

Job Description	
Job title	Chief Executive
Job reference	CEO
Salary and grade	Grade D4/D5 - £85,000 - £100,000 Employer pension contribution 8%
Location of job	Edinburgh, with option for hybrid working from home
Hours and terms	35 hours per week. Full time employment
Holiday terms	26 days per annum plus 9 public holidays

General terms and conditions	
<ul style="list-style-type: none"> • Changeworks operates a flexi-time system with core hours. Some out-of-hours, overnight stays and weekend working will be required, for which time off in lieu will be given. There are no overtime payments for this post. • You may need to undergo a Disclosure Scotland check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Changeworks reserves the right to terminate employment with or without notice. • All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with the Board. It is expected that the role will evolve and develop over time and additional duties commensurate with role will need to be carried out. 	

Responsible to	Changeworks Board
Responsible for	Deputy Chief Executive Finance and Resources Director Technical Director Fuel Poverty and Low Carbon Operations Director Overall responsibility for all staff within Changeworks

Purpose of the job	To lead Changeworks to deliver its vision for a world where everyone is able to live, work and enjoy life with a low carbon impact.
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Main objectives and goals	<ol style="list-style-type: none"> 1. Strategy Development: To direct the development and review of the strategy and business plan 2. Leadership: To lead Changeworks in developing and maintaining our values, ensuring that these feed through to the delivery of our services. 3. External relationships: to be the public face of Changeworks developing strategic relationships and influencing: 4. Strategic Management: To manage Changeworks effectively through the appropriate organisational structure and provide direction and support to the Directorate 5. Governance: To support the Board in ensuring high quality governance 6. Financial Sustainability: To develop the financial sustainability of Changeworks including operating within our means, the growth of independent sources of income, the spreading of financial risk and the investment in future activities 7. Strategic direction of Warmworks: To provide strategic direction and oversight of Warmworks through being a non-executive Director.
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1. Strategic Development
<ul style="list-style-type: none"> • To support the Board to agree the Strategic Direction of Changeworks • To direct the development and review of the strategy and business plan for Changeworks ensuring full sign off from the Board • To implement the strategy through the three year business plan • To ensure regular monitoring and corrective action is undertaken to achieve the delivery of the agreed outcomes

2. Leadership
<ul style="list-style-type: none"> • To lead Changeworks in developing and maintaining our values, • To ensure that our values are embedded in the delivery of our services • To ensure that our values are reflected in our staff management and relationships with stakeholders

3. External relationships
<ul style="list-style-type: none"> • To build, maintain and nurture strategic positive relationships with the Scottish Government, local authorities, key delivery bodies, third sector organisations and the relevant private sector organisations to support Changeworks' outcomes and widen our influence to support the delivery of our mission. • To build partnerships to amplify our influence

- To be the public face of Changeworks at conferences, events, strategic meetings, social media and other mediums

4. Strategic Management

- Through effective leadership and management, deliver the outcomes agreed in the strategy
- To manage Changeworks effectively through the appropriate operating model and organisational structure
- To further develop Changeworks approaches to innovation and development
- To provide effective leadership of change, overseeing organisational transformation in the implementation of the strategy
- To develop, guide and support the Directorate to provide effective leadership and delivery
- To ensure that appropriate mechanisms are in place to support organisational growth and transformation
- To ensure that effective workforce planning is in place delivering a high quality, effective and satisfied staff
- To ensure that the services provided by Changeworks deliver high quality effective solutions

5. Governance

- To support and work with the Board in ensuring high quality governance reflecting best practice
- To support the recruitment and retention of Board members
- To develop and maintain a professional and mutually supportive relationship with the Chair

6. Financial Sustainability

- To ensure the financial sustainability of Changeworks so that sufficient financial resources are in place to deliver the vision
- To ensure that all financial resources available are utilised to the maximum potential in furtherance of the vision
- To ensure effective and efficient financial management developed and implemented
- To work with the Audit and Risk Assurance Committee to ensure an effective approach to risk management and mitigation is applied
- To drive the growth and diversity of sources of income including the generation of commercial income to support delivery of the vision
- To ensure effective risk management is adopted within the risk profile agreed with the Board

7. Strategic direction of Warmworks

- To act as a non-Executive Director of Warmworks
- To provide strategic guidance to the Warmworks Chief Executive to promote the development of Warmworks in a complementary route to Changeworks
- To ensure that Changeworks obtains an appropriate distribution of the financial profits of Warmworks

- To be a member of the Scottish Government Warmer Homes Scotland Strategic Board or successor body to input in to the strategic and policy direction of the service

Key contacts

- Scottish Government
- Local authorities
- Energy Saving Trust
- Funders
- Partners
- Stakeholders

Person specification		
Please explain how you meet the following criteria in your job application		
	Essential	Desirable
Committed to driving urgent action to tackle the Climate Emergency	Y	
Demonstrable personal alignment and professional application of the Changeworks values: collaboration, empowerment, innovation, integrity, and passion	Y	
Significant experience at Director/Senior Management level	Y	
Proven record of commercial or social entrepreneurialism	Y	
Track record of effectively delivering growth, organisational transformation and change	Y	
Commercial acumen and robust approach to risk management and mitigation	Y	
Ability to take and implement challenging decisions	Y	
Experience of external engagement and influence of stakeholders and partners	Y	
Understanding and experience of working with the Scottish and UK governments and local authorities		Y
Experience or knowledge of providing services to households		Y
Experience or knowledge of the energy efficiency, decarbonisation, energy sector or construction		Y
Experience of working effectively with a Board of Trustees or non-executives		Y
Additional requirements		
Ability to travel to meet the requirements of the role	Y	

Senior Manager Requirements

The post holder must be able to:

- Effectively lead a team to work cohesively to achieve desired outcomes, ensuring that management reports are cascading this approach within their teams
- Understand the importance and influence of the strategic plan and its practicalities
- Through example, set a positive, honest and enthusiastic working environment
- Empower and motivate staff to achieve their potential within their role
- Empower staff who are managers, to manage their reports in the tone of the department and Changeworks
- Encourage and enable excellent communication within your team and all Changeworks colleagues and external organisations
- Meet regularly with staff and be accessible to supporting staff
- Provide regular and appropriate feedback to staff including facilitating staff through the annual appraisal and associated processes
- Provide an understanding and context for all Changeworks policies ensuring that staff follow these to support their role within in Changeworks and to ensure their health and safety
- Ensure managers within your team are delivering appraisals and all other management requirements, including the application of Changeworks policies, appropriately and effectively
- Ability to support and coach managers to make effective decisions and develop their learning and understanding
- Take responsibility for staff actions ensuring learning opportunities are maximised
- Be open to staff feedback and strive to develop as a manager

Staff Expectations of Management Experience

The post holder should expect and be open to

- Effective leadership
- A positive, honest and enthusiastic working environment
- Being empowered to effectively achieve objectives and goals within your role
- Being treated fairly and with respect
- Regular and appropriate feedback through 1-2-1 meetings and annual appraisal and associated processes.
- Having the opportunity to feedback to manager regularly and through the annual 360 process
- Adhering to all appropriate Changeworks policies to ensure consistency and fairness and health and safety of you and your colleagues