



**CLACKMANNANSHIRE ECONOMIC REGENERATION TRUST (CERT)
CHIEF EXECUTIVE OFFICER
INFORMATION FOR APPLICANTS: JANUARY 2025**

ABOUT US

Who we are

Clackmannanshire Economic Regeneration Trust (CERT) is a charitable organisation established to support the economic and social wellbeing of those who live and work in Clackmannanshire, Scotland's smallest local authority area. CERT was formed in July 2020 by a board of trustees committed to supporting the Wee County's development. We have a small staff team who currently deliver a range of projects to help Clacks, including [Positive Moves](#) and [Multiply](#).

What we do

CERT identifies challenges and opportunities and works with partners to ensure these are addressed and exploited - Clackmannanshire is one of the most deprived areas of Scotland and faces a number of major challenges from poverty, unemployment, health and social care to lack of transport infrastructure. Outcomes for girls are particularly poor.

Our charitable objects

- The prevention or relief of poverty
- The advancement of citizenship or community development
- The relief of those in need for reasons of age, ill-health, disability, financial hardship or other disadvantage
- Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes

Our strategic priorities

- *Improve employability outcomes of individuals:* we will work with individuals to identify and achieve their personal goals, creating opportunities that improve their health, wellbeing, and employability prospects
- *Identify and tackle barriers to employment:* we will influence positive change in areas and systems that are preventing people from accessing sustainable employment.
- *Explore other opportunities:* we will be responsive to opportunities where we can make a substantial contribution to help the people, communities and economy of Clacks to thrive
- *Be an organisation with strong governance, oversight and ethics:* we will be a robustly governed, financially competent, well managed organisation with strong strategic vision and oversight and driven by ethical practices

- *Be a well managed organisation with staff at the core:* recognising the central importance of our staff to all our activities, we will be a well managed organisation where staff are motivated, have strong wellbeing and are supported to perform to their maximum ability

You can read more about CERT on our [website](#) and by reading about us on the [OSCR website](#).

THE JOB OPPORTUNITY

We're looking for our first Chief Executive Officer, who will lead the CERT team to deliver our vision and mission by focussing on our strategic priorities and role modelling our approach.

Our Vision

Clackmannanshire is a vibrant place to live where people are happy, healthy and where opportunities, connections and support are available for all.

Our Mission

Working alongside the community and in partnership with others, we will influence positive change and create opportunities for the people of Clackmannanshire which will enable them, their communities and the economy of Clacks to thrive.

Our Approach

Across all of our work we will,

- base our work on evidence of need and opportunity, understanding and views of our clients
- ensure all our work directly contributes to our vision, mission and priorities
- work in collaboration with other organisations where relevant and possible
- deliver directly only when others aren't better placed or better able to do so
- seek to fill gaps and weaknesses and extend provision of supports
- support partners and other organisations wherever possible and appropriate
- ensure that our work is of the highest quality, effective and efficient
- monitor and evaluate the effectiveness of our work and use lessons learned to ensure continuous improvement

Our activity is to support the residents of Clacks, however at times it is recognised that for operational reasons it is of value to collaborate and to include those from other areas. An example will be neighbouring deprived areas such as Kincardine.

MAIN RESPONSIBILITIES OF THE NEW CEO

Strategy

- To lead, with the board and team, the development and implementation of CERT's strategy and business plans and to take responsibility for the effective delivery and evaluation of the strategy. This will be particularly crucial for FY25/26 following the completion of existing service contracts

Team leadership

- To recruit and lead a team that effectively delivers CERT's strategy

Partnership building and stakeholder engagement

- To ensure that CERT has strong relationships with all stakeholders who influence and the organisation in all kinds of ways, including Clackmannanshire Council, funders, local partners and other third sector organisations

Finance

- To ensure that CERT has appropriate financial plans in place, along with effective and secure financial processes to make certain the organisation has a sustainable future
- To ensure robust financial management information and forecasting is prepared in a timely and accurate manner, working with our outsourced financial support
- To identify and manage financial challenges and opportunities

