



# Bridging the Gap, Chief Executive Officer Candidate Information Pack

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## About Bridging the Gap

Bridging the Gap, established in 1998, is a charity based in the Gorbals, Glasgow. Building relationships across diversity is at the core of all our work, which includes young people, families and people from different backgrounds, age groups, and cultures.

Community-led and volunteer supported, Bridging the Gap is recognised across Scotland for its innovative, exciting and challenging work in inclusivity and cohesion, integration, tolerance, schools transition, tackling sectarianism, and building community.

The *Community Inclusion* component of our work brings people together to build community, regardless of age, gender, race, faith, or immigration status. Activities, which rely strongly on volunteer support and active participation, have included a weekly drop-in (BIG Thursday), a monthly community meal (Come Dine With Us), community baking, events (e.g. International Women's Day, Refugee Week, Gorbals Fair), ongoing engagement and leadership within the third sector, and providing practical support to whoever may need it.

Our *Young People* project strand is primarily based in schools, and provides a range of programs, including P7 to S1 school transition support, personal development, volunteering, and inter-year mentoring. These are all centred around encouraging and supporting the participants to become more responsible, aware and confident, and offering the chance to look at issues that have shaped who they are, as well as who they may become.

The *Families* strand provides opportunities for younger children, and has included Baby and Toddler groups, BIG Messy Play as part of our drop-in activities, and trips and activities involving older children during school holidays.

Further details of Bridging the Gap's work, including the latest Annual Report, is available at [bridging-the-gap.org](http://bridging-the-gap.org).



### Mission Statement

Bridging the Gap aims to work across divides which are apparent in the community, providing opportunities for people to discover common ground.

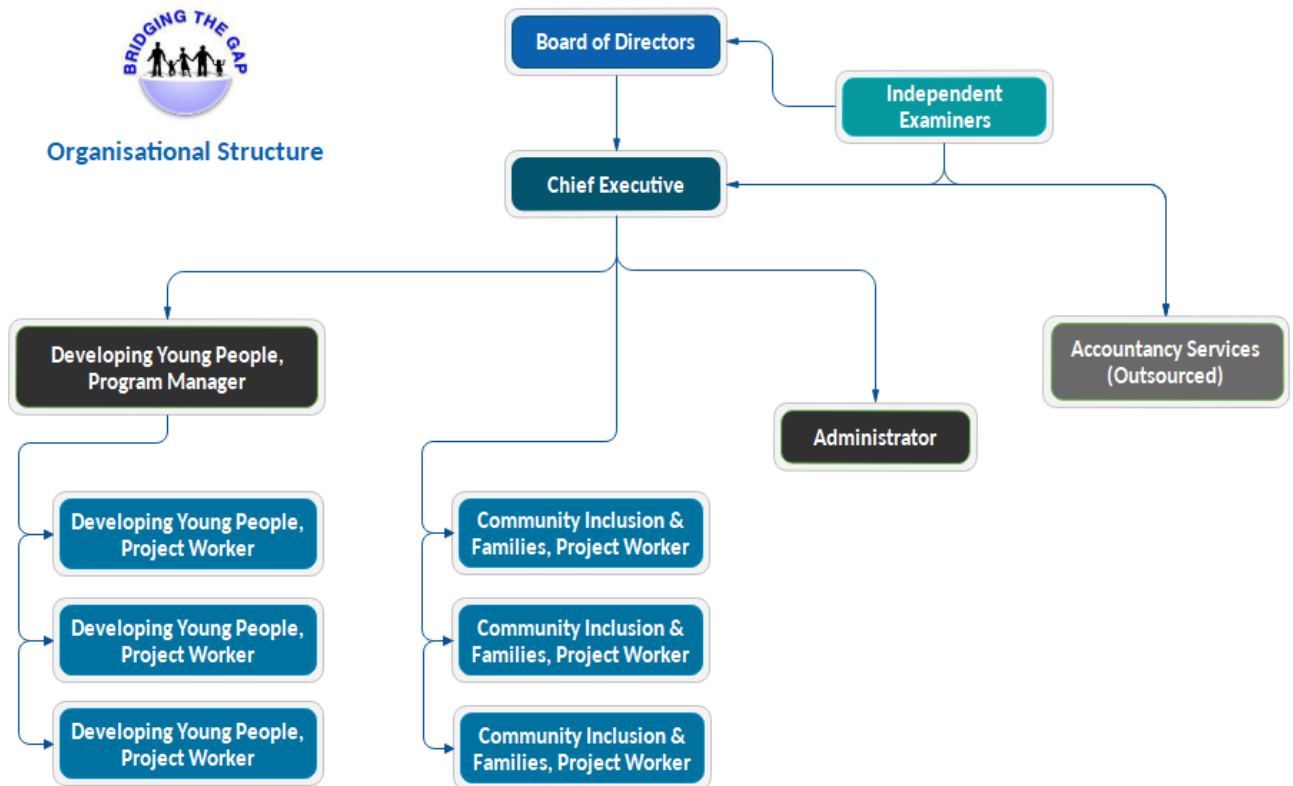
### Purpose Statement

The purpose of Bridging the Gap is:

