



# CEIS GROUP / JOB DESCRIPTION

## CHIEF EXECUTIVE OFFICER

<b>Job Title:</b> <b>Chief Executive Officer</b>	<b>Name of Postholder:</b>
<b>Reports to (job title):</b> <b>Board Of Directors CEIS &amp; CEIS Group Companies</b>	
<b>Group Structure</b> <pre>graph TD; A["Community Enterprise in Scotland Enterprise and Communities CEIS Events Corporate Services"] --- B["CEIS Ayrshire"]; A --- C["DSL Business Finance Ltd"]; A --- D["Social Value Lab"];</pre>	
<b>Job Context:</b> <p>CEIS operates within the social, economic and political environment impacting on inclusive economic growth. The Chief Executive is a full member of the Board of Directors to whom s/he is accountable.</p> <p>CEIS' mission is to tackle inequality, strengthen communities and improve the performance and impact of businesses which contribute to society.</p>	
<b>Job Purpose:</b> <p>Working together with the Boards to formulate the strategy and goals for the Group, continuing to develop a high achieving value-driven organisation engaged in effective multi-disciplinary team working, managing performance and ensuring financial and client accountability and satisfaction.</p> <p>To promote and deliver the Company's vision for social and economic inclusion and to be a key influencer among principal policy makers and agents of development.</p>	

## Key Result Areas:

- 1. Leadership** Provide leadership and work with the management team to provide support to CEIS Group services and Companies. Develop a 10-year strategic plan with the CEIS Board and develop and deliver the organisation's business plan. Ensure the organisation's teams are focused on achieving its mission and aims. Establish, monitor and report key performance indicators to staff and stakeholders. Ensure that there is a clear focus on quality and impact and how that is captured and reported.
- 2. Influence and Profile** Build and develop relationships with national and local government ministers, councillors and officials to advance CEIS's aims. Promote the vision, values and activities of CEIS Group Services and Companies using appropriate avenues to inform and influence key policy makers, development agencies and relevant external organisations. Represent CEIS Group Services and Companies at external events, identifying and exploiting business generation opportunities and assisting all parts of the Group to win public, commercial and third sector contracts. Represent the Group to the media, give interviews and promote awareness of the Group and its aims and achievements.
- 3. Finance and Funding** Manage the annual budget to maximise use of fiscal resources, taking full advantage of all funding possibilities. Ensure that management systems, reports and financial intelligence are up to date and use them to take corrective action where appropriate to maintain the financial and operational sustainability of the Company.
- 4. Stakeholder Relationships** Maintain and develop formal relationships with Government, local authorities, and other stakeholders to ensure that CEIS Group Services and Companies meet their objectives.
- 5. Strategy and Operations** Lead regular strategic reviews with the Board and Management Team. Ensure objectives are met, that there is effective reporting on performance, achievements and other outcomes and that corrective action is identified and taken as appropriate.
- 6. Management and Culture** Develop, motivate and performance manage a strong Management Team which works to agreed objectives and promote a culture of openness, creativity and client satisfaction throughout the business. Ensure CEIS Group companies and services add value to each other and the group is greater than the sum of the parts.
- 7. Board of Directors** Build effective working relationships with the Board of Directors within the Group, attend, support and facilitate Director and sub-committee meetings and supply regular, informative reports to Directors with clarity on action taken or required to ensure that the Board is able to properly discharge its governance role. Prepare a strategic plan and annual budget for approval by the Board.
- 8. Change Management** Lead and manage organisational change and continually review, improve and develop the organisation, encouraging staff to embrace change and to focus on continuous improvement. Horizon scan and maintain awareness of risks and changes in the external environment which may affect CEIS, managing or exploiting those risks and changes as appropriate.
- 9. Development** Use internal consultation and external networks to identify potential new areas of activity and service provision, and bring forward appropriate plans including the resources required, to progress these.
- 10. Resources** Identify, acquire and monitor the staffing, physical and technological resources required to meet CEIS Group objectives.
- 11. Compliance** Ensure that all CEIS Group Services and Companies properly fulfil their legislative, statutory and regulatory obligations demonstrating full compliance and adopting recognised best practice as appropriate.
- 12. Income Generation** Maximise potential for income generation from CEO consulting and project delivery.

## Responsibility for (direct and indirect):

<b>Number of People:</b>	<b>Indirectly</b> , 60 (approx.). <b>Directly</b> , 5 SMT, 1 Events, 1 PA
<b>Budgets:</b>	<b>Group Budget</b> , approx. £3.4m

**Communications and Working Relationships (internal and external):**

**Internal**

Line Managed Staff      Performance management, coordination and direction  
All staff                      Leadership and support

**External**

Stakeholders              To influence, advise and engage  
Board of Directors        To develop strategy and report  
Partner Organisations    To collaborate and build trust and results

**Job Requirements**

**(qualifications, skills, and experience - for job, not of specific job holder):**

Degree level - Business Administration /Economics/Social Policy & Administration.

At least 5 years' experience in business and economic development, budgetary and training management at a senior (Director/Head of) level in medium to large organisation(s). Significant presenting, influencing and negotiating skills.

Proven track record in performance and people management, project management, securing new business, generating income and successful financial planning and budgetary control.

**Signature of Postholder:**

**Date:**

**Signature of Manager:**

**Date:**

**Job Description compiled by:**

**G Croan**

**Date Completed/Revised:**

**December 2018**