



Recruitment of Chief Executive

Information about Outside the Box



www.otbds.org

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Message from Co- Chairs

Welcome

Dear Candidate,

Thank you for taking the time to consider the Chief Executive role.

The Board of Outside the Box is delighted to consider applications from suitably qualified candidates who are keen on this exceptional opportunity to lead an innovative and values led community development charity.

Outside the Box is a small charity with over 20 years' experience, working across Scotland with people, communities and organisations that want to change things and develop new approaches.

We have a great team of staff and trustees who are committed to Outside the Box's vision of strong, inclusive and sustainable communities. The small staff team are self-managing, accountable and autonomous.

We want candidates who are passionate about supporting people and communities, with entrepreneurial skill and experience to work alongside the staff team to develop ideas into projects and commissioned work that make a difference to people.

We are committed to building a diverse organisation, so we welcome applications from all sectors of society, including New Scots, people from black and minority ethnic communities, women, LGBTQI+ people and people with disabilities. In return, we offer an employee friendly organisation with flexible working that will help you deal with the complexities of everyday life.

Kind regards,

Mary Sinclair and Graham Galloway
OTB Co-Chairs

About Outside the Box

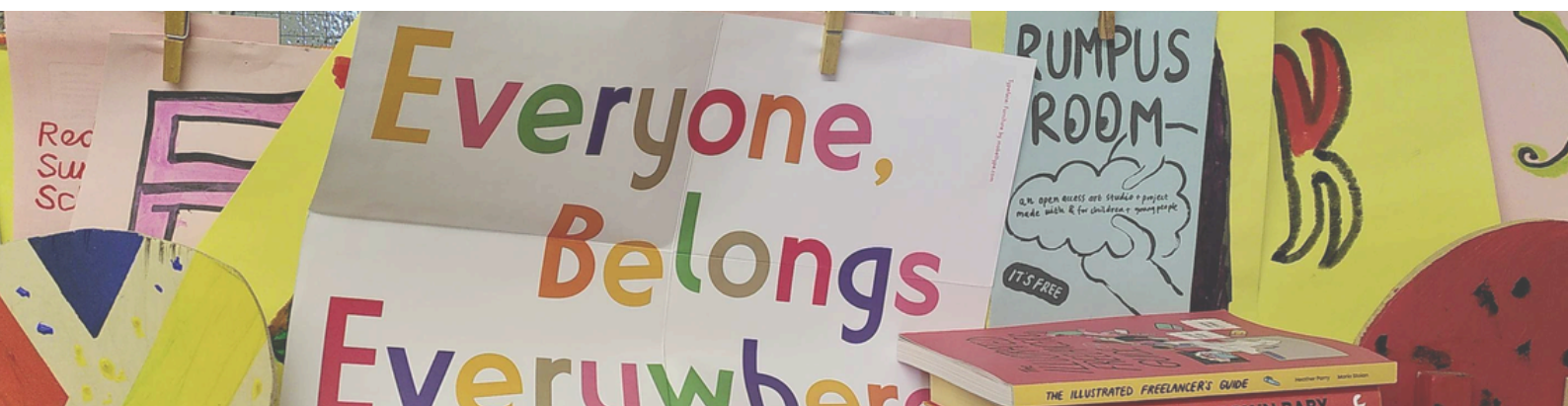
Outside the Box is a small, independent charity and social enterprise. We provide development support to groups and people across Scotland who want to make a difference in their communities.

Our vision is a society where communities are welcoming and inclusive, and where people can contribute to making their communities work well for them and for everyone.

Since we began in 2004, we have supported over 500 projects and developed services based upon community engagement, consultations and evaluations.

- We help people develop local spaces, initiatives and ideas. This means shaping the services they use and setting up new projects.
- We support community organisations to get started, include everyone, learn and show their impact.
- We work with bigger services and policymakers by bringing together different experiences and supporting learning and collaboration.

All our work promotes and supports respect, dignity and equality. We recognise people's experiences, the barriers and inequalities they face, and work alongside them to identify practical approaches for change that build on people's skills. We are committed to ongoing learning around equality and diversity across every aspect of our work.



Projects

We support and facilitate a diverse range of grant-funded projects across Scotland, this includes:

Moments of Freedom

Led by New Scots women resettled in Clydebank – this offers a safe space for women to make connections and share their skills and expertise. The project works to support meaningful community integration, informing policy and practice at local and national levels. <https://www.momentsoffreedom.org/>

Queer Families

Started in 2018 to address a gap in family peer-support and connection for LGBTQ families in Glasgow. The group creates a space for informal community, wellbeing and addressing the barriers which families experience. <https://otbds.org/projects/queer-families/>

Connecting Equalities

We are working with diverse groups of older people and their communities, supporting them to connect their everyday experiences with rights and equalities. We help them connect with decision-makers and media, to ensure their contributions are part of shaping what matters to them for a good life. <https://otbds.org/projects/connecting-equalities/>

Climate Chat

In recent years we have developed several projects that support people to engage with climate action in easy, 'everyday' ways - this informed our 12-month Climate Chat project. Using the learning from that project we are exploring how we can make climate action activity accessible to a wider range of people. We see this as a strong theme that will continue within our work in the coming years. <https://otbds.org/projects/climate-chat/>



Our Services

As a social enterprise, we are continually expanding our reach and building upon our knowledge base through contracted work, including direct commissions and tendering. Our expertise in community development lends itself to working across a diverse range of topic areas, circumstances, settings and locations.

