



Chief Executive Officer

Job Description & Application Information

South West Mull and Iona Development (SWMID) is looking for a Chief Executive Officer to lead the organisation at a critical time of shaping the future of SWMID. Initially for 18 months, this new role is offered at a salary of £40,000 pro rata for 28 hours (0.8FTE) per week.

During this 18-month period, you will be able to work from home if you are not already based in Mull, with occasional meetings in-person required.

Ideally, we will extend the role, if finances permit, in which case we would support you in identifying opportunities to become permanently based in the area.

Overview

South West Mull and Iona Development (SWMID) is a community company limited by guarantee with an operating area comprising the South West of the Isle of Mull and the Isle of Iona. Led by our communities' needs and aspirations, our vision is to deliver regeneration through projects which benefit the area economically, socially and environmentally. SWMID is not for profit and any profits made are re-invested into our existing projects or used to support new initiatives. On behalf of the local community, since 2015, we have owned and managed 789-hectare Tiroran Community Forest, enabling us to create jobs, enhance biodiversity and improve access and enjoyment of the forest for all. Income from commercial felling in the forest has allowed us to purchase, on behalf of the community, Bendoran, a shoreside facility, that we are developing as a watersports hub and the site of shoreside processing for community-owned Aird Fada Seaweed Farm.

Purpose of Post

The Chief Executive Officer will provide effective and strategic leadership in shaping and delivering SWMID's approach to sustainably growing the organisation. Reporting to the Board of Directors and in collaboration with the staff team, the CEO will be responsible for implementing and communicating SWMID's strategy and will work to maintain a sustainable business and funding model.



South West Mull and Iona Development is a Company Limited by Guarantee. Company No: SC472460.

Registered Address: Columba Centre, Fionnphort, Isle of Mull, PA66 6BL

www.swmid.co.uk

Main Responsibilities

Executive Leadership and Organisational Management

- Work with Board and staff to drive the setting and implementation of SWMID's strategic objectives.
- Oversee SWMID's day-to-day operations in accordance with SWMID's mission, objectives, and policies.
- Manage the SWMID staff team, including recruitment, in line with Equal Opportunities and Fair Work Initiative.
- Foster a culture that encourages collaboration and innovation.
- Work with the staff team and the Board to evaluate and improve operations.
- Develop risk management policies and procedures, in collaboration with other staff and the Board, and ensure that these are adhered to.

Board and Organisational Governance

- Work closely with the Chair to build a strong connection between staff and Board, including identifying how best to effectively communicate the necessary information required by Directors to make informed decisions in a timely and accurate manner.
- Work closely and openly with the Board and any sub-groups, ensuring ongoing communication of risks, issues, as well as successes.
- Ensure SWMID's Articles of Association and our Policies and Procedures remain fit-for-purpose and that we continued to work within their parameters.
- Ensure compliance with Companies House and other, relevant legal and statutory requirements.

Financial Management and Administration

- In collaboration with the Board and staff team, ensure the organisation's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.
- With the staff team, identify relevant grant funding streams and income generation models for SWMID to develop projects and cover core costs.
- Oversee funding applications through providing support and leadership to relevant members of the team.

External Relations and Communications

- In collaboration with the staff team, ensure that SWMID, its mission and projects are always presented and promoted with enthusiasm and integrity, and within communications guidelines and policies.



- Ensure engagement of local community with regard to SWMID's projects and other relevant matters.
- Liaise with partner organisations, statutory bodies, consultants, contractors and others in a professional manner to facilitate project development, including networking and obtaining financial support.

Person Specification

Essential

Skills

- Excellent written and verbal communication skills.
- Good interpersonal skills for developing relationships within the community and with partners, funders, customers and others.
- Competent IT skills.

Experience

- A proven track record in sound project and financial management; including risk and budget management, cashflow and business planning.
- Experience of building relationships with external partners, statutory agencies and others.
- Staff management experience.
- Experience of securing funding.

Personal Qualities

- Self-motivated and driven.
- The ability to multitask and to prioritise multiple work streams.
- A flexible approach to work with the ability to adapt to a fast-paced, ever-changing environment, and to cope with uncertainty.
- Collaborative and supportive, while being able to have difficult conversations.

Other

You must be eligible to work in the UK.

Desirable

Experience of working remotely and of using collaborative technology.

Understanding of community development and/or rural issues.

Accountability

The post holder will be employed by SWMID and report directly to SWMID's Board of Directors.

Terms and Conditions

- The intention is for this post to become permanent, subject to funding, but it will initially be offered on an 18-month contract. Start of contract is ideally at the end of March/start of April 2024 but this is open to negotiation.
- Starting salary is £40,000 per annum (pro rata). Actual salary for 28 hours is £32,000.
- Working hours are ideally 28 hours per week worked flexibly between Monday and Friday. (Fewer hours may be negotiable – down to 22.5 hours per week). Occasionally there will be a requirement to work on a Saturday or Sunday due to a community event or meeting.
- The post is subject to a six-month probationary period.
- Annual Leave is 25 days + 8 days bank holiday (pro rata) to be taken at any time, by negotiation.
- There is a legal requirement for us to enrol you into the SWMID pension scheme, provided by NEST. (Currently, Employee's contribution is 2.5% and Employer's contribution is 6%) You will have the option, once employed, of opting out of the pension scheme.
- The postholder – if not already based on Mull – will be able to work from home with occasional in-person meetings at our office at the Columba Centre, Fionnphort, Isle of Mull PA66 6BL for which reasonable expenses can be paid.
- SWMID is committed to ensuring that all contractors and members of staff employed, and all applicants for employment, are given equal opportunity, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation, in line with the Equality Act 2010.



Applying for this job

If you think you have the skills, experience and drive to make a success of this post, SWMID would welcome the opportunity to hear from you.

Please apply by submitting a CV and an additional covering letter (maximum 1,000 words) which explains what your motivation is for applying for this role and how you meet the person specification.

We also ask that you fill in the Diversity Monitoring Form and email this separately. This will not be linked to your application.

All job applications, diversity monitoring forms and enquiries relating to this role should be directed to Cameron Anson: canson@swmid.co.uk.

The closing date for applications is midnight on Sunday 18th February 2024.



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