



Our Vision

The Southern Uplands is a place where communities make environmentally sustainable use of their natural and cultural resources to build an economically secure and socially resilient future for all.

Introduction

Southern Uplands Partnership (SUP) was established as a company limited by guarantee and registered charity in October 1999 to:

- Create closer working links between Scottish Borders and Dumfries and Galloway;
- Give the South of Scotland a stronger voice in the Scottish Government;
- Help decide what to do with land to keep people living and working in southern Scotland.

Southern Uplands Partnership is a unique organisation, in that it works across a broad front with a range of partners, developing and delivering innovative projects that fit with our objectives.

Charitable Objectives

- To promote and advance education of the public about working and living sustainably in the Southern Uplands of Scotland, either independently and/or in association with Local Authorities, relevant agencies, voluntary organisations and local residents.
- To guide and encourage the integration of environmental, social and economic land-use policies, the sustainable use and management of land and water and other relevant activities in the Southern Uplands so that they are compatible with considerations of the environment and local communities.
- To promote, protect and conserve the biodiversity of the Southern Uplands of Scotland for the benefit of society.

Operation

Southern Uplands Partnership (SUP) works across the south of Scotland and has an office base at Lindean Mill, near Galashiels, in the Scottish Borders and Hillhead Mill, Kirkcubright, near Dalbeattie, in Dumfries and Galloway.

SUP has a small Core Team (4) who manage the organisation, explore new ideas and develop new projects. The Chief Executive will oversee this team and report to the Board of Directors. The Chief Executive should have excellent management and leadership skills but does not need to be expert in all of the areas that SUP works in. The SUP staff team and Board of Directors provide this expertise.

SUP employs or hosts Project Officers (currently 11) and Project Managers (currently 5), each of whom is responsible for delivering their fully-funded and time-limited projects, with the Chief Executive having a general oversight. All employees benefit from a flexible working arrangement, working between our offices, home and project sites.

The imminent retirement of the long-standing Partnership Manager has resulted in the recruitment of this Chief Executive role. Working with the staff team, Board of Directors and other partners and stakeholders, the Chief Executive will lead and develop the implementation of the recently approved Strategy [Publications and Research | Southern Uplands Partnership \(sup.org.uk\)](#)



The current Partnership Manager will work with the successful applicant initially (in a reduced role) to enable knowledge sharing, a smooth transition process and an extensive induction programme.

To diversify its income and undertake consultancy work that may not necessarily fit within the organisation's charitable objectives but remain within its overall remit, a wholly-owned trading subsidiary was established in September 2019, **Southern Uplands Partnership Services Ltd**. Due to capacity, this is currently managed by SUP's Partnership Manager and Finance / Operations Manager, with most of the work sub-contracted. It is the intention of the respective Boards to seek to employ a Business Development Manager for SUP Services Ltd, once the Chief Executive is in post to lead on this.

Find out more about SUP and its diverse range of projects on the website [Home - The Southern Uplands Partnership \(sup.org.uk\)](http://sup.org.uk).

Southern Uplands Partnership current live projects:



<https://www.google.com/maps/d/viewer?mid=1-LoTTGA1PLI3Gq7PFaykKVTSDeeEeM&ll=55.32170143939684%2C-3.494863650000037&z=9>

The Southern Uplands Partnership

Registered Office: Studio 2, Lindean Mill, Galashiels, TD1 3PE. **Telephone** 01750 725154
Company No. 200827. Charity No. SC029475. Registered in Scotland.



