

Dear Applicant

Thank you for your interest in the position of Chief Executive Officer with WorkingRite.

To apply we require a CV and covering letter detailing why you think you are right for the post. If you would like to have a confidential conversation with myself or one of the board of trustees in the first instance, please contact me on karina@workingrite.co.uk.

If you are ready to apply, your CV and cover letter should be returned to WorkingRite by email to karina@workingrite.co.uk. The closing date for applications is **12.00 noon on Monday 2nd October 2023**.

The successful candidate will be required to undertake a basic Disclosure Scotland Check.

We look forward to receiving your completed application.

Yours faithfully,



Karina Good
Chair of Trustees

WorkingRite

WorkingRite has been delivering a work-based mentored training programme for hard-to-reach young people across Scotland for nearly two decades.

Our model is built on creating a one-to-one mentoring relationship between a trainee and an adult working mentor, selected from within the workforce of a local business - any kind of business.

We also work throughout schools in Scotland, offering support to selected young people as they transition from the school environment. Our work is with young people from challenging situations, who have not engaged with school.

We currently have a staff of 13 project co-ordinators, each of whom supports between 20 and 30 young people a year into these mentored work placements and then on to jobs and apprenticeships. That's around 300 a year.

Our strategy is to work with young people **earlier, in more depth and for longer.**

Earlier: Reaching young people earlier in their lives and providing access to a vocational pathway while in S4 (Rite to Work programme)

More depth: More in-depth support for young people who have already left school. More flexible lengths of participation, multiple placements where necessary, community level partnership work to explore the needs of the wider family (WorkingRite core programme)

Longer: Every young person who achieves a destination through a WorkingRite programme will have the option of being matched with an adult volunteer mentor to help them navigate the transition into working life – and beyond (On Your Side Mentoring programme)

Additional background information on WorkingRite

We have now diversified our funding mix – from one main funder in 2016 with two or three other statutory grants, to over 10 significant funders, both statutory and private. At the same time the complexity of the barriers faced by our young people has also increased.

WORKINGRITE CEO JOB DESCRIPTION.

September 2023

JOB TITLE:	Chief Executive Officer
RESPONSIBLE TO:	Board of Trustees of WorkingRite
SALARY:	55,000 – 60,000
HOURS:	37.5
HOLIDAY ENTITLEMENT:	28 (plus 9 public holidays)

Purpose of the Role:

WorkingRite is one of the leading employability focussed charities in Scotland. Offering an innovative, relational and tailored approach, we provide support to young people in Scotland who need it most. With mentoring at the heart of our model, we meet young people where they are and support them towards the careers that are right for them.

We are seeking a CEO to:

Be a strong figurehead for the charity; a positive leader and role model for young people, placement employers, WR employees and volunteers.

Be a positive ambassador to Central and Local Government and Funders.

Work on behalf of the Board of Trustees to develop and deliver the business plan and business strategy, ensuring the ongoing sustainability, growth and success of WorkingRite.

Key Responsibilities	
Strategic Leadership.	<ul style="list-style-type: none">• Ability to set the vision, spot opportunities and ensure strategic alignment• Lead the development and implementation of strategic goals, objectives and financial plans to meet both the short term and long term business plan aspirations.• Manage the charity effectively, ensuring that its financial security, asset management and risk appraisal is maintained and enhanced. Ensure effective and responsible financial planning• Provide inspiring leadership and promote the charity to ensure a positive external image and highly motivated workforce.• Deliver growth towards sustainability via program delivery and fundraising, and actively seek / create new opportunities for

	<p>WorkingRite to deliver high quality outcomes for young people which are aligned with WR values and core mission</p> <ul style="list-style-type: none"> • Ensure effective internal infrastructure to deliver efficiently against goals, and with transparent reporting for the Team and Board. • Take overall responsibility for achieving, monitoring and reporting on performance against targets in all areas of the charity's activities, taking appropriate action as required. • Develop a culture of continuous improvement throughout all aspects of the Charity's work.
Program Quality	<ul style="list-style-type: none"> • Ensure the safety of WR's young people, which is paramount. • Develop, monitor and evaluate WR program quality and outcomes • Develop and deliver a program that is able to be evidenced, replicated and evaluated. • Ensure that WR meets the QA requirements of contract providers
Financial Management	<ul style="list-style-type: none"> • Oversee budgets, expenditure and management accounts ensuring that income and expenditure is within business plan targets. • Accountable to the Board of Trustees for the overall financial health of WorkingRite including ensuring that new funding opportunities are pursued. • Procure competitive bids for services and goods with appropriate financial agreements whilst ensuring transparency within the limits of the post holder's authorisation.
Team Leadership	<ul style="list-style-type: none"> • Provide strong and visible leadership for the WorkingRite Team. • Promote good communication, positive dynamics and team building • Conduct performance appraisals for all directly managed staff. • Ensure staff receive appropriate training in order that WR comply with statutory regulations and staff can carry out their duties effectively • Be responsible, in conjunction with the Board, for the recruitment, selection and induction training of the management team

	<ul style="list-style-type: none"> • Be responsible for the recruitment, selection and induction of all other new staff members • Ensure appropriate employment and supervision records are kept • Implement and uphold all policies and procedures related to discipline and grievance
<p>Robust Governance</p>	<ul style="list-style-type: none"> • Foster good working relationships and ensure systems and structures are in place for the Board of Trustees to fulfil its statutory responsibilities and exercise effective control of the charity's affairs. • Report to the Board on progress against key strategic objectives, providing information and answering for organisational performance. • Advise the Board in all aspects of leading the Charity, including short term and long term strategic planning for the financial welfare of the Charity, human resources management, fundraising, communication/Public Relations and the management of the property portfolio. • Ensure at all times that Board operates within statutory and corporate approved frameworks, requirements and guidelines. • Ensure all decisions made by the Board are implemented.

Person Specification*Essential Experience, Skills and Competencies*

- Passion for and belief in the impact of mentor-led work placement programs.
- An in-depth understanding of employability programs for young people and the policy landscape
- Displays inspirational leadership qualities and models behaviours for the rest of the organisation.
- 'Board level' presence and ability to deal confidently with senior national and local partners
- A relevant professional qualification
- Success in gaining government and other contracts for social program provision
- Ability to plan, think and organise around solution focused outcomes
- Experience managing to successfully to budgets and with limited resources
- Mobilising resources, lobbying and negotiation
- High level of personal integrity which mirrors organisational values
- High level of self awareness and personal motivation
- Using strategic networking and relationship management to achieve change
- Be computer literate
- Able to deal confidently with senior public sector and Governmental partners, stakeholders and contacts
- Understanding of the public sector in Scotland

Desirable Experience, Skills and Competencies

- Knowledge of procurement pathways
- Experience of leading a team through organisational change