



JOB DESCRIPTION

Role: Chief Executive Officer	Business Function: Leadership
Reports to: Chair of Board of Trustees	Reportees: Finance Director Estate Manager
Responsive to: Vice Chair of Board of Trustees Chair of Executive Committee	Line Management responsibility: Museum Manager Marketing Manager Office Administrator
Location: The Stables, Armadale, Isle of Skye	Type of Contract: Full Time Salary £55,000 to £60,000, dependent on experience
Purpose of the role: To lead the development of a new Strategic Plan and the implementation of that Plan, working closely with colleagues. To lead day-to-day operations and heading the Management Committee responsible for the effective implementation and delivery of all activities. To lead fundraising efforts to fund development and manage the Trust's major development projects. To be responsible for the Human Resource function of the Trust.	
Main duties and responsibilities: <ul style="list-style-type: none">• The execution as CDLT's Chief Official of the Trust's policies and decisions.• Discharging public and statutory functions reasonably and according to law.• Providing the Board of Trustees with strategic advice to inform their decision making.• Providing the Board of Trustees with clear operational reports including financial analysis as appropriate, provided by the Finance Director, to allow the Board to make accurate and balanced decisions.• Ensuring good productive relationships are maintained with the Board of Trustees, staff, funders,crofting tenants and with all stakeholders, including use of and preparation of evaluation processes, reports, proposals and plans as required.• Ensuring interim reports are prepared for regular and ad hoc Board, staff and stakeholder meetings.• Liaising with other bodies or individuals regarding the interests of the Trust.• Dealing with media, acting as spokesperson for the Trust in relation to its policies.	



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Committee Membership:

- Chairs the Management Committee.
- Chairs the Departmental Operations Group.
- Senior staff member on the Commercial Committee.

Business Development:

- Leads the development of a future vision of CDLT, working with the Board of Trustees and CDLT staff.
- Leads the development of a Strategic Plan to deliver that vision, working with the Board of Trustees and CDLT staff.
- Co-ordinates the development of annual Action Plans supporting the Strategic Plan.
- Ensures Action Plans are monitored and reported via the Committees / Board of Trustees.
- Supports the Finance Director in developing annual budgets to deliver the Strategic Plan.
- Ensures CDLT has a voice in local and regional tourism planning.

External Fundraising (working in conjunction with the Finance Director):

- Develops a Fundraising Strategy.
- Co-ordinates the implementation of that Fundraising Strategy.
- Develops a knowledge of the funding landscape and identifying funding opportunities.
- Develops relationships with major grant awarding bodies i.e., HIE, HES, NHLF.
- Leads on major grant applications.
- Supports other staff in applying for and managing smaller grants.
- Builds fundraising/private donor programmes re specific projects.

Project Management

(working in conjunction with the Finance Director and Estate Manager):

- Manages major projects to ensure projects run to time, within budget and deliver success. (Current examples are new sewage system for Stables, upgrade of museum core building structure and development of two new housing schemes).
- Identifies priority projects in the Strategic Plan which are most likely to attract funding.
- Co-ordinates development projects across CDLT in line with the Strategic Plan.
- Leads on building projects and local authority planning permission applications.
- Produces the necessary internal and external project reports.
- Liaises with external partners, consultants, funders, and other stakeholders re projects.
- Manages the appropriate and effective expenditure of major project budgets.



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Central Administration:

- Legal signatory for CDLT.
- Second signatory for expenditure authorisation in accordance with CDLT's Financial Regulations.
- Ensures administrative requirements are completed to ensure that the Trust complies with statutory and Trust obligations.
- Sets the Agendas for the Board of Trustees' meetings in collaboration with Chair of Trustees.
- Directs the Office Administrator in issuing papers and scheduling for Board and Committee meetings together with Chairs and senior staff members.

People Management:

- Human Resources lead to ensure CDLT remains compliant with employment legislation including recruitment, contracts of employment, employee welfare, disciplinary and grievance matters.
- Ensuring a healthy and safe work environment.
- Main contact with Mentor Employment Law and HR consultancy service.
- Provision of advice and support to colleagues in HR matters.
- Ensure appropriate and legally compliant policies and procedures are in place and adhered to.
- Responsible for HR programmes such as staff induction and annual performance review.
- Directs Office Administrator who issues HR documentation and maintains records.
- Ensure effective communication across the Trust.
- Work with staff and Board of Trustees as appropriate to ensure that efficient management systems are in place to optimise delivery of the Trust's mission, aims and objectives in accordance with the Trust's values.

Shared Responsibility with Management Committee:

- The effective operation of CDLT.
- Providing leadership to CDLT staff.
- Responsible for the deployment of staff across CDLT.
- Representing CDLT on appropriate bodies.

The above list is not exhaustive. The Trust may amend your duties from time to time and, in addition to your normal duties, you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Trust.