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JOB DESCRIPTION

Post Title	Chief Executive
Base	To be confirmed, depending on successful applicant: Studio 2, Lindean Mill, Galashiels, TD1 3PE or Studio 1, Hillend Mill, Kirkgunzeon, DG2 8LA Flexible working arrangements can include working from home
Responsible To	Convenor of Board of Directors
Responsible For	At June 2023: SUP Core Team (3) Oversight of: 5 Project Officers 5 Project Managers (who line manage 6 Project Officers) Each project has its own Steering or Management Group Staff are based at a variety of locations across south Scotland
Gross Salary	£40,000 - £50,000 pa, placing depending on experience
Pension Contribution	Employer contribution of 8% of salary Employee contribution 5% of salary (minimum)
Contract Period	Permanent, subject to funding. <i>As SUP does not receive core funding, its survival is dependent on its staff raising funds through project development, project management and facilitation services.</i>
Contract Hours	Full-time (37 hours per week) Part-time hours will be considered Job share is a possibility for the right applicants SUP operates a flexible working policy which can include some working from home. It is occasionally necessary to attend meetings outwith normal working hours (weekends and evenings, for which time off in lieu will be given). No overtime is payable.
Probationary Period	Six months
Notice Period	Minimum of three months' notice. This will increase by one week's notice per full year worked after four years' service (up to a maximum of 12 weeks).
Leave	36 days per annum and 4 public holidays.
Travel	Travel costs incurred in the course of work will be reimbursed monthly in arrears, currently at a rate of £0.45/mile.



Role Purpose

The post holder will be responsible for overall management of the Southern Uplands Partnership (SUP) as a Company limited by Guarantee with Charitable status, as well as oversight of the wholly-owned trading subsidiary, Southern Uplands Partnership Services Ltd (SUPS Ltd).

The role involves being lead advocate for the Southern Uplands Partnership's work externally, working with key volunteers like the Board of Directors and Convenor, to lead the strategic development and day-to-day operations of SUP. This includes developing and implementing the strategic vision and accompanying plans. The Chief Executive will be responsible for the day-to-day management of SUP and its staff and reports directly to the Convenor of the Board of Directors. The Chief Executive structures the operational running of the Charity, leading the team, taking responsibility for the management and development of SUP and for the management of its resources, securing sustainable funding, leading on matters of governance, representing SUP, ensuring people within SUP are appropriately managed and furthering its influence and reach. The role will seek to achieve a sustainable, vibrant Partnership, widely respected for its commitment to sustainable living in the south of Scotland, inclusive approach, and ability to deliver important projects and bring partners together to address key local issues.

Main Responsibilities, Duties and Tasks

1. Developing and Implementing SUP's Strategic Vision

- Planning and leading the implementation of SUP's Strategic Vision, Action Plan and Business Plan, alongside Directors, the Convenor and other relevant parties.
- Develop annual Operational Plans and associated budgets.
- Develop a suitable delivery infrastructure (policies, processes, staff, Committees, volunteers, contractors, technology, etc) and managing any necessary change required in the implementation of plans.
- Monitoring and evaluating progress towards delivering plans and the overall health of SUP and reporting to the Board on a regular basis.
- Drafting responses to public consultations and lobbying partners with Board approval.

2. Financial Planning and Management

- Lead the development of a resilient, agile and flexible organisation, focussing on sustainability.
- Take overall responsibility for all aspects of financial planning and control and, working with the Finance Manager, develop annual budgets and ensure ongoing and long-term financial security and growth.
- Be accountable to the Board for the overall financial health of the organisation, ensuring that income and expenditure remain within financial plans and targets.
- Develop, implement and review a Fundraising Strategy to identify and diversify income streams and maximise opportunities for income generation.

3. Securing Sustainable Funding

- Growing SUP's membership and income from Patrons, donations and legacies.
- Creating a Fundraising / Income Generation Strategy, to delivering a diversified income portfolio from statutory, charitable and earned sources.



- Leading on bidding for project funds, either individually or collaboratively with other organisations.
- Leading on submitting tender bids for contracts through SUP Services Ltd.
- Establishing strong relationships with current and potential funders and stakeholders.

4. Governance and Compliance

- Ensuring that all operations and administration complies with Company law and OSCR's best practice, tax and employment law etc, in Scotland.
- Leading on the development of compliant and best practice policies and practices, including those arising from the recent strategy work, ensuring that lines of responsibilities are clear, alongside Directors and others.
- Working closely with the Convenor and Board.
- Implementing Board decisions, through core staff, project staff and volunteers, and assist in communicating them to Project Steering Groups and the wider membership, where appropriate.
- Ensuring that major risks to which the organisation is exposed are reviewed regularly by the Board, systems are established and actions taken to mitigate these risks and a risk assessment is automatically carried out when taking on or proposing new work.

