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**CHIEF EXECUTIVE OFFICER (CEO) JOB DESCRIPTION**

**NEECS has been working with some of the most vulnerable people in North East Edinburgh communities for almost 30 years. You can be part of sustaining that legacy so we can reach even more people, at a time when mental health outcomes are worsening and we’re needed more than ever. This is an exciting time to join us, following recent success in securing funding. We need a self-reliant CEO who will work closely with our board of trustees to consolidate and build on this success.**

**ROLE AND RESPONSIBILITIES:**

The postholder will provide effective and comprehensive leadership across the organisation, including working with trustees to develop and deliver on NEECS’ strategy. This includes raising the profile of NEECS to ensure a sustainable future.

They will oversee and manage all aspects of the service. Experience of working or volunteering in a counselling or mental health setting, whilst not essential, is highly desirable. Experience of a management role in this type of setting is also desirable.

We promote flexible working and the role is expected to be mainly home-based/remote. Please note this job description is not exhaustive and this role is likely to require tasks and activities in addition to those noted below.

**Funding and fundraising**

The ideal candidate will bring a demonstrable track record in securing charitable funding from a range of sources.

**Tasks will include:**

* Consolidate current funding streams, including maintaining relationships with funders and providing timeous funding reports.
* Research and apply to relevant new funding sources.
* Diversify funding streams across all sources, including statutory, trusts, grants and donations.

**Finance**

Please note, a high standard of financial acumen is expected and required for this role, including facility with Excel in producing budgets and forecasts. Understanding of and familiarity with preparing charity accounts is highly desirable. We are currently moving to using Xero accounting software; training on this can be provided.

**Tasks will include:**

* Work with the board Treasurer to prepare organisation budget.
* Work with the accountants to prepare annual accounts.
* Liaise with external payroll and pension providers.
* Produce other budgets as required, e.g. for funding applications.
* Provide board with financial overview, including identifying any areas of risk.
* Provide financial information and reports as required, for funders, trustees and other stakeholders.

**People and Service Management**

As well as day to day oversight of management of the service, the role requires managing people across a range of roles. The ideal candidate will have prior experience of managing and growing teams.

**Tasks will include:**

* Management of staff and volunteers, including providing ongoing support and development, regular supervision meetings and annual appraisals and identifying training needs and opportunities.
* Developing and maintaining all relevant policies and procedures.
* Making sure NEECS operates within the frameworks of the organisations it is a member of (BACP and COSCA).
* Recruiting or overseeing the recruitment of appropriately experienced counsellors, trainees and counselling supervisors according to the NEECS Code of Practice.
* Ensuring counsellors' practice includes regular supervision, team meetings, regular group supervision, formal annual reviews and that regular training/CPD opportunities are offered.
* Managing risk-of-harm situations, informed by legislation regarding Child Protection and Vulnerable Adults (this can potentially require urgent action outside of normal working hours).
* Ensuring there is liaison with the training institutions of counsellors selected for placements.
* Identifying opportunities for new partnerships and services.

**Governance**

**Tasks will include:**

* Working closely with the board in particular Chair/Vice Chair and attending all board meetings.
* Overseeing production of and circulating all board papers, including preparation of a CEO Report for each board meeting on all areas of operation and strategy.
* Following up of actions from meetings, including board meetings, in a timely manner.
* Participating in board working groups and sub-committees, including helping identify when these are required to progress the activities of the organisation.
* Producing the annual report and overseeing all aspects of the organisation of the Annual General Meeting.

**Evaluation**

The ideal candidate will have knowledge and experience of monitoring and evaluation, including production and analysis of statistical information.

**Tasks will include:**

* Ensure ongoing monitoring of service, including statistical, demographic and evaluation input and outcomes as required by funders and trustees.

**Networking**

**Tasks will include:**

* Attending, representing NEECS and reporting back from external forums, conferences etc as relevant.

**Communications**

Tasks will include:

* Developing and updating the NEECS website and social media platforms.
* Identifying and leading on campaigns (such as NEECS’ 30th anniversary in 2025).

**PERSON SPECIFICATION:**

Applicants should be able to demonstrate the following skills, knowledge and experience:

**Skills and experience**

* Excellent written and verbal communication skills.
* Experience of recruiting, managing, supporting and supervising staff and volunteers.
* Experience of growing and developing teams with positive results.
* As above, ideally applicants will be able to demonstrate success in securing charitable funds from a range of sources.
* Desirable but not essential is knowledge and experience of individual donor and regular giving fundraising and/or of developing these types of programmes.
* Desirable but not essential is experience of working with or serving on charity or social enterprise boards.
* Highly proficient in all aspects of Microsoft 365 and SharePoint.
* Desirable but not essential would be experience of working with website Content Management Systems, CRM databases, Canva and Xero.

**Ability**

* Able to be an ambassador and represent NEECS, along with trustees, staff, volunteers and service users at relevant events.
* Able to present on the work of NEECS to a range of stakeholders, including using visual presentations.

**Knowledge and understanding**

* A good understanding of mental health issues.
* Knowledge of legislation and policy around Protecting Vulnerable Adults.
* A high standard of financial and business acumen, as required to ensure the current smooth running of the organisation and to provide the basis for the organisation to grow and develop.

**Qualities**

* Enjoys working on their own initiative, as well as in a team.
* Creativity in managing limited resources.
* Ability to think and work at both the strategic and operational level.
* Highly action-oriented and able to ensure tasks timeously completed across teams.

**SALARY AND CONDITIONS:**

**Salary (per annum) is £37,450 FTE (paid pro rata as the role is 25 hours).**

* NEECS offers an auto-enrolment workplace pension scheme and makes a contribution (currently 5% of salary) if staff make the minimum statutory contributions.
* The post provides 27 days' annual leave plus 8 days public holidays, both pro rata.
* The postholder can be provided with external supervision by a supervisor approved by the BOT.
* Based remotely/from home with occasional meetings in Edinburgh.

We value diversity and encourage applicants with diverse backgrounds and experiences to apply. If you have any specific access requirements, please let us know and we will do our best to meet your needs.

**APPLICATION NOTES:**

Closing date: 1st May 2024, 12 noon

Please send a CV and covering letter to: vicechair@neecscounselling.org.uk

Once you have sent this, please also complete our [Equal Opportunities Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=THDqUgwR8ECfBWgo3kXFLBq4xlRmdOFCpKNl2RLKsDpUOVpINjYxNjFDOFdPUDNRT01GWE1CMkVJWiQlQCN0PWcu) online.