



Job Description

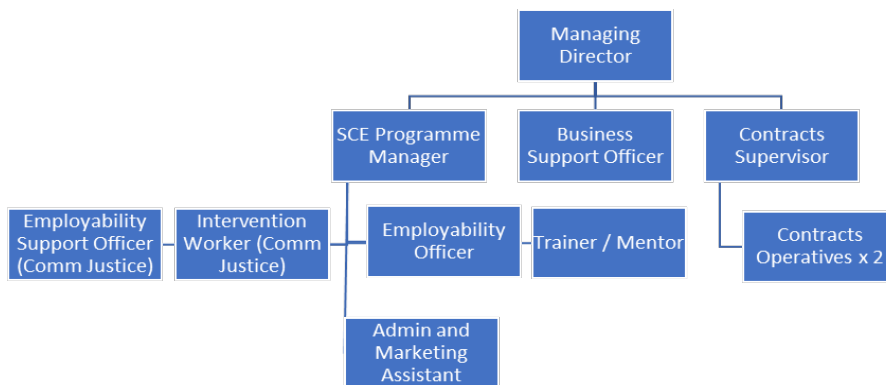
Section A	
Post Title:	Managing Director
Location:	Kildean Hospital, Drip Road, Raploch, Stirling FK8 1RW
Reports to post (Title):	Raploch URC and Stirling Community Enterprise (SCE) Board of Directors
Date:	05 December 2018
Salary:	£45,731
Contract:	Permanent
Hours:	35 hrs
Flexibilities:	The post requires a degree of office presence Monday-Friday 9 – 5pm however flexible working arrangements and elements of home working will be considered.

Section B

ORGANISATIONAL RELATIONSHIP and EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. Also described is responsibility for employees, (if any).

This post holder will report to the Boards of Directors and will have management responsibility for ten employees as well as clients and volunteers. RURC will also buy in accounting, business and property management support which the postholder will procure and manage.





Section C

PRINCIPAL PURPOSE and OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

To work with the RURC and SCE Board and to manage the RURC/SCE operations to ensure that Group is effective and sustainable and that it delivers to its vision and strategic objectives.

Section D

MAIN DUTIES and RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included.

Note, these are illustrative only and are not exhaustive.

The post holder will be responsible for the overall management of Raploch URC Limited and Stirling Community Enterprise Ltd as listed below.

Strategic Responsibilities:

- To support the Board in setting the company vision and strategy and subsequent business planning to ensure that the Company delivers its services in accordance with its charitable objectives as enshrined in the Articles of Association.
- To champion the Company within the Stirling Council area and in its dealings with both national and local agencies and companies
- Define, develop and implement effective performance management plans, supporting the Board in adhering to sound governance and having appropriate reporting and control mechanisms in place
- Be responsible for formulating, implementing and reviewing strategies and policies and financial frameworks, ensuring that short, medium and long term plans are in place to deliver the requirements of the Business Plan.
- Identify and develop optimal delivery mechanisms and opportunities to deliver on strategic outcomes in the best possible way

Operational Responsibilities:

- Lead the development of existing and new commercial income streams to increase the value of self-generated income and reduce grant dependency including identification of new areas for business growth, development and income generation to fulfil gaps in the local market.
- Lead the Training function to ensure that a connected, innovative service is delivered to a high standard by highly skilled staff to improve prospects of successful outcomes for clients in line with funder requirements.
- To support the Programme Manager to develop the SCE "Employer Offer", building formal partnerships with local employers to provide positive work experience and routes to employment for clients.
- To build a strong network of partners in order that provision of services is accessible to clients and opportunities for joint working and continuous improvement of services are identified.
- To raise the profile of SCE with local stakeholders, potential funders and national organisations.
- Line Management responsibility for the Contracts Supervisor to ensure that they are able to deliver against their strategic objectives and generate the income target required with the service area.



