



## **Job Description**

### **Chief Executive**

**Location:** Edinburgh  
**Salary:** Negotiable (circa £50,000)

Founded in 1883, the EDCH is Scotland's oldest independent dog and cat rescue organisation. Based in Edinburgh, it cares for almost 1000 dogs and 300 cats every year. To support its charitable work, it also provides boarding facilities and last year looked after almost 3000 boarding animals. The Home is a well-established part of Edinburgh's history and is a highly respected organisation. It is also one of the founder members of The Association of Dogs and Cats Homes.

#### **1. Job Details**

Supported by a team of committed staff and reporting directly to the trustees, the Chief Executive will be responsible for the leadership and strategic direction of the organisation, achieving the objectives and goals of the Home as directed by its trustees, delivering the highest level of animal welfare and enhancing the Home's reputation.

#### **2. Main Accountabilities**

- Provide leadership and strategic direction to staff, volunteers and supporters of EDCH in pursuit of the charity's aims.
- Responsible for the overall direction and management of the affairs of the organisation on a day to day basis on behalf of the trustees.
- Foster good communication within the charity and externally to enhance awareness and understanding of our work and to harness commitment and support for our cause.
- Develop and implement an annual business plan and budget that provide a framework for the achievement of organisation objectives.
- Maintain effective networks with all principal supporters and stakeholders. This will require an ambassadorial role on behalf of EDCH, attending events, speaking on platforms to interested groups and generally being the face of the organisation.
- Seek and identify opportunities to expand and promote the role of EDCH.
- Develop and maintain relationships with key media to ensure that the organisation is appropriately represented when opportunities or issues require to be managed.
- Develop processes to ensure continuous business improvement through the implementation of effective quality management and risk systems.



### **3. Person Specification**

#### **Education**

- Educated to degree level or the equivalent experience.
- Evidence of continuous professional development at a management level.

#### **Experience**

- Leading and managing change and development within a business or similar organisation.
- Financially astute with the ability to grow the charity, balancing ambitions and expenditure within a more challenging funding environment.
- A strong commercial awareness and understanding of fundraising and/or income generation and business development.
- Experience of setting, implementing and achieving clear strategic goals.
- Successfully growing an organisation, as well as motivating and inspiring staff.
- Building and sustaining relationships with internal and external stakeholders .
- Management and governance experience with a proven track record at senior level.

#### **Knowledge**

- Knowledge of the principles of organisational development and management.
- Knowledge and understanding of the legal and corporate responsibilities of a charity.
- Understanding of raising public awareness as integral to the future development of the charity.

#### **Personal**

- Leadership skills that inspire and influence internally and externally.
- Love of dogs and cats and their welfare and total commitment to the Charity and its ethos.
- Keen understanding of brand development and marketing.
- Inspirational outlook with the ability to motivate, support and develop staff.
- Well developed relationship management skills with established networks.