



**FARE Scotland** is an organisation working within disadvantaged communities throughout Central Scotland. FARE strive to raise people's aspirations, encourage them to become more involved in their communities, create opportunities for personal development and equip them with the skills required to deal with the demands of 21st century life.

### **Chief Executive Officer**

A new, exciting and challenging leadership opportunity now exists for an inspiring, passionate and dedicated Chief Executive Officer to help take FARE forward on its journey in supporting disadvantaged communities in Scotland.

Reporting directly to the Chair of Trustees, the CEO will have overall responsibility for delivery of the charity's goals around fundraising, administration, compliance, and financial management.

They will specifically be responsible for developing a long-term strategy, budgets, and robust business plans while ensuring compliance with relevant laws and regulations. They will provide leadership and direction and play a key role in motivating and engaging volunteers, staff, and key stakeholders.

This person will be successful if they lead and communicate with authenticity and empathy with strong social awareness.

### **Roles and Responsibilities**

- Work in partnership with the Board of Directors to ensure that FARE has a clear vision and strategic plan in line with its core values and principles
- Preparation of a strategic plan and annual budget for approval by the board of trustees.
- Develop the organisation's income generation strategy, taking into account earned income, charitable, statutory contracts and grants, corporate, community, and individual donations.
- Write funding bids to a range of funders, including charitable foundations, the national lottery and statutory bodies, as necessity and opportunity dictate.
- Ensure that the charity has maximum visibility via the development and implementation of a marketing strategy to include website, social media and press.
- Represent the organisation at external meetings, networking events, conferences and other publicity opportunities.
- Maintain awareness of risks & changes in the external environment affecting the charity.
- Set milestones, targets for the charity's operations and keep these under review with the Chair and Trustees.

- Build relationships with partner organisations, including statutory bodies, other charities and corporates, in order to advance the charity's aims.
- Deliver outcomes as agreed with funders.
- Create and nurture a healthy culture for employees to engage and thrive in.

### **Key Skills Required**

- Leadership skills - to motivate staff and volunteers with sufficient personal drive and energy to successfully achieve this.
- Excellent interpersonal skills - to build relationships with a variety of people, from beneficiaries and staff members to partners and opinion formers.
- Financial acumen - to set and operate a budget and work with the team to produce monthly financial reports incorporating a cash flow analysis.
- Strategic planning - primary responsibility for the production and implementation of strategic, business, fundraising, and marketing plans.
- High-level bid writing skills.
- Strong 'self-starter', with a track record of working proactively and independently.
- Results-oriented and a resourceful problem solver.
- Knowledge of relevant legal frameworks would be desirable e.g. employment law, charity law, safeguarding etc.

### **Experience**

- Deep knowledge of the sector.
- Experience of working in the sector at a senior level, and not only understand the challenges, but is able to confidently navigate through complex situations.
- Experience of working with committees or boards.
- A collaborative approach to management, consulting, and engaging stakeholders in strategic planning.
- Experience of setting budgets and financial reporting to trustees, with an executive level standard of business acumen.
- Experience of establishing rapport, credibility, and collaborative relationships with partners, funders, and other stakeholders.
- Experience of demonstrating commitment to equal opportunities and safeguarding vulnerable communities.

### **Person Specification**

- Commercially astute with a passion for the charity sector.
- Based locally with a good understanding of the local community and the history to gain credibility with the community and team.
- Operates with a high level of integrity, quality and transparency.
- Authentic, empathetic and socially aware.
- Proven achievements in diversity and inclusion.
- Educated to degree level or equivalent professional qualification.
- Fundraising skills – with commercial awareness / experience.