**CHIEF EXECUTIVE CARNOUSTIE GOLF LINKS**

**Carnoustie Golf Links (CGLMC Ltd)**

Carnoustie Golf Links is a charity whose responsibility is to manage and maintain the 3 golf courses at Carnoustie. These are the world famous Championship Course which will host the Open Championship in 2018, the Burnside Course and Buddon Links Course.

The courses are owned by the local authority, Angus Council and Carnoustie Golf Links operates under a Management Agreement with the Council which currently runs until 2033.

Carnoustie Golf Links charity has a board of 15 Trustees, which comprises of 2 Trustees from each of the 6 local golf clubs and 3 Trustees from Angus Council. The Trustees are all volunteers and provide the scrutiny for the organisation, whilst the operational duties are carried out by the staff.

**Chief Executive**

Carnoustie Golf Links (a Scottish Charity) are seeking to appoint a new Chief Executive who will be responsible for the strategic and operational direction of the organisation.  The ideal candidate will have strong leadership skills and experience in developing and implementing business and strategic plans to meet the challenges and ever-increasing demands of a world leading organisation. In addition, the successful appointee will need the vision, entrepreneurial commitment, management expertise and outstanding communication skills to ensure that the Charity is run professionally, prudently, and efficiently.

**Key Responsibilities**

• Provide leadership to the Charity and to be responsible for the management and administration of the Charity within the strategic and operational frameworks laid down by the Board of Trustees and to ultimately be responsible for the management and administration of all Carnoustie Links staff, courses, buildings and facilities.

• Enable the Board of Trustees to fulfil its duties and responsibilities for the proper governance and financial management of the Charity and to meet its charitable objectives.

• Ensure that the decisions of the Board of Trustees are implemented effectively in accordance with the Charity’s governing documents.

• Ensure the Board of Trustees receives timely advice and appropriate information on all relevant matters including financial targets/key performance indicators and their attainment.

• Submit policy proposals for the approval of the Board of Trustees or assist the Board of Trustees in the development of policies ensuring that such policies support the vision, mission and strategic priorities and objectives of the Charity.

**Duties and tasks to fulfil the key responsibilities:**

***General Management***

• Provide leadership to the Charity ensuring that it has an appropriate management structures, systems and personnel in order to fulfil its strategic objectives and to carry out its work effectively and efficiently.

• Provide guidance and empowering leadership to all members of the Senior Management Team and ensure they all work together for the benefit of the Charity.

• Ensure other key stakeholders are involved in relevant areas of performance management as appropriate.

• Ensure that the recruitment, management, training and development of staff is directed towards achieving the Charity’s objectives and reflecting best employment practice.

• Develop and maintain an environment that attracts, retains and motivates good quality staff, and through this develop an organisation that is continually seeking ways to improve its performance.

• Ensure that the Charity is aware of best practice and that it constantly works to achieve this within the constraints laid down by the Trustees and resources available.

• Provide a safe, healthy, efficient and effective working environment for all staff.

• Ensure that all responsibilities are carried out within the regulations of the Scottish Charity Regulator.

• Ensure that the major risks to which the Charity is exposed have been reviewed and systems established to mitigate these risks. This includes reviewing the external environment for changes which may impact on the Charity.

***Strategy***

• Ensure the Charity’s values and policies are relevant, fair and consistently implemented and that management policies and decisions support the agreed objectives and strategic priorities of the Charity.

• Ensure that the staff is focused on achieving the Charity’s vision, mission and strategic priorities.

• Develop and draw up an annual business plan to reflect the strategic objectives of the Charity.

• Identify appropriate methods for monitoring the performance of the Charity and report back to the Board of Trustees on the performance of the Charity against its strategic, business, operational and annual plans, and against the annual budget as approved by Trustees.

• Performance-manage the different components of the Charity’s activities against the agreed strategy.

***Finance and Business Development***

• Working closely with the Finance Convenor, ensure that the Charity operates within an agreed budget and achieves the key financial performance indicators as agreed.

• Take ultimate responsibility for the financial health of the Charity and ensuring that appropriate financial and auditing systems are in place in order to guard the assets

of the Charity, to run the Charity efficiently and effectively, and to monitor and control all financial and other assets.

***Communication***

• Foster good communications within the Charity and developing with the Trustees, as appropriate, the Charity’s public profile by establishing relationships with government, statutory, voluntary and private bodies and the public.

• Set up mechanisms for listening to the views of current and future stakeholders on the performance of the Charity as well as on areas for future development.

• represent the Charity and act as a spokesperson at public functions, meetings and for the media;

***Board of Trustees***

• ensure that The Board of Trustees sets the vision, mission, strategic objectives and strategic priorities for the Trust, and develops its philosophy and values.

• ensure that The Board of Trustees’s delegated authority is recorded in writing by means of terms of reference for committees and sub-committees, job descriptions for key staff, reporting procedures, etc., and that they are properly recorded.

• develop an annual programme of the Board of Trustees meetings.

• ensure that the Board of Trustees receives sufficient and timely information and advice in order to make informed decisions.

• ensure that Trustees have the necessary skills required to govern the Charity, and the Trustees have access to relevant external professional advice and training. Ensure Trustees receive good and appropriate induction.

**For a confidential discussion on the role please contact Donogh O’Brien at our recruitment partners, Aspen People, on 0141 212 7555.**