



Recruitment of Chief Executive

Job Description & Person Specification

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Job Specification

The Chief Executive Officer is accountable to the Board of Directors of Outside the Box for the management and development of the organisation's work.

This is a broad description of responsibilities and the postholder is expected to adapt and take a lead in other opportunities and developments that may arise to achieve the best interests of the organisation.

Governance

To support the board in the good governance and leadership of the organisation, including links with members, the staff team, the people we work alongside, partners and wider communities.

To organise and support board meetings and any sub committees with papers, information and follow up activities to support effective decision making and the development of the organisation.

To work with the board to maintain an appropriate range of skills on the board and to recruit new members.

To ensure that all relevant controls and procedures are in place to operate legally and safely, including OSCR, Companies House, GDPR and other Information requirements.

Strategic Business development and management

To work with the staff team to maximise business opportunities, networks and relationships with the aim of increasing earned income and commissioned work.

To negotiate and manage contracts and commissioned work, and work with the staff team to deliver commissioned work.

Leadership

To communicate and promote Outside the Box values and approaches to staff, associates, volunteers and board members, partners and stakeholders in how we work.

To provide leadership to the organisation and staff, by working with the senior management team to promote and develop leadership throughout the organisation and in delivering high quality projects and activities.

To work with the Board and staff to nurture the vision and direction of the organisation, including developing and reviewing the organisational strategy and business plan.

To work with the senior management team to lead and support planning for the organisation and for the work we do.

To support the leadership and staff team to develop ideas and projects, and ways to make them happen.

Communications

To establish and maintain relationships with local and national organisations and networks.

To represent Outside the Box at key forums and events.

To oversee communications, marketing and social media strategies, including acting as principal contact for the press and media.

Financial management

To work with the finance co-ordinator, senior management team and board to ensure that the income, expenditure and cash flow of the organisation are planned effectively and are monitored regularly.

To work with the finance co-ordinator, leadership team and board to ensure that appropriate action is taken to maintain the viability of the organisation including reducing expenditure or generating additional income.

To work with the leadership team and staff to ensure that all funding and reporting requirements are met.

Staff Management

Ensure that effective and timely communication takes place within the team, including regular team meetings and effective use of digital communication systems.

To oversee recruitment and selection processes of staff, volunteers and other people who contribute to the work of the organisation, including contracts, job descriptions, person specifications, interview and induction processes.

To work with the senior management team to ensure effective and up to date policies and procedures are in place which comply with current employment legislation and good practice.

To provide support and supervision to the senior management team, including regular one to one meetings and annual reviews.

Closing Date for Applications - email applications to christine@otbds.org by noon on Wednesday 23rd April

Interviews

Informal with community groups, partners and staff team - Tuesday 6th May

Formal including presentation - Wednesday 7th May

Both interviews will be held at Centre 81, 2 Braes Avenue, Clydebank, G81 1DP

Salary - £49,748.88 (25/26 pay rise not included)

Hours of Work - Full time - 35 hours per week

Location - Home working/hybrid Glasgow

Reports To - Board of Directors

Responsible For - All other staff

More Information - Email Louise@otbds.org

Person Specification

Attributes	Essential	Desirable	How Assessed?
Experience	<ul style="list-style-type: none"> • Managing and leading a staff team • Business development and social enterprise • Fundraising and financial management. • Collaborative working, building relationships and networking with partner organisations, stakeholders and agencies • Working with communities, communities of interest, and people who face inequalities and additional challenges • Negotiating with funding bodies and for contracts and commissioned work 	<ul style="list-style-type: none"> • Coaching managing self-managing and organising teams • Managing a remote staff team • Business or social enterprise environment. • Public speaking, facilitating and hosting events in person and online • Marketing and social media 	<p>Application Form</p> <p>Informal Gathering</p> <p>Formal Interview</p>

Attributes	Essential	Desirable	How Assessed?
Skills, abilities and knowledge	<ul style="list-style-type: none"> • Evidence based leadership skills • Ability to build relationships, networking and collaboration skills • Strong information and communications skills both verbal and written • Organisation skills • Budget management and financial accountability skills • Strong enterprise and fundraising skills • Strong presentation skills • Ability to manage self and work under pressure and meet deadlines • Knowledge of current legislation and policy agendas for communities and their assets, mental health, equalities and human rights 	<ul style="list-style-type: none"> • Ability to support idea generation and innovation knowledge • Ability to create and market social enterprise products 	Presentation Informal Gathering Formal Interview

Attributes	Essential	Desirable	How Assessed?
<p>Skills, abilities and knowledge Continued</p>	<ul style="list-style-type: none"> • Knowledge of community development practices • Knowledge of peer support approaches • Understanding of the impact of inequalities on people's lives • Competent using computer packages, Word, Excel, Canva, Zoom and Teams • Understanding the requirements of OSCR and Companies House 		
<p>Qualification / Education / Training</p>	<ul style="list-style-type: none"> • 3 years' experience in managing/ running a third sector organisation 	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Evidence of further training and development in management, business or area of interest 	<p>Application Form</p> <p>Formal Interview</p>

Attributes	Essential	Desirable	How Assessed?
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Inspires trust, strong values and is ambassadorial • Committed, dedicated, honest and approachable • Committed to equal opportunities and challenging inequality, prejudice, stigma and discrimination • Strong work ethic and attention to detail • The ability to work flexibly and as part of a team • Commitment to continuous improvement • Positive, enthusiastic, motivated individual with a win/win and can do attitude 		<p>Presentation</p> <p>Informal gathering</p> <p>Formal interview</p>

How to Apply

To apply, please complete the application form which can be found at [CE Application Form](#) and email it to christine@otbds.org by noon on Wednesday 23rd April 2025.

For more information about Outside the Box and the work we do please visit www.otbds.org



Registered office:
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Company number 265077 Scottish charity: SC035317