

SCF chief executive

Job description

Purpose: To promote crofting; grow SCF; run an efficient organisation.

Overall responsibilities:

1. responsible to the board of directors for the management and administration of the organisation within the strategic framework agreed by them;
2. responsible to the board for the efficient and effective implementation of policy objectives or decisions set by them;
3. enable the board to fulfil its functions and to ensure that the board receives appropriate and timely information and advice on all relevant matters;
4. responsible for the motivation, well-being and efficiency of staff and volunteers;
5. represent the organisation, its values and policy position in all outward-facing engagement.

Main duties relating to:

1. The management and administration of the organisation within the strategic framework set by the board:

- ensure there is a long-term strategy for the SCF, with objectives that can be monitored;
- monitor and review this strategy on a regular basis;
- provide leadership to the staff and volunteers;
- ensure that, in accordance with the strategic direction set by the board, objectives for staff are prepared and work plans implemented;
- monitor the operation and keep under review the structure of the organisation and make proposals for appropriate changes to the board.

2. The efficient and effective implementation of policy objectives or decisions set or made by the board:

- ensure that the resources of the SCF are best deployed to achieve the required objectives or to implement decisions;
- monitor the progress of the organisation in achieving objectives and implementing decisions;
- manage the financial resources of the organisation within agreed budgets and monitor performance against the finances;
- Increase and diversify the funding basis of the SCF through fundraising activity, developing sponsorship and funding through grant-giving bodies and schemes.

3. Enabling the board to fulfil its functions and ensuring that the board receives appropriate and timely information and advice on all relevant matters:

- ensure that the board set overall strategy and policy objectives;
- aiding the board in ensuring that SCF operates within the scope of its Memorandum and Articles of Association and that it meets all its obligations under

legislation, including that relating to employment, finance, companies and charities;

- propose for the board's approval a calendar of meetings for the board, the council and working groups, and of other important meetings and events;
- ensure that items requiring the consideration of the board are placed on the agenda of its meetings;
- ensure that the board receives regular and appropriate reports on the progress of the organisation in achieving or implementing policy objectives or decisions set or made by the board;
- ensure that the board receives appropriate and timely information on the financial situation of the organisation;
- ensure that the board receives appropriate and timely information and advice on other matters relevant to the discharge of its responsibilities, including the review of the strategic direction of the organisation; and
- supervise the formulation of policy proposals for consideration by the board;

4. The motivation, well-being and efficiency of staff and volunteers:

- ensure that the organisation's corporate values and policies are relevant, fair and consistently implemented;
- ensure that the recruitment, management, training and development of staff and volunteers are directed to achieving the objectives of the organisation, including the implementation of current employment and equal opportunities legislation and good practice;
- nurture good communications within the organisation;
- support staff and volunteers in enabling them to fulfil their duties;
- maintain a climate which attracts, retains and motivates good quality staff and volunteers.

5. Representing the organisation:

- develop, as appropriate, the organisation's public profile and
- influence and foster good relations with government and statutory bodies;
- build strategic partnerships with other organisations and individuals to help realise shared objectives;
- raise the influence and profile of the SCF locally, nationally and internationally;