

Chief Executive



1. About the role:

We are looking for a new CEO to lead INSP to build our global movement for social change.

This opportunity has arisen as our current CEO is moving to a new role after nearly fourteen happy years with the organisation.

INSP is in a stable financial position and has a strong staff team and board, but like any charitable organisation, we require a strong, resilient and self-aware leader who is able to respond to change and manage risk.

The CEO will lead our small staff team of six (one of whom is based in the US), and work with our elected, internationally-based board.

This is a unique and challenging role in a dynamic organisation. The right candidate will have a high level of professionalism and personal integrity, as well as a positive attitude and a collaborative and flexible approach to leadership.

We are seeking an experienced and strategic leader who will have passion and commitment for our cause and our values, and a determination to develop a strong and successful organisation.

2. About INSP:

INSP (International Network of Street Papers) is a Glasgow-based organisation that works to alleviate poverty and build a global movement for social change, leading and supporting a network of around 90 'street paper' organisations (like the UK's 'Big Issue' magazine) in 35 countries worldwide.

We provide a range of specialist support, resources and technical assistance to our network, including an international news agency for street papers. We also bring our members together to provide peer-to-peer support, and exchange ideas, resources and best practice. Our peer-to-peer support includes a regular international Summit event, and the development of regional networks on different continents.

Our values:

- We are committed to challenging inequality and social exclusion.
- We nurture creative and innovative approaches to social problems.
- We respect different approaches and perspectives and are committed to learning from each other.
- We are committed to socially responsible, transparent and ethical operations.
- We use our resources wisely and seek pro bono support and partnerships to ensure low costs.
- We respect our network of members and our board as their elected representatives.

- We are committed to fair pay and we value our staff, interns and volunteers.
- We are committed to providing a safe and dignified working environment for our staff, volunteers and network colleagues.
- We are opposed to all forms of unfair discrimination.

3. Equity, diversity, and inclusion at INSP

INSP believes in fairness, equity, diversity and inclusion, both as an employer, and as a provider of support and leadership to our global network.

We recognise the importance of an inclusive and diverse workforce and we offer a range of family friendly, inclusive employment policies and flexible working arrangements to support all our staff.

We welcome and encourage applications from people with a diverse range of experiences, regardless of age, disability, gender, ethnicity, religion and sexual orientation.

4. Job description

1. Strategic management and organisational development

- a) Direct, develop and implement the strategic plan with sign off from the board.
- b) Maintain awareness of relevant social, economic and political developments.
- c) Develop and monitor risk record for annual board review to plan ahead and make timely mitigation decisions, with annual board review.
- d) Develop a delivery plan for the staff team, manage delivery and report on performance to the Board.
- e) Develop and manage partnerships with other national and international organisations to identify common interests, shared objectives and opportunities for collaboration.

2. Fundraising and financial management

- a) Prepare annual budgets and monthly finance reports for approval by the board.
- b) Seek out and obtain the resources necessary to ensure the financial sustainability of INSP.
- c) Develop and maintain good working relationships with current and potential donors and partners.
- d) Maintain medium to long-term fundraising strategy.
- e) Manage expenditure efficiently and within budget and available resources.
- f) Commission and manage the external audit and filing of accounts.

3. Communications and representation

- a) Promote and develop the position of INSP as a leading international NGO.
- b) Represent INSP at appropriate national and international events and in meetings.
- c) Engage high-profile supporters in order to raise INSP's profile and support our strategic aims.

4. Organisational and staff development

- a) Lead, motivate and support the staff team.
- b) Manage recruitment of new staff, in accordance with board-approved policy.
- c) Prepare and review job descriptions and carry out individual staff reviews on an annual basis including appraisals of performance, training needs and personal development.
- d) Authorise and arrange staff remuneration, expenses, leave, and travel within agreed policies and budget.
- e) Recruit and support consultants in accordance with agreed hiring and remuneration procedures.
- f) Ensure compliance with Scottish HR law and update and maintain policies for annual board review.

5. Governance

- a) Support and report to the board of directors.
- b) To manage the Board meetings to ensure effective decision making.
- c) Prepare for and support video conference and face-to-face meeting meetings with the Board during the year.
- d) Provide reports on activities, the state of affairs of the organisation, financial reports, correspondence and all other information required to ensure the Board is able to effectively perform its duties and responsibilities.
- e) Develop and review policies, regulations and procedures for consideration by the Board to ensure the continuing development of good governance.
- f) Act as the principal liaison between the Board of Directors and the staff team.
- g) Develop a healthy, transparent and accountable governance culture.

5. Outline terms of employment:

- Reports to: INSP board
- Salary: c. £45,000 per annum (and up to 5% matched contribution to pension).
- Location: This post is based in our Glasgow office, with flexible working considered.
- Hours of work: Full time (37.5 hours per week) or part time. Occasional early mornings and late nights may be required for meetings in different time zones (time off in lieu available).
- Flexibility: This role can be worked in an agile way, offering flexibility to the successful candidate.
- Contract period: Permanent, subject to funding.
- Probationary period: Six months (during which time statutory rights apply).
- Holiday entitlement: Equal to 31 days per year (includes bank holidays) increasing to 34 days after 2 years of service.
- The above are outline terms only, and a full statement of employment particulars will be issued to the successful candidate.

6. Person specification

Essential skills and experience:

- Significant professional experience in a similar or related role.
- Experience of leading an organisation or department.
- Experience and a strong track record of strategic planning.
- Experience of working with a board of trustees / directors.
- Strong people management and leadership skills.
- Strong communication and influencing skills, with experience of acting as a spokesperson.
- Strong written communication and reporting skills.
- Strong financial management and budgeting skills.
- Experience and track record of leading fundraising success.
- Knowledge of the charity and/or social enterprise sector.
- Governance experience and knowledge of statutory responsibilities.
- Fluent in English.

Desirable skills and experience:

- Skills in a second language (especially, German, Spanish or Portuguese).
- Experience of managing events or leading event management.
- Experience of working in an international or cross-cultural context.
- Experience and/or familiarity with the street paper concept.

Personal attributes:

- A commitment to leading and developing a strong and successful team.
- An open, respectful and collaborative approach to leadership.
- A high level of professionalism and integrity.
- Strong personal resilience and a positive and flexible approach.
- A commitment to fairness, transparency and sensitivity in leadership and in managing relationships.
- Self-awareness and a commitment to personal development.
- Flexibility and willingness to work some evenings and weekends, as needed.
- Willingness to undertake national and international travel, as needed.
- A commitment to INSP's vision, mission and values.

7. Further Information

Further information is available as follows:

- [INSP Strategic Plan](#)
- [INSP 2020 Audited Accounts](#)

8. Enquiries

For a confidential discussion about the role please contact Debbie Shields or Kate Kennedy at our recruitment partners, Aspen People, on 0141 212 7555.

9. Application

To apply please submit a CV and supporting statement by [CLICKING HERE](#).

We would be grateful if you could also complete the [Equality and Diversity Monitoring Form](#); completion is voluntary.

Please upload the completed form to: <https://www.transferbigfiles.com/dropbox/INSPEDMF>
Please do not submit the completed form with your application.

Closing Date: Wednesday 9th February 2022

Candidates will be notified of the outcome of their application by close of play on Friday 18th February.

Interviews will take place w/c 21st February 2022.