

Chief Executive Officer

Role: Chief Executive Officer	Department: Chief Executive Office
Reports to: Chair of the Board	Salary: £55,000
Location: The Eric Liddell Community	Type of contract: Permanent
Working hours and pattern: Full time, 5 days a week – 37.5 hours, Based at The Eric Liddell Community Hub	

About The Eric Liddell Community:

The Eric Liddell Community (Scottish Charity Number SC003147) is a well-established care charity and community hub, founded in 1980 in memory of Eric Liddell, the Olympic 400m gold medallist of 1924.

At the heart of our work is a simple but powerful mission: **to bring people together, enhance health and wellbeing, and create a world where no one feels lonely or isolated.** We achieve this through our high-quality day service for people living with dementia, a wide-ranging programme of wellbeing activities for unpaid carers, and the continued development of our vibrant community hub in Edinburgh. We are also proud custodians of Eric Liddell's enduring legacy, which continues to inspire our values and our work.

Our values:

Compassionate: we care for each other and our community

Respectful: we treat everyone with dignity

Inclusive: we ensure fair treatment and opportunity for all

People Centered: we keep our community and the heart of everything we do

Sustainability: we look after our people and our planet

Led by integrity: we keep our promises.

Job Overview and Purpose:

The Eric Liddell Community has undergone a period of growth, expansion and change in the delivery of caring services, while also celebrating the legacy of Eric Liddell via The Eric Liddell 100.

The CEO will be **dynamic and visionary** with proven leadership and commercial experience and a strong track record in senior management—ideally within the care or charitable sector. You will bring **at least five years in a comparable role**, with the ability to **drive strategic growth, deliver operational excellence, and amplify our impact across the sector.**

The CEO will **shape the future of The Eric Liddell Community**, leading the charity's core care functions and ensuring robust governance, strategic planning, and high-quality service delivery. You will manage and inspire the Senior Management Team (SMT), oversee operations, communications, fundraising, and execute the charity-wide strategy agreed by the Board of Trustees.

This is a pivotal role in **steering the organisation's strategic direction**, sustaining and enhancing existing services, securing funding, and championing innovative projects that ensure long-term sustainability.

Reporting to the Chair of the Board, you will play a central role in **developing the next strategic plan**, building on the foundations of our current Strategic Business Plan (2022–2027), and driving forward our mission with energy and purpose.

Key responsibilities and accountabilities:

Strategic Leadership

- Lead the development, implementation and delivery of the charity's strategic plan, ensuring alignment with our mission, values and charitable objectives.
- Position The Eric Liddell Community as a proactive, visible and valued presence at the heart of Edinburgh's community life.
- Maintain and, where appropriate, expand the charity's portfolio of services in response to community need and opportunity.
- Evaluate organisational performance via agreed and key performance indicators (KPI's), identifying opportunities for improvement and taking corrective actions as needed.

Governance and Board Support

- Work in close partnership with the Chair of the Board, providing high-quality strategic and governance advice to Trustees and Committees.
- Support effective Board and Committee functioning, including agenda-setting, reporting and decision-making.
- Ensure compliance with all legal, regulatory, safeguarding and best-practice governance requirements.

Financial and Funding Leadership

- Oversee the financial health of the organisation, working closely with the Treasurer, Finance Manager and Senior Team on budgeting, monitoring and control.
- Develop and deliver of a robust fundraising and income-generation strategy that maximises revenue from new and existing sources.
- Ensure existing funding arrangements are maintained, strengthened or replaced to support long-term sustainability.

People and Culture

- Lead, manage and support the Senior Management Team, fostering a collaborative, values-led and high-performing organisational culture providing opportunity for growth and succession planning.
- Ensure staff and volunteers are supported, motivated and aligned to organisational priorities.
- Champion high standards of service quality, customer focus and continuous improvement.

- Managing organizational change which may result from shifts in strategic and financial focus.

Stakeholder and Community Engagement

- Build and maintain strong relationships with key stakeholders across the voluntary, public and private sectors.
- Act as an ambassador for the organisation, representing The Eric Liddell Community positively with funders, partners, donors and the wider community.
- Strengthen partnerships with local communities, third-sector organisations, education providers and businesses.

Performance, Risk and Operations

- Monitor organisational performance through clear KPIs and financial metrics, taking action where required.
- Identify and manage organisational risks, ensuring appropriate mitigation and compliance.
- Hold overall responsibility for organisational policies, procedures, health and relationships with local communities, schools, universities, 3rd sector partners and businesses.

This list of responsibilities and accountabilities is not exhaustive and will include other duties as directed by the Chair of the Board from time to time.

Key Outcomes:

- Strategic plans are implemented effectively and reviewed annually.
- A clear, Board-owned post-2027 strategy is developed and launched.
- Strong, effective governance and positive working relationships with Trustees.
- Trustees are well-informed and confident in organisational oversight.
- Provide services that meet community needs, maximise assets, and enhance the charity's local impact.
- Services continue to operate successfully and meet community needs.
- Care Inspectorate inspections continue to evidence Excellent ratings.
- Financial stability and diversified income streams.
- Existing funding and contracts are secured, extended or successfully replaced.
- Ensure sustainable service delivery.
- A high-performing leadership team and a well-managed organisation.
- SMT delivers strategic priorities and operational targets.
- Positive working relationships across Trustees, SMT, staff and volunteers.
- Strong, effective working relationships with key partners and stakeholders.
- Increased profile, and enhanced opportunities for growth and impact.
- Donors and partners remain engaged, supportive and confident in the organisation.
- A safe, compliant organisation with effective risk management and controls.
- Strong, effective working relationships with key partners and stakeholders.

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Required Qualifications, Skills, Experience & Knowledge

Essential:

- Demonstrable experience of strategic management and leadership at a senior management, Director or CEO level.
- Extensive experience of managing staff and cultural change.
- Demonstrable experience of managing relationships at a strategic, partnership and organisational level.
- Excellent organisational, communication and time management skills, along with the ability of effectively prioritise and delegate.
- Enthusiasm and energy to effectively deliver value for The Eric Liddell Community and manage its interests.
- Sound financial and commercial acumen with experience of managing accurate budgets and monitoring spend.
- Proven success in developing and implementing income generation and fundraising strategies, securing significant awards from public sector bodies, grant-makers and other funding partners.
- Experience and knowledge of business strategy and management.
- Proactive, self-motivated, and organised – experienced at working independently, managing multiple priorities simultaneously and achieving success within a target driven environment.
- Integrity, presence, drive, determination and enthusiasm.
- A consummate and highly respected professional.

Desirable:

- High level knowledge of the 3rd Sector
- Experience /knowledge of 3rd Sector governance
- Experience of funding, grants and trusts
- A current driving license valid for driving in the UK

Terms and Conditions

Salary: £55,000 negotiable

Working Hours: 37.5 hours per week based at The Eric Liddell Community Hub

Annual leave entitlement: 6 weeks inclusive of public holidays (pro-rata)

Notice period: 3 months

Probationary period: 3 months

Disclosure Scotland PVG (Enhanced) check to be completed

Other benefits:

Company contributory pension scheme

Death in service cover

Occupational sick pay

Edinburgh Leisure Community Access Programme Card

40% off food at our Community Hub Café, Café Connect