5. Leading and Managing People

- Lead and develop a skilled and motivated staff team, embedding a culture of high performance and continuous improvement, and ensuring that recruitment, management, training and retention embody the principles of a diverse and inclusive culture.
- Take responsibility for all HR matters within SUP. Ensure compliance with appropriate practices and procedures, in accordance with employment law and with any relevant legislation, including equal opportunities and health and safety regulations.
- Line managing a number of staff, delegating tasks where appropriate and ensuring appropriate line management of others, including appropriate task setting and appraisal.
- Liaising with SUP's networks of Steering Groups and volunteers and promoting delivery of the strategy.

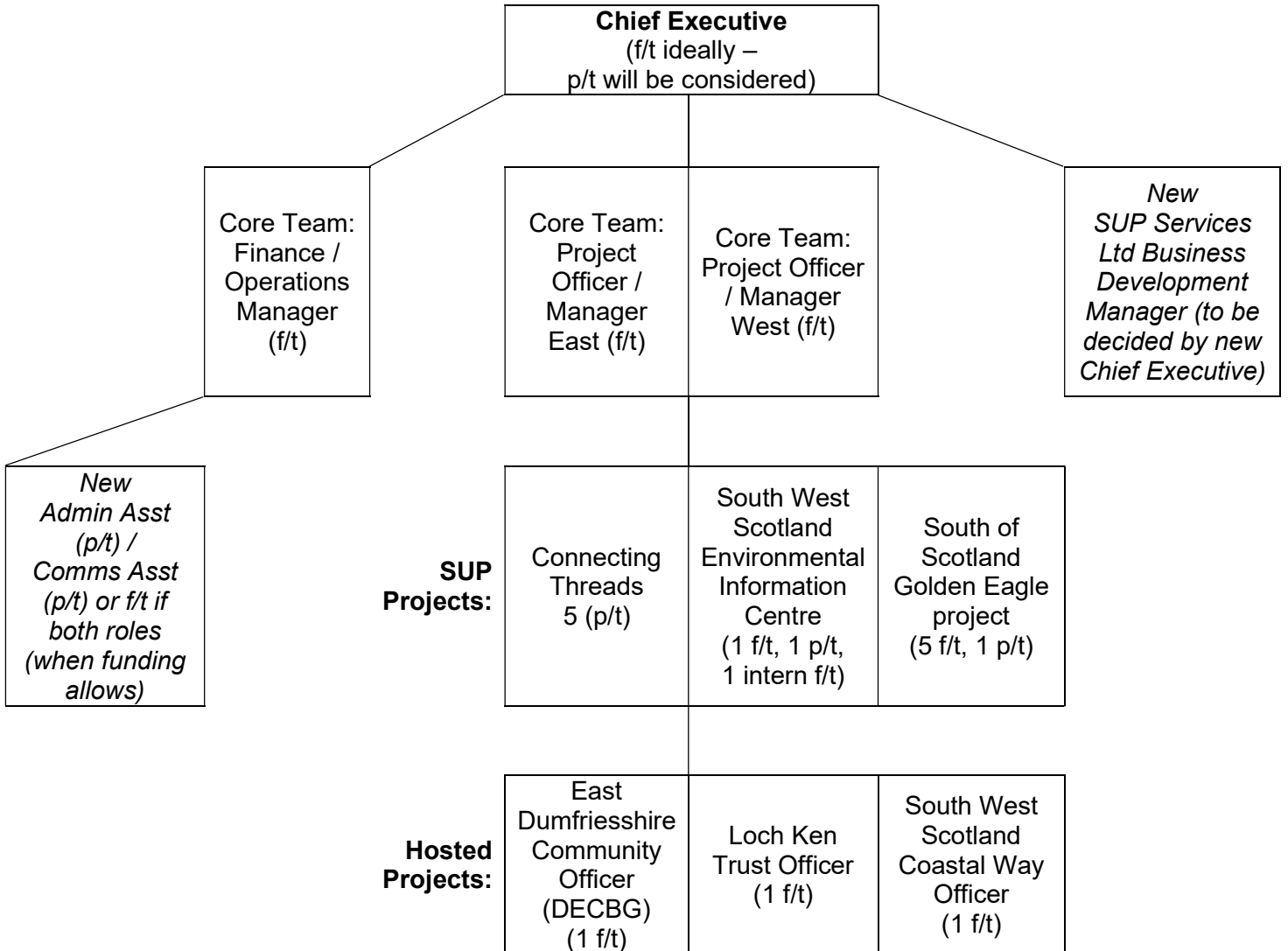
6. External Relationships

- Building relationships with key stakeholders including government, not-for-profit and private bodies, to ensure that the benefits of SUP's work are understood and positioning it to allow effective partnerships to develop.
- Create strategies for increasing publicity and outreach, using a variety of media.
- Monitoring communications activity throughout SUP to ensure it is of a high quality and 'on message'.
- Listening to the views of current and future stakeholders on the performance of SUP, as well as on areas for future development.
- Establishing a strong external profile through dealings with SUP's accountants, legal advisors and other contractors.

No Job Description can be entirely comprehensive and the post holder will be expected to carry out other duties from time to time that are commensurate with the above responsibilities and determined by the Board of Directors.



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CHIEF EXECUTIVE

PERSON SPECIFICATION

1. Education and Training	
• Degree level qualification or at least five years relevant experience	Essential
• A recognised management qualification	Desirable
• An appropriate qualification in charity management	Desirable
2. Experience	
• Networking and developing relationships; working with key stakeholders, public agencies, businesses and community groups to develop and deliver projects, priorities and strategies	Essential
• Proven experience in leadership role	Essential
• Excellent communication and listening skills and the ability to present complex subjects to a wide range of audiences	Essential
• Successful fundraising and income generation	Essential
• Applying to various grant bodies for funding for projects	Essential
