



THE BROOMHOUSE CENTRE
79/89 Broomhouse Crescent
Edinburgh EH11 3RH
Tel/Fax: 0131 455 7731
Email: admin@broomhousecentre.org.uk
Website: www.broomhousecentre.org.uk

The Broomhouse Centre Chief Executive Job Description

BACKGROUND

The Broomhouse Centre, a charity and company limited by guarantee, was established in 1991 providing personal, social and community development opportunities for disadvantaged groups of people in the South West Neighbourhood Partnership area.

There are presently 10 core projects, 350 direct beneficiaries and a further 400 people benefitting indirectly: Beacon Club (dementia day care), Vintage VIBES (support and companionship for people over 60 years of age), Adult Carers Project, Carers Clinic, Young Carers Project, Youth Befriending Project, Young Peoples Counselling Service, Café Training Project, Crescent Kitchen (outside catering business) and a Community Health Hub (addressing health inequalities and increasing social capacity).

There is strong governance in place with a management committee made up of eight local directors all involved in one of the core projects and five business directors with expertise in business, finance, communications, management consultancy and human resource management.

You can find out more about The Broomhouse Centre at www.broomhousecentre.org.uk

Exciting times ahead

This dynamic organisation is currently in the process of raising funds for a new £2.5 million centre that will provide suitable facilities for existing and future activities. The new centre will be more than double the size of the existing one, and will provide significantly more opportunities to meet the needs of existing clients and expand service provision to address a wider range of issues. It will be a community-led dementia-friendly facility with Care Inspectorate registration. In the present economic climate it will be essential to set up new social enterprises enabling the organisation to work towards sustainability.

The 2nd stage funding application to the Big Lottery, Growing Community Assets Programme for £1.2million awaits a decision in March 2016 with match funding to be secured by summer 2017. The estimated date for completion and launch is the end of 2018.

Exciting opportunity

The Broomhouse Centre is seeking an exceptional Chief Executive with commitment to the voluntary sector and the issues the Centre works to address and the vision and strong leadership skills required to drive it forward through the process of successfully delivering the new centre and its future services.



THE BROOMHOUSE CENTRE
79/89 Broomhouse Crescent
Edinburgh EH11 3RH
Tel/Fax: 0131 455 7731
Email: admin@broomhousecentre.org.uk
Website: www.broomhousecentre.org.uk

Position:	Chief Executive
Hours of work:	36 hours per week including evening, weekend and occasional residential duties as required.
Responsible to:	The Broomhouse Centre Management Committee
Based:	The Broomhouse Centre, 79-89 Broomhouse Crescent, Edinburgh, EH11 3RH
Purpose of Job:	To manage the day to day operational and strategic affairs of the Broomhouse Centre to deliver positive outcomes for the Centre's clients and the local community.
Responsible for:	<p>An annual turnover approaching £500,000.</p> <p>Service delivery via 10 project teams; administration, financial management and fundraising; governance, strategic management and planning.</p> <p>The team at the Broomhouse Centre currently includes 23 staff, 6 consultants and over 100 volunteers.</p> <p>Direct Line management responsibility for 13 staff.</p>

Major Tasks/Job Activities

Service delivery

The Chief Executive is responsible for ensuring existing services are delivered to appropriate standards and new services are developed as appropriate. This includes ensuring that staff are in place to deliver services and the building is maintained and secure. As the Centre starts a major new build, it will also include working with a project manager to co-ordinate the move to a new building. Key activities include:

- Responsibility for the day to day running and security of the building, including ensuring appropriate legal requirements are fulfilled and the building is maintained and kept secure in a manner which ensures the safety of staff, clients and visitors and the security of the Centre's assets.
- Making all decisions concerning premises including insurance, repairs and other utility costs, and managing relationships with all contractors.
- Managing the Centre's staffing to ensure there are sufficient numbers of appropriately trained staff to deliver continuity of service provision.
- Recruitment of new staff as required.
- Direct line management of staff as set out in the Centre's staff structure, including their supervision and annual appraisals.
- Providing support to all staff within the Centre.



