

Job Description

Job Identity

Post Title: Chief Executive Officer

Salary: £30,000 - £32,000 pro rata

Reports to: Board of Directors

Weekly hours: 20 hrs per week

Base: Elgin Youth Cafe

Job Purpose

To provide strategic direction for all aspects of Elgin Youth Development Group including the Youth Work and Inkwel social enterprise strands of the charity.

Way of Working

The post holder will be expected to lead a dynamic team in a creative environment where new ideas, new ways of working and supporting young people are actively encouraged. This approach requires initiative, flexibility and adaptability and above all a passion for working with and supporting young people.

The role will involve working with all areas of the charity, and working hours will be flexible to meet with the organisation's requirements.

Major Tasks

1. Strategic Development:
 - a. Annual preparation and delivery of the strategic plan for all elements of the charity.
 - b. Regular review of the key aims and objectives of both the Inkwel social enterprise and Youth Work strands
2. Operational Management
 - a. Overall responsibility for the effective running of the charity, including line management of the Youth Team Manager, Social Enterprise Development Manager and Finance and Administration Officer.
 - b. Overall responsibility for the financial management and payroll of the charity, including preparation and management of the annual budget, management of legal requirements, health and safety, policies, procedures and operating arrangements, general administration, and oversight of the security and fabric of the building.
 - c. Ensuring the charity follows best practice in all elements of its operations
 - d. Overall responsibility for volunteers, fundraising, evaluation, partnership working, engagement with key strategic groups and other relevant organisations.

The post will involve regular reporting into, and close liaison with the charity's Board of Trustees.

Specific Activities

1.	Strategic Development
1.1.	Annual preparation and delivery of the strategic plan for all elements of the charity
1.2.	Coordination and running of an annual review in conjunction with charity board, ensuring charity's aims and objectives are reviewed and updated.
1.3	Work closely with relevant partners to take advantage of appropriate initiatives and to develop close working relationships
1.4	Work with staff and directors to ensure the charity is developing in an innovative way to meet the needs of its customers

2.	Operational Management
2.1.	Overall responsibility for the effective running of the charity, including line management of the Youth Team Manager, Social Enterprise Development Manager and Finance and Administration Officer. Ensure a full programme of youth work activities and projects are carried out throughout the year, and that funders' requirements are met. Ensure appropriate and regular evaluation is carried out. Ensure that the Inkwell is effectively promoted and utilised.
2.2.	Overall responsibility for the financial management and payroll of the charity, including preparation and management of the annual budget, and overall responsibility for effective book keeping. Provision of management accounts to Directors for their meetings, and of all relevant information to accountants at the end of the year.
2.3.	Management of legal requirements, health and safety, policies, procedures and operating arrangements, general administration, and oversight of the security and fabric of the building.
2.4.	Provide all relevant information to Companies House and OSCR
2.5.	Ensure charity is working effectively with other local organisations including schools and other youth work charities.

Equal Opportunities

The Elgin Youth Development Group is committed to equal opportunity employment whereby employees and applicants for employment will be given equal opportunity in recruitment and training irrespective of age, race, colour, marital status, political belief or disability.