• Preparation and submission of tender bids	Essential
• Working to deadlines and using initiative	Essential
• Experience of working with a membership organisation	Desirable
• Experience of working effectively to a Board or Council	Desirable
• Experience of charity governance	Desirable
• Experience of leading and motivating remote teams	Desirable
• Experience of working with volunteers	Desirable
3. Skills and Abilities	
• Able to work collaboratively with other agencies, partners and key stakeholders	Essential
• Knowledge of Microsoft Office packages	Essential
• Excellent written and verbal communication skills	Essential
• Excellent organisational and time management skills, with the ability to plan at both an organisational and individual level	Essential
4. Knowledge	
• An understanding of current issues facing rural communities, including economic, social and cultural issues	Essential
• Strategic thinking and implementation	Essential
• At ease with financial information as a tool in order to deliver long term financial sustainability	Essential
• Strong leadership skills	Essential
• Evidence of ability to inspire and influence others	Essential
• Rural development, conservation and passion for sustainability	Desirable
• Understanding of environmental legislation	Desirable
• Knowledge of South of Scotland	Desirable



CHIEF EXECUTIVE

PERSON SPECIFICATION

5. Personality Factors	
• Self-motivated and self-starter	Essential
• Reliable	Essential
• Confident and outgoing	Essential
6. Other Requirements	
• Flexible approach to work duties	Essential
• Driving licence and access to a vehicle	Essential
• Observe requirements for confidentiality	Essential
• Work well independently and as part of a team	Essential
• Strong commitment to the aims and objectives of the organisation	Essential

Application Process

To apply for this position, please download the Application Pack from [Recruitment | Southern Uplands Partnership \(sup.org.uk\)](#) and complete and return the Application Form to recruitment@sup.org.uk by **9.00 am on Monday, 24th July 2023**.

All applications will be acknowledged on receipt. SUP cannot take responsibility for applications lost in the post or in internet transmission. If you do not receive an acknowledgement within two days of sending your application, please email sheila@sup.org.uk or telephone 07741 076997.

For an informal chat with the current Partnership Manager, please email Pip Tabor, on piptabor@sup.org.uk, to arrange a convenient time to discuss.

Interviews will take place week on Monday, 14th August 2023