



## **Job Application Pack**

### **Chief Executive Glasgow City Mission**

#### **Contents**

1. Job Description
2. Person Specification
3. Terms and Conditions
4. Application Instructions

## **1. Job Description**

Job Title: **Chief Executive**  
Reports to: **Chair of the Board of Trustees**

### **OUR ETHOS**

The ethos of Glasgow City Mission is the motivation for all our work – it is the reason why we do what we do.

It is to work together to extend Jesus' model of the Kingdom of God on earth by living out a lifestyle of love, truth, justice, mercy and forgiveness, according to his teaching.

We are inspired by the message, life and example of Jesus through which God's unconditional love for all people is expressed. While this ethos is given life through our relationships, the way we work together and behave with one another, both demonstrates and authenticates our beliefs.

This is all rooted in our faith in Jesus Christ and in his love, which compels us to serve others, putting their needs first. When we work together it is this faith which directs and influences our internal relationships as well as our work with those who Glasgow City Mission is seeking to serve. In this way we operate on the understanding that our activities are simply an expression of our faith; that our "doing" derives directly from our "being". There is an essential and indissoluble link between the inner and the outer, the private life and the public face of Glasgow City Mission. The link between who we are and what we do cannot be broken.

### **OUR STATEMENT OF FAITH**

We are Christians who unconditionally value the people we serve. We believe in the living God who loves us and transforms lives. Because of this, we are inspired to share our faith, have compassion and seek justice for people in need. We are Bible based, Jesus centred, Spirit led and dependent on God and the power of prayer.

### **OUR VISION**

We want to see our city and its people flourish, where people are accepted and can experience real change in their lives.

### **Job Overview**

We are looking for an inspirational and visionary Christian leader who will be responsible for the management, administration, growth and development of the organisation, working within the strategic and accountability frameworks laid down by the Trustees.

### **Duties and Tasks**

1. In partnership with the Trustees, to lead, implement and review a long-term strategy within the vision, mission and objectives of the organisation. To report regularly to the Board of Trustees on progress towards the strategic priorities and develop the organisation's Christian values and ethos.
2. To provide creative leadership to the organisation ensuring that all staff and volunteers understand the vision and are focused on achieving the mission and strategic priorities.

3. To ensure that the organisation has appropriate management structures and systems.
4. To work with the Director of Finance to oversee the financial health of the organisation and ensure that appropriate financial and auditing systems are in place.
5. To ensure that the major risks to which the organisation is exposed have been reviewed and that systems have been established to mitigate these risks.
6. To develop new dynamic partnerships and networks whilst deepening working relationships with our current support base.
7. To promote and protect the organisation's public profile.
8. To ensure that the recruitment, management, training and development of staff reflects good employment practice.
9. To develop and maintain an environment that attracts, retains and motivates good quality staff.
10. To ensure the organisation is aware of best practice and is constantly seeking ways to learn and to improve its performance.
11. To review the external environment for changes that may affect the organisation, to advise the Trustees accordingly and to take the necessary action.
12. To ensure that the organisation fulfils all its legal, statutory and regulatory responsibilities.
13. To work with the Chair of the Board to:
  - Support the Trustees to fulfil their duties and responsibilities for the proper governance of the organisation.
  - Ensure an appropriate governance structure is in place.
  - Create agendas which address relevant issues, providing appropriate and timely information to aid decision-making.
  - Develop an annual programme of Board meetings and Board away days.
  - Have regular communications and a strong working relationship.
  - Represent the organisation at public meetings and to the press/media.

## **2. Person Specification**

### **Personal Qualities**

1. A mature Christian with a genuine faith and a live church connection.
2. A spiritual leader of Christian ministry, having a deep understanding of Kingdom Theology and a genuine compassion for the marginalised.
3. Able to demonstrate theological reflection, and understanding of Kingdom response around issues of homelessness and poverty.
4. A people-leader, who will draw people together, foster unity, find common-ground, envision and inspire the staff team.
5. A person who can comfortably connect with the broad spectrum of those who come in contact with the organisation, including vulnerable adults, those struggling with addiction, children and families, partner agencies and Government.
6. A humble leader who identifies expertise in the multi-denominational Christian setting and enables their team to maximise their potential in exercising gifts and skills.
7. A gifted communicator with the ability to preach and teach both within the organisation and in a variety of external settings.
8. A strategic leader who will develop the organisational plan and deliver on it.

### **Experience**

1. A successful track record in general management at a senior executive level in a comparable organisation, whether in the charity, public or private sector. This experience should include direct involvement in the development of strategy, policies, business, planning and finance.
2. Demonstrable success in the management of organisational change and managing its consequences.
3. Success in managing Board level relations, internally and with varied external stakeholders.
4. A good understanding of the breadth of the Church in Scotland and an ability to work well with people of all denominations, faiths and those of none.
5. It would be desirable for the post-holder to have:
  - Experience of working with homeless and vulnerable people.
  - An understanding of cycles and factors that cause homelessness and addiction.
  - Understanding of ministry with children and vulnerable families.
  - Knowledge of organisational governance and fundraising.
  - Experience of communication with government, local councils and the media.

### **Qualifications and Skills**

1. A broad range of general management skills, including operations, marketing, finance and human resources, and an ability to make connections across internal disciplines.
2. Ability to translate strategic plans into reality and to ensure delivery and performance.
3. A team player, who is capable of taking the leading role in policy, management and other meetings, but does not always have to do so.
4. Ability to determine priorities, set realistic timescales and organise own time effectively.
5. Educated to degree level.

6. An understanding and awareness of Christian theology.
7. Applicants should have a Christian faith and a live church connection. This is a Genuine Occupational Requirement in terms of the Employment Equality Regulations 2010.

**Glasgow City Mission's Commitment:**

The Board of Glasgow City Mission will ensure that you are given the support you require to undertake the above tasks, including regular supervision, support and a review of your performance with appropriate training and personal development input. Glasgow City Mission also commits to providing a safe environment for work.

### **3. Terms and Conditions**

- Salary (£45,000 – £48,000)
- Permanent contract of employment
- 35 hour week
- Contributory Pension Scheme
- Salary reviewed annually
- Life insurance at 4 times salary
- Sickness Payment – 1 month's full salary, 1 months half salary
- PHI provision will apply after a 13 week sickness period
- 36 days annual leave plus 6 public holidays
- 3 month notice period either way
- Initial 3 month probationary period

#### **4. Application Instructions**

To apply please download and complete the separate application form and return it along with a current CV and cover letter explaining why you would make an excellent Chief Executive of Glasgow City Mission

By post marked: **Private & Confidential Job Ref CE19**  
**Carol-Ann Frame**  
**Director of Finance**  
**Glasgow City Mission**  
**20 Crimea Street**  
**GLASGOW**  
**G2 8PW**

Or by email with the subject title: Private & Confidential Job Ref CE19 to:

**[carolann@glasgowcitymission.com](mailto:carolann@glasgowcitymission.com)**

**Closing Date: Sunday 7<sup>th</sup> April 2019**