- Working with the project manager for the new build, ensuring co-ordination of effort to minimise disruption to existing activities and maximise benefits delivered by the new Centre.
- Managing sickness absence, disciplinary processes, grievance processes and complaints in relation to staff, clients and customers.
- Ensuring the Centre has appropriate policies and procedures and that these are kept up to date and acted upon. This includes developing new policies and procedures to meet changes in legislation, and seeking appropriate support to ensure they fully meet all requirements.
- Planning and leading regular managers' and team meetings.
- Acting as Company Secretary, Health & Safety Officer and Child Protection Officer for the Centre.
- Ongoing monitoring and evaluation of the work of the organisation, and delivery of plans to ensure key findings are acted upon.

Financial management and fundraising

The Chief Executive has ultimate responsibility of all monies coming into and going out of the Centre. This includes the day to day financial management of all operations carried out by the Centre, ensuring sufficient funds are raised to enable the Centre to continue operating and to deliver its services, and longer-term financial planning. Key activities include:

- Working with part time Accountant on the short, medium and long term financial management of the organisation.
- Ensuring appropriate policies relating to financial management are in place and being followed.
- Working with the Centre's fundraisers to plan and deliver a fundraising strategy to generate sufficient funds to ensure the continuity of the Centre and its services.
- Allocating and monitoring projects' budget spend.
- Building on existing relationships with funders and developing new relationships with potential funders.
- Developing targeted funding applications to public and private sector funders.
- Ensuring funders receive high quality, timely reports as required to meet the conditions of their funding.
- Managing in-house fundraising events and actively supporting other community events to raise funds for the Centre.

Governance, strategic management and planning

The Chief Executive has responsibility for reporting to the Centre's Chair and Management Committee, and for working with them to ensure the good governance of the Centre and its activities. This includes ensuring compliance with appropriate charity and company legislation and developing and implementing strategic and business plans for the Centre. Key activities include:

- Attending meetings of the Management Committee and its sub-groups, providing appropriate reports and documents as required and implementing actions from these meetings. Current sub-groups include finance, strategic review, staffing and business planning.
- Ensuring all OSCR requirements are fully met, including delivering required reports in a timely manner.
- Ensuring all Companies House requirements are fully met.
- Making recommendations to the Management Committee regarding the strategic direction of the Centre and all of its activities, using a broad range of knowledge and research to inform these.
- Working in partnership with the Management Committee to develop and implement a Business Plan for the Centre that builds on existing good practice and ensures the Centre fully exploits potential opportunities.
- Researching and developing proposals for new services as new needs or opportunities emerge.



- Awareness of current and emerging partnership working, actively participating where involvement would be beneficial to the Centre in the short, medium and long term.
- Maintaining the Centre's current accreditation through Investing in Volunteers, Healthy Living and Quality in Befriending of Excellence, and researching and making recommendations to the Board of other relevant accreditations as appropriate.

Supervision received

Regular support and supervision from a member on the management committee, with additional tailored support as required.

Key stakeholders

- Clients.
- Staff.
- Management Committee.
- Current and potential funders.
- Local councillors.
- Other voluntary agencies working in the field.
- Statutory agencies.
- Local people and members of the organisation.

Key partners

- Joint Voluntary Sector Representative on the Board of the South West Neighbourhood Partnership (SWNP).
- SWNP Funding Panel Board Member.
- City of Edinburgh Council Children in Need Network.
- Voluntary Sector Forum.
- Edinburgh Older Peoples Forum.
- Youth Befriending Consortium – partnership with Crossreach's Sunflower Project.
- Vintage VIBES – partnership with Lifecare, Edinburgh providing support and companionship for people over 60.
- South West Edinburgh Health Inequalities Group.
- Lothian Community Health Initiatives Forum.
- Edinburgh Carers Network.
- Pentlands Dementia Friendly Forum.
- Lothian Employability Forum.
- Edinburgh Joined Up for Jobs Forum.
- Broomhouse Summer Programme Forum.