Evaluation

We use creative methods to involve everyone and share outcomes and learning. Recent examples include:

- Kingsway Community Connections engaging with the local community about services
- Levenmouth Foodbank and Community Café.

Consultation

We start from where people are and provide a range of ways to participate. Recent examples include:

- Wild Strathfillan community consultation
- Consulting with communities across south Scotland on proposals for a new National Park

Community engagement

We work with and alongside communities, bringing people together for positive change. Recent examples include:

- Creating a new [Equalities Forum in East Renfrewshire](#)
- Working with [New Scots in North Ayrshire](#)
- Developing a community action plan in [Tealing](#)

Training

We offer bespoke training for groups, services and organisations. All our trainings are participative and can be delivered online or in person. Recent examples include:

- [LGBTQI+ community human rights training](#)
- [Supporting Family Friendly Workplaces](#)

Resources

Creating accessible, colourful resources that are engaging, helpful, practical and enjoyable to read and use enables us to share the learning from our work. Recent examples include:

- [Outdoor Activities Pack](#)
- [Climate Chat resources](#)
- Resources on [voting](#) and [contacting elected representatives](#)

Vision and Values

Our vision

Outside the Box's vision is a society where communities are welcoming and inclusive, and where people can contribute to making their communities work well for them and for everyone.

Our values

- Human rights – promoting human rights in our communities and underpinning all the work that we do.
- Reducing climate impact – we consider ways to reduce climate impact in all areas of our work and how to promote climate positive activities.
- Inclusion, dignity and respect - creating a more equal society where people have opportunities to develop their skills and confidence and to contribute in ways that are right for them.
- Celebrate and value people's strengths - supporting people and communities to think bigger and wider around what they could achieve.
- Community-led action - encouraging and enabling people to have as much control as they want in their own lives and in their communities.
- Sharing learning – from our work, and from other people and places, making it easily accessible and user-friendly.
- Wellbeing and resilience - recognising people's experience of disadvantage and working alongside them to use that experience as part of making life better.



Our Team

Outside the Box currently has 9 staff members including our Chief Executive. Most of our staff have been with us for several years, with many of us being part-time. We are a small team and work closely with each other. Due to our geographic locations, we often talk about the 'East' and 'West' teams. Most staff also contribute to 'core team' activity that supports the running of the whole organisation.

Core Team

- Chief Executive Officer – Full Time
- Finance Coordinator – 0.5 Part Time
- X2 Community and Communications Workers – listed below

West Team

- Community Development Adviser – Full Time
- Community Development Adviser – 0.7 Part Time
- Community and Communications Worker – 0.6 Part Time
- Community and Communications Worker – 0.4 Part Time
- Project Worker – 0.2 Part Time

East Team

- Community Development Adviser – Full Time
- Community Development Adviser – 0.8 Part Time

Our Board of Trustees

We currently have 6 trustees who bring a wealth of skills and experience to our organisation. Our Board is Co-Chaired by Graham Galloway and Mary Sinclair. The Board meet with our Chief Executive and Finance Coordinator every other month on Zoom. Twice a year we hold a development day where the Board and Staff Team work together to review our Strategic Plan, celebrate achievements, and develop new ideas. We value the relationship between our Board and Staff and recognise the positive impact this has on our organisation.

How we Work

OTB Culture – Our team culture reflects our values. Over the past 6 years we have invested in staff training and development to support us to become a self-managing team. This has enabled us to develop high levels of trust and collaboration across the whole team. We share responsibility for leadership and decision making at all levels of our organisation. We take a coaching and shared-learning approach to our co-working making the most of our diverse range of skills and experience.

Flexible Working – We offer flexible working from day one. We understand that our staff have other responsibilities, and we support them to find a good balance. We have developed a ‘family-friendly’ working environment and recognise that this means different things to each person, depending on their personal circumstances.

Working from Home / Hybrid Working – We work as a remote team; this means that most of us have a mix of working from home and working in community spaces when we are delivering project work. We currently have access to desk space in Kinning Park in Glasgow, and storage space in Peebles. The team have embraced digital methods, such as Slack, to support our co-working and collaboration, and are always keen to explore new ways of working with each other.

Terms and Conditions

- Salary: £49,748 (25/26 pay rise not added on)
- Hours of work: Full-time 35 hours per week with occasional weekend and evening events
- Location: Home working/hybrid Glasgow, with travel within Scotland
- Travel: Driving licence and access to a car
- Annual Leave: 36 days per year, includes public holiday entitlement to be used at a time that suits your circumstances and beliefs
- Pension: NEST Pension – Employer contribution 4%, Employee contribution 5% (including 1% Government tax relief.) Employees have the option to increase their % contribution
- Notice Period: 3 months