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**Job Description**

**Job Title:** Chief Executive

**Salary:**  c £50k

**Responsible to:** Board of Trustees

**Responsible for:** all Association staff

**Job purpose:**

The Chief Executive has responsibility for the overall management of the Students Association of the University of the West of Scotland (SAUWS) within a framework of Equality Diversity and Inclusion. This includes leading the Associations strategy and business planning to ensure the continued development and delivery of high quality services and support to members.

The Chief Executive is also responsible for building effective and productive working relationships with key stakeholders, to provide effective and visible leadership to the Association and project a positive reputation for the Association, both internally and externally. Develop a coherent and shared strategy and vision, and provide continuity of service with academic partners, and that the Association’s staff, finances and other resources are used in accordance with Association policies.

**KEY DUTIES;**

**STRATEGIC DEVELOPMENT AND GOOD GOVERNANCE**

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* Support the Trustee board in the creation of a Strategic Plan for SAUWS.
* Ensure that the Board receives professional advice, particularly in respects of legal matters relating to their trusteeship of the Union; the governance of the Union; the long term strategy and their responsibilities as trustees and employers
* Ensure that written and verbal updates are provided as required and agreed to the Board of Trustees and other relevant parties within the Association’s democratic structure.

**SUPPORTING ELECTED OFFICERS**

* Oversee the comprehensive induction and ensure that continuing professional and personal support is provided to the elected Sabbatical Officers.
* Promote democracy, membership engagement and student leadership internally and externally to support effective governance and democratic process*.*
* Ensure that the Association has, and reviews regularly, procedures to maintain its accountability to members.

**COMMUNICATION**

* Create and implement an effective communications strategy that ensures the SAUWS members are kept informed of work.
* Maintain an effective communications network between officers, the university academic partnership and Association staff.
* Ensure that all SAUWS services facilities and activities are accessible and effectively promoted to all students.

**STAFF MANAGEMENT, DEVELOPMENT AND SUPPORT**

* Manage, support and motivate the Senior Management Team and other direct reports to consistently deliver high standards of service, performance and effectiveness.
* Ensure that all direct line reports are trained in all appropriate areas to the highest standard and that line reports are supported to implement a full programme of professional development.
* Manage and support the performance of direct line managed staff on a regular and on- going basis and ensure that agreed targets are met.
* Ensure that all SAUWS objectives are communicated to staff and translated into individual staff objectives
* Meet regularly with direct line reports to support and steer their operational plans and to continually monitor departmental delivery and performance.

**BUSINESS DEVELOPMENT AND EFFICIENCY**

* Lead the development and delivery of the Association’s long term strategy working with the Board of Trustees, Directors and staff as appropriate to determine the Associations strategic direction.
* Lead the development and delivery of departmental plans, working with key stakeholders, to ensure that the development of services, representation and support contribute to the long-term strategic direction of the organisation.
* Oversee the most effective use of staff hours and resources across the organisation. Provide prompt, thorough and accurate information to keep the Board appropriately informed of the organisation’s financial position
* Ensure that the Association has an effective Senior Management team and is building resilience through effective succession and development planning for Senior Management
* To actively seek out to expand and secure new income streams for SAUWS.

**FINANCE AND LEGAL RESPONSIBILITIES**

* Ensure compliance with all legal, financial and reporting obligations of the Office of the Scottish Regulator (OSCR), and other regulatory bodies as appropriate.
* Ensure that the Association follows all appropriate accounting procedures in compliance with OSCR and other relevant guidelines & regulations
* Oversight of the legal compliance of all commercial services, Association venues and outlets including legal compliance of employment legislation.
* Oversight of effective financial policies and procedures, using appropriate monitoring systems to ensure the accuracy, completeness, integrity and appropriate disclosure of financial statements and other financial information..
* Provide the Board assurance that the proper systems are in place to identify and manage business risks and that such risks are acceptable to the Association and within guidelines established by the Board.

**QUALITY**

* To develop, review and drive a culture of excellence and development across all organisational activities ensuring the Association’s values are prevalent in all personal and organisational attitudes and approaches to work and decision making.
* To support and inspire the SAUWS team to ensure excellent quality standards in all their activity, and ensure that these standards are maintained at all times.
* To oversee the quality of commercial services and support Commercial Manager in the achievement of excellence across the Association’s commercial activity.
* Oversee the quality of representation and support to ensure the achievement of excellence in the provision of these services to members.
* Ensure, when representing the organisation to external bodies and to members, that the Association is represented in a professional and welcoming manner at all times.

**GENERAL**

* Motivate SAUWS staff through provision of an environment in which good communication and a positive atmosphere are demonstrated and enhanced. Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.
* Demonstrate a commitment to Equality Diversity and Inclusion and actively support the democratic purpose and spirit of the Association.
* Adherence to and support of the Association’s Ethical and Environmental policies and procedures.
* Display a positive and respectful attitude to all Association staff, its management, the organisation culture as a whole, and its members, clients and partners.

This Job Description is not intended to be comprehensive and the post-holder will be expected to carry out other duties appropriate to the role as may be reasonably required.

**KEY WORK RELATIONSHIPS**

Board of Trustees

Sabbatical Officers

Students

Senior Management Team

Academic Partners UWS

NUS

OSCR

Other relevant external individuals, bodies and organisation’s

**PERSON SPECIFICATION**

**Chief Executive - Person Specification**

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| **Job Title** | **Chief Executive**  |
| **Responsible To** | Board of Trustees |
| **Responsible For** | All Association staff through line structures |
| **Location** | Students Association of the University of the West of Scotland (SAUWS) across all Campuses’ primarily (not exclusively) Paisley, Ayr, Hamilton and Dumfries  |

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | Educated to degree level or equivalent work experience | Postgraduate qualification and/ or experience of continuous professional development |
| **Experience** | Management or supervisory experienceExperience of developing and successfully implementing strategies, policies or initiatives in a challenging operating environmentExperience of commercial trading in a complex environmentExperience and evidenced track record of organisational change managementExperience of the development and management of budgetsUnderstanding of how to engender student participation and development Commitment to the democratic philosophy of a student-led organisationExperience of development and implementation of operational procedures and controlsUnderstanding of the current issues in the education sectorExperience of operating within a framework of Equality Diversity and Inclusion. | Experience of working in a Students’ Association or democratic/members-led organisationUnderstanding of charity law and legislation relating to the Students’ Association sectorExperience of organising and delivering training Ability to encourage and motivate volunteersExperience of fostering positive organisational cultures |
| **Knowledge & Skills** | Excellent relationship management skillsAbility to influence and lead multi-level stakeholdersExcellent skills in MS Office applications, particularly Word and ExcelEffective verbal and written communication skills with diverse audiencesExcellent organisational and time management skills | A current driving licence  |