- Line management responsibility for the Community Enterprise Programme Manager to ensure that they deliver against their strategic objectives, external funding requirements and performance expectations and generate the income target associated with the services area.
- Line management responsibility for the Business Support Officer to ensure that the core running costs of the organisation are kept to a minimum and to ensure operational effectiveness within the SCE Hub.
- To ensure that the Managers within each operational area are aware of their budgetary responsibilities and are equipped and supported to manage them.
- To procure and manage business support, IT, HR, legal, property management and accounting services to support the activity of the Company as required.
- To deliver on the Company's vision and business plan and to monitor performance and making adjustments over time as required.
- To produce annual budgets associated with the deliver of the agreed business plan and ensure that effective budget management and controls are in place at all times.
- To represent the company in strategic working groups relating to activities carried out in relation to Employment and Skills Training, contributing to national agendas and the local Community Planning Partnership, ensuring that provision of service meets local agendas e.g. Tackling Poverty and Inequalities, Local Employability Partnership.
- To proactively build relationships and networks and attend events with representatives from external organisations to promote the work of the RURC/SCE both locally and nationally and attract new funds and stakeholders.
- To manage the company's Health & Safety Management System including the monitoring of company performance and setting of associated key performance indicators.
- To support the RURC Board in fulfilling their responsibilities including providing regular progress reports, making presentations as required and advising on matters as they arise.
- To act as Secretary to the Boards of RURC and SCE Directors preparing reports for and attending Board meetings as required.
- Uphold the organisation's commitment to diversity and equal opportunities, ensuring that equalities are reflected in all policies and are followed by employees in every aspect of their work.
- Any other duties as may be considered appropriate for this post.



Section E

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Strong competency and up to date knowledge of funding sources to boost commercial growth and maintain financial efficiency.
- Excellent organisational, planning, change management and people management skills
- Excellent project management, contract management, negotiation and decision making skills.
- Ability to work as a team member while still delivering individual outcomes.
- Innovation, creativity and solution-orientated.
- Analytical and financial management skills.
- Strong technical competence and up to date knowledge of trends and practices in the field of partnership working.
- Principles of confidentiality, equal opportunities and non-discriminatory practice at all times.

Section F

WORKING ENVIRONMENT and PHYSICAL EFFORT

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

The post will be predominantly office based working at a desk but will also visit a range of local employers and partners. You will be expected to travel efficiently and effectively between various work locations within and outwith the Stirling Council area, to meet the operational requirements of the Service.

- Work the necessary times and hours that are required to deliver the project.
- Be able to demonstrate job commitment.
- To work individually, to lead a team, or as part of a team to meet tight deadlines.
- To be knowledgeable of all health and safety responsibilities and to apply these to oneself and others.

Section G

KNOWLEDGE and SKILLS

Essential Criteria:

- A recognised qualification in a relevant discipline to at least degree level. If no degree is held then there must be significant work experience in a relevant area.
- Experience of generating income and /or business development with a commercial or charitable organisation .
- Understanding of public procurement restrictions and opportunities.
- Financial /budget management experience.
- Proven track record of successful partnership working.
- Demonstrable experience of providing strategic direction in a workplace environment



- Demonstrable experience of leading and managing multi disciplinary teams that have delivered positive outcomes through increased sales or service outcomes.
- Skilled in developing commercial services that meet the needs of an evolving market.
- Excellent presentation, negotiating and influencing skills.
- First class organisational, administration, problem solving and decision making skills.
- Ability to communicate politely, articulately and confidently wide range of people from the most senior person in an organisation to young people from disadvantaged social backgrounds.
- Knowledge and experience of managing Health, Safety and Welfare systems.
- Have the appropriate checks and documentation in place to ensure compliance with Disclosure Scotland's PVG checks.

Desired Criteria:

- Knowledge/ experience/ qualification relating to employment (eg. business, project management).
- Knowledge and understanding of the complex needs of young people and adults with multiple barriers to employment.
- Understanding and experience of contributing to local Community Planning Partnerships and Local Outcome Improvement Plans.
- Understanding of urban regeneration companies and related physical regeneration opportunities
- Understanding and experience of funding streams, budget management, business development and service level agreements.