

## Chief Officer (Full Time: 35 hours/week)

**Responsible to:** Board of Trustees

**Hours and Pattern of Work:** 35 hours

**Salary:** £40k +

**Location:** Hybrid with time split equally between office at Newtown St. Boswells and home.

**Contract:** Permanent



### About YouthBorders

YouthBorders is the network of voluntary and community-based youth organisations in the Scottish Borders, supporting and promoting good quality youth work.

As a membership organisation, YouthBorders facilitates networking opportunities and events, and provides information and advice to more than 50 voluntary and community-based youth organisations, their volunteers, trustees, youth workers, and other partners in the community. YouthBorders is recognised regionally as the strategic voice of third sector youth organisations and works closely with partners in the public sector to improve outcomes for young people.

Our vision is a voluntary and community-based youth work sector which is connected, collaborative, respected, and recognised; working together to improve the lives of young people in the Scottish Borders.

We are an area association of Youth Scotland. Find out more about YouthBorders:

[www.youthborders.org.uk](http://www.youthborders.org.uk)

### Purpose

We are recruiting a Chief Officer at an exciting time. YouthBorders is a growing organisation, and we seek a passionate, forward thinking, knowledgeable and highly motivated individual to provide strategic leadership and operational management to our membership network and staff team.

Our staff team are our greatest asset and so we're looking for a Chief Officer who can provide supportive leadership to them, creating an environment that promotes on-going learning. You will empower them to develop and deliver opportunities for networking and provide information and support to our member organisations, and other partners in the community. You will work closely with partners in the public sector, playing a key role in several strategic planning groups in Scottish Borders related to children and young people's services.

Our Chief Officer will connect with, and understand, the challenges faced by voluntary and community-based youth organisations in the Scottish Borders and be able to take an innovative and creative approach to develop new opportunities and projects to overcome these challenges. You will work with the Board of Trustees, staff team and member organisations to develop, and deliver YouthBorders strategic plan and uphold our core values.

In return, we offer the successful candidate excellent terms and conditions of employment. As Chief Officer you will be well supported by an effective board. You will be able to work with a high degree of autonomy to advance the organisation's work and contribute to improving outcomes for young people through youth work in the Scottish Borders.



## Job Description

### Strategic Leadership

- To develop, implement and report on the YouthBorders Strategic Plan and annual business plans, taking account of the relevant national and regional policies and strategies and available resources.
- To form and sustain effective and trusted strategic relationships with key senior stakeholders in the public and third sector.

### Policy and Influencing

- To secure strategic and collaborative funding opportunities for both YouthBorders and which will increase investment into the youth work sector in the Scottish Borders through our member groups.
- To champion and represent the work of YouthBorders, its member groups and young people on key policy and decision-making groups, both regionally and nationally.

### Membership Services and Networks

- To work with Youth Scotland to promote and develop the impact of good quality community-based youth work; and to maximise uptake of membership benefits and support membership growth.
- To manage, develop and evaluate high quality membership services, capacity building, youth work training, insurance and PVG Scheme services for all members and third sector youth work in the Scottish Borders
- To support and develop strategic membership partnership programmes – including the Scottish Borders Strategic Youth Work Partnership – facilitating and supporting joint projects and collaborative funding.
- To convene and develop regular networking meetings – including locality youth work managers, youth and family specialist network, and trustees' network.

### People Management and Resources

- To empower and enable the hybrid staff team, ensuring that they have the knowledge, skills, training, and wellbeing support to carry out their roles and responsibilities effectively.
- To line manage: Senior Membership and Development Officer, Business Support Officer and other project delivery officers.
- To liaise with landlord to ensure a safe working office environment is maintained.
- To commission specialist expertise to bring additional capacity in to YouthBorders such as in research, evaluation, marketing, and communications.
- To manage contracted services including payroll, HR support, website, and managed IT support service.
- To undertake training relevant to the post

### Governance

- To prepare information for the Board of trustees at regular intervals, attend and present reports to the Board of Trustees, prepare the Trustees Annual Report, plan and convene an Annual General Meeting of the membership.
- To maintain up to date knowledge of changes in legislation and policy which affect youth work and YouthBorders, such as PVG legislation, child protection, charity law. You will be the organisation's Child Protection Officer.
- Work with our HR partner to ensure compliance with employment law and health & safety, ensuring that policies and procedures are developed and implemented.
- To act as Company Secretary of YouthBorders and work closely with the Chair and Board of Trustees to ensure that trustees are fully engaged and are able to fulfil their legal responsibilities.