Funding

- To ensure an effective funding strategy and plans are in place covering but not limited to public funding, trust and foundations, corporate sponsorship and that stretching targets are set and delivered
- To secure funding and Service Level Agreements in line with CERT's strategic priorities
- To comply with funders' requirements around contractual, reporting and operating requirements

Marketing and communications

- To lead effective marketing and communications (such as social media, digital marketing, website, media relations) aimed at both clients and at stakeholders to maintain CERT's positive reputation and position within Clacks, working with our outsourced marketing and communications support

Operations

- To ensure the continuation of our high quality employability, key working programme
- To provide key working oversight and advice to the team (dependent on funding)
- To establish and operate with the team efficient and effective administrative and operations systems, processes and procedures across the organisation, including but not limited to administration, HR, client management, activity evaluation

Business Development

- To identify, design and secure funding for new areas of operation and projects
- To collaborate with partners in Clacks to identify and meet gaps in the provision of services by developing new projects/services for those who live, work and study in Clacks
- To manage other newly funded projects and activities as they are established

Compliance

- To ensure CERT complies with all relevant legislation and regulations including but not limited to Disclosure Scotland, SQA as well as safeguarding, operational health and safety, all relevant employment, company, charity and taxation law

Board relationship

- To work with the Chair to ensure an effective working relationship between the board and the team, so that the relevant knowledge and experience of board members is used for the benefit of the organisation and that the board is kept updated in a timely way on the organisation's activities, financial situation and risks

INITIAL PRIORITIES OF THE NEW CEO

- Lead the development of a new strategic direction for CERT, with the support from the Board
- Secure the continued operation of CERT post 1st April 2025 including identifying ongoing areas of activity and funding that are consistent with CERT's strategy
- Effectively develop, manage and support the CERT team to maximise their contribution to the activities and objectives of CERT
- Ensure the excellent and robust operation of CERT including financial management, governance and data management
- Develop and operate robust operational and administrative systems in CERT to support staff in their roles and comply with all contractual and reporting requirements
- Support the ongoing development of CERT through the identification of new opportunities and securing new funding

PERSON SPECIFICATION: KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Demonstrable experience of a senior leadership in an economic regeneration or employability setting
- Appreciation for and understanding of Clacks and the particular challenges the area faces
- A track record of effective team leadership, demonstrating and modelling an inclusive and collaborative approach
- Experience of developing strong and effective relationships and partnerships
- Experience of securing funding from various sources
- Experience of financial planning, management and accounting at a senior level
- Ability to think strategically as well as tactically

Desirable

- Current networks and relationships with Scottish local authorities and other funders
- Knowledge and experience of not-for-profit governance

TERMS AND CONDITIONS

Job Title	Chief Executive Officer
Salary	£50,000 pa
Contract	Permanent
Contractual hours	35 hours per week
Overtime	No overtime is payable but will be given as Time off in Lieu, in line with CERT's TOIL policy
Holidays	CERT's holiday year runs from 1 April to 31 March. In each holiday year the holiday entitlement is 30 days pro rata plus 4 public holidays (1 and 2 January, 25 and 26 December)
Pension	5% employer contribution, 3% employee contribution
Place of work	At CERT's offices in Alloa with some flexible working and some home working
Reports to	Chair of the CERT Board

Flexible Working

We are always happy to discuss more formalised solutions that allow people to balance their working lives with their responsibilities outwith work.

HOW TO APPLY

Send a tailored cv together with bespoke covering letter outlining your knowledge, skills and experience in relation to our needs and person specification via email to: cate.nelsonshaw@clacksregen.org.uk with your name and CEO APPLICATION 2025 in the subject line. We are also happy to receive the covering letter by audio or video format so please get in touch if you would like to apply in this way.

If you would like an initial, confidential discussion with CERT's Chair, please email as above and this can be arranged.

If you require anything in a different format (eg. printed, large print, plain text etc) or if you have any other access needs, please do get in touch via cate.nelsonshaw@clacksregen.org.uk and we will do our best to accommodate these.

CERT welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

The closing date for application is 5pm on 31st January 2025.

First interviews will be held in Alloa during February 2025.

We look forward to receiving your application and thank you for your interest in Clackmannanshire Economic Regeneration Trust.