Representing CIS with local or nation media while including Board members as appropriate
- 7.4 Networking with other organisations from asylum seeker and refugee led backgrounds or who work with these groups
- 7.5 Developing new partnerships where appropriate
- 7.6 Supporting external organisations to develop as appropriate
- 7.7 Build relations with key partners and stakeholders and act as a point of contact

8. Other

- 8.1 Attend training as required
- 8.2 Be mindful of confidentiality and professional boundaries at all times
- 8.3 Support the ethos, aims and objectives of Community InfoSource at all times

This post is subject to a 6 months' probationary period

Job description to be reviewed by end of September 2024

This post is funded for one year by The Tudor Trust

From April 2024

PERSON SPECIFICATION

CIS Chief Executive Officer

ESSENTIAL

1. Experience and understanding of the asylum seeker and refugee communities in the UK with a passion for improving their situation
2. Experience and understanding of the asylum seeker and refugee charitable sector in the UK
3. Experience of working beside people who have survived trauma in their lives
4. Experience and in-depth understanding of charity and company governance and working to support an active lay Board with their decision making and policies
5. An understanding of organisation sustainability and ways of achieving this
6. An ability to develop an organisation's vision and think strategically
7. Budgetary and Financial management skills
8. Experience of successful fundraising, monitoring, evaluation and reporting to funders
9. Knowledge of Human Resources with a collaborative management style and an ability to manage, lead and motivate staff, Board members & volunteers
10. Knowledge of Health, Safety and Wellbeing, compliance and promotion within the workplace
11. Experience of crisis management and conflict resolution
12. Experience of successfully leading a staff team
13. Ability to be creative, innovative and respond positively to change
14. Awareness and understanding of gender-based abuse
15. Experience of PR and marketing using multi-media
16. Experience of developing partnerships and networking
17. Ability to work under pressure and manage conflicting priorities
18. Being self-motivated and solution focused
19. Confident in the use of IT packages including Microsoft suite and online communication platforms
20. Commitment to equality, diversity and inclusion and LGBTQ+ principles
21. Commitment to the values, aims and objectives of CIS

DESIRABLE

- a) Lived experience of the UK refugee and asylum system
- b) Awareness of the impact of Covid-19 on asylum seekers and other migrants
- c) Compassionate with good listening skills
- d) Experience of working with statutory agencies on policy and procedure improvements
- e) Proficient in use of case management systems
- f) Ability to identify solutions for potential risk factors for consideration by the board and contribute to those solutions
- g) Experience of developing a trauma informed wellbeing approach to HR and service delivery