### **Fundraising and Finance**

- To maintain strong financial governance and procedures, setting and monitoring core and project budgets cash flow alongside YouthBorders' Treasurer.
- To submit accurate financial records to the accountant for the purpose of preparation of the statement of annual accounts.
- To work with trustees to ensure sustainable long-term funding for YouthBorders and its programmes through the writing of high-quality funding applications and well costed project proposals.
- To oversee effective delivery of all aspects of grant-administration for small grant programmes benefiting the membership and local stakeholders.

### **Communications**

- To implement a communications strategy which supports the delivery of key messages, using e-communications, newsletters, social media, and website content.

**The Chief Officer will be required to undertake such other duties and responsibilities, commensurate with the status of the post, as directed by the Board of Trustees.**



<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Degree in a relevant subject area (social sciences, community development, business etc.); or significant leadership experience in the community development / third sector.		x
Community Education/Development Degree and/or registration with the CLD Standards Council as a full or associate member		x
Qualification in Leadership and Management		x
A good level of general education	x	
<b>Knowledge and Experiences</b>		
Experience of a successful track record of strategic planning within a statutory, third sector or business environment	x	
An effective track record in writing successful funding applications and in developing positive relationships with key funders	x	
Experience of supervising staff, volunteers, budgets, and other resources	x	
Experience of preparing and managing budgets and complying with financial procedures	x	
Experience of working with a Board of Trustees	x	
Successful track record in developing and sustaining partnerships and collaborative projects and programmes		x
Knowledge and experience of the youth work sector, preferably within a Scottish context		x
Experience of working in a membership organisation		x
<b>Skills</b>		
Outstanding communication skills and ability to communicate with a broad range of people both verbally and in writing to create influence and impact	x	
The ability to identify, assess and resolve challenges, risks, and complex problems.	x	
Excellent IT skills including Microsoft Office - particularly Teams, Sharepoint, Word, Outlook.	x	
Excellent organisational and time managements skills, a flexible approach, and the ability to respond effectively to competing priorities.	x	
Meeting facilitation and chairing in person and online		x
<b>Personal Attributes and Qualities</b>		
Trustworthy, reliable and dependable	x	
Diplomacy and respect for confidentiality and to work with discretion	x	
Drive, ambition and motivated. You should have the ability to take initiative and lead others.	x	
<b>Additional Requirements / Information</b>		
<ul style="list-style-type: none"> <li>• A current valid driving licence and access to a vehicle insured for business purposes</li> <li>• The post holder will be a member of the PVG Scheme</li> <li>• This is a hybrid working post – split 50:50 between home and the YouthBorders office in Newtown St. Boswells.</li> <li>• The post holder will report to and engage in regular communication with the Chairperson of YouthBorders (or other delegated trustee) with responsibility for line managing the Chief Officer.</li> </ul>		



### Employee Benefits

- Employer pension contribution of 3%
- Generous annual leave allowance, with a two-week closure in December/January for all staff
- Time off in Lieu of time worked in the evenings or weekend
- A monthly financial allowance for phone/data home working
- Access to ongoing high quality professional learning and development opportunities
- Opportunities for team and relationship building through Staff Away Days
- Generous sick pay policy
- Employee wellbeing focused terms and conditions of employment
- Flexible working and ability to plan your own working week
- Family focused and responsive work culture
- Access to specialist IT support and the provision of reliable IT equipment for you to do your role
- Access to a warm, spacious office in a peaceful setting
- Regular support and supervision, and access to our e-HR system to record achievements and performance

### Additional Information

If you would like to learn more about this opportunity or have any specific questions we are open to informal discussions, please email [info@youthborders.org.uk](mailto:info@youthborders.org.uk) to set up a time to chat.

This post is funded by the Rank Foundation and Scottish Borders Council.

You can find out more about YouthBorders:

- [Our 52 Members](#)
- [Our Strategic Plan and Publications](#)
- [Our Annual Report 2022/23](#)

### How to Apply

We want to hear from individuals who would like to lead our team and drive our organisation forward.

Please submit a completed application form to [chair@youthborders.org.uk](mailto:chair@youthborders.org.uk) no later than **Friday 6<sup>th</sup> September 2024**



April 2023

