

JOB DESCRIPTION

Post:	CIS Chief Executive Officer
Responsible to:	CIS Board, and one of the directors' day-to-day
Salary:	£38,000 a year, 35 hour week
Place of work:	CIS office, Albany Centre, 44 Ashley Street, Glasgow G3 6DS and from home by arrangement and as Scottish Government guidelines
Days of work:	Flexible over Monday to Friday, 8am to 6pm Occasional out of hours working as required
Annual leave:	25 days plus 15 days public holidays
Pension Contribution:	5% from employer

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

Main Tasks

1. Supporting CIS's Board and governance
2. Developing CIS's strategic vision and business plan
3. Building sustainability by income generation and financial control
4. Providing HR support to staff and others involved
5. Project management support within CIS
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 and up-to-date

2. Developing CIS's strategic vision and business plan

- 2.1 Ensuring CIS has regular events to clarify its Vision
- 2.2 Taking forward the development of the 5 Year Business Plan
- 2.3 Involving CIS's stakeholders including volunteers at all stages

3. Building sustainability by income generation and financial control

- 3.1 Ensuring sustainability by maintaining a 5 Year funding strategy
- 3.2 Supporting the Funding Sub Group as appropriate
- 3.3 Ensuring agreed funding applications are submitted on time
- 3.4 Ensuring monitoring & evaluation is carried out by projects
- 3.5 Ensuring reports are submitted to funders on time as requested
- 3.6 Supporting the Finance Officer with budget development & control
- 3.7 Assisting with the production of the Annual Accounts
- 3.8 Developing additional income generating activities

4. Providing HR support to staff and others involved

- 4.1 Supporting staff by enhancing communications & being available
- 4.2 Supporting staff to develop their roles and abilities
- 4.3 Working with advice from the external HR support firm
- 4.4 Ensuring relevant HR paperwork and support is provided to staff
- 4.5 Ensuring Health & Safety and risk management issues are addressed
- 4.6 Ensuring the staff structure meets CIS's changing needs

5. Project management support internally

- 5.1 Working with section heads and others to plan effectively
- 5.2 Ensuring that project plans are developed and updated
- 5.3 Ensuring that the projects work seamlessly together

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 Networking with other organisations from asylum seeker and refugee led backgrounds or who work with these groups
- 7.2 Developing new partnerships where appropriate
- 7.3 Enhancing CIS's corporate image
- 7.4 Ensuring the CIS website and other media is up-to-date
- 7.5 Supporting external organisations to develop as appropriate

July 2021

This post is subject to a 6 months' probationary period

Job description to be reviewed by end of March 2022

This post is funded by Adapt & Thrive and Tudor Trust

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 understanding of corporate governance and working to support a lay Board with their decision making and policies
5. An understanding of organisation sustainability and 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. Experience of successfully leading a management team
11. Ability to be creative, innovative and respond positively to change
12. Ability to manage time, prioritise workload and meet deadlines
13. Awareness and understanding of gender-based abuse
14. Experience of PR and marketing using multi-media
15. Experience of developing partnerships and networking
16. Commitment to equal opportunity / anti-discriminatory principles
17. Commitment to the values, aims and objectives of CIS

DESIRABLE

1. Lived experience of the UK refugee and asylum system
2. Awareness of the impact of Covid-19 on asylum seekers and other migrants
3. Compassionate with good listening skills
4. Experience of working with statutory agencies on policy and procedure improvements
5. Proficient in use of case management systems
6. Ability to work under pressure and manage conflicting priorities
7. Ability to identify solutions and contribute to those solutions
8. Being self-motivated and solution focused