- To value the humanity and nurture the potential of every individual, and, where appropriate, provide practical support.
- To build positive relationships across the divides, with particular reference to the integration of the socially isolated, Black and Asian Minority Ethnic (BAME) communities and the transition from primary to secondary schools.
- To celebrate the good in our community, by providing the opportunity for people of diverse backgrounds to discover their common ground, overcoming racism, sectarianism, territorialism and isolation.



## Organisational Structure



## Board of Directors

Chairperson: Marie Laidig

Co-Chair: Dr Pam Green

Treasurer: Robert Gillies

Directors: Patrick Barbour

Jatinder Kang

Terry Strain

## Job Description – Chief Executive Officer

**Location:** Gorbals, Glasgow (partial home-working negotiable)

**Hours:** Full-time (35 hours per week; flexible working available)

**Salary:** £36K - £40K

**Duration:** Permanent (subject to a six month probationary period)

**Holiday Entitlement:** 30 days per annum (inclusive of public holidays)

The Chief Executive Officer (CEO) will be responsible for providing leadership, developing and implementing Bridging the Gap's strategic and operational plans, leading on partnership and organisational development, and being an effective advocate for the charity and its beneficiaries.

The CEO will be responsible for ensuring financial control, and supporting and advising on good governance across all aspects of the charity. This post is directly responsible, and reporting, to the Board of Directors.

### Duties and responsibilities

#### Leadership and Governance

- Be the public face, voice and principal ambassador of the charity.
- Spearhead the promotion and development of Bridging the Gap's work, raising the charity's profile and maximising its reach.
- Lead by example, instilling a culture of professionalism and inclusion, supported by coaching, training and development.
- Support and motivate all staff and secure their loyalty and commitment to the charity's aims, objectives and ambitions.
- Liaise with the Board to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary.
- Ensure that the Board is made aware in a timely fashion of any matters requiring its attention.
- Attend all Board meetings and prepare a written report in advance of each meeting detailing matters of interest and concern regarding the charity's activities during the intervening period.

#### Strategy, Partnership and Development

- Liaise with the Board in relation to the development of the charity's strategic plans, and be responsible for their implementation.
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.
- Seek out and implement opportunities for innovation and ensure that Bridging the Gap remains at the forefront of positive change in the sector.
- Identify, develop and nurture beneficial partnerships with supporters, donors, other charities, community initiatives, and all relevant authorities/organisations, including maintaining good working relations with pre-existing partnerships.
- Adopt a creative and innovative approach to development, remaining open to new ideas and opportunities.

#### Operations and Community Outreach

- Take executive responsibility for all functions including the office, administration, finance, fundraising, marketing, communications, community outreach, and IT.
- Be responsible for the development and implementation of all operational plans.

- Ensure that Bridging the Gap's projects are delivered to the highest standard with due regard for community relevance, timescales, targets and budgets.
- Take overall responsibility for the recruitment, management and effective deployment of staff, apply robust HR processes covering recruitment, performance management, appraisal and remuneration.
- Support the engagement, management, training and inclusion of community and schools-based volunteers.
- Be responsible for the maintenance and efficient use of the charity's assets.

### **Financial Control**

- Lead and direct the planning, forecasting, control, and reporting of the organisation's finances and resources, ensuring they are managed effectively and that Bridging the Gap remains in good financial health.
- Liaise with the Board to develop and lead on setting budgets, formulating income generation strategies, identifying risks, and taking appropriate action.
- Oversee the production of management accounts, statutory accounts and annual reports.
- Work towards the achievement of long-term sustainability, developing the charity's business model and maximising income.

### **Compliance**

- Oversee the development and practical application of all organisational and operational policies and procedures (e.g. with regard to health and safety, equality and diversity, safeguarding) to ensure the charity meets all legal, regulatory and best practice obligations.
- Oversee the safeguarding of the community with whom the charity works through rigorous PVG procedures and staff/volunteers training.
- Ensure that collection and protection of personal information complies with current Data Protection regulations.
- Ensure that all major risks are identified and regularly reviewed and that systems and procedures are in place to mitigate all such risks. Be responsible for the development and implementation of the charity's risk register.

### **General**

- Carry out any other duties as may be reasonably requested.
- Be up-to-date with all aspects of the operation and willing to cover and provide support should the need arise.

<b>PERSON SPECIFICATION</b>	
<i>Qualifications, Professional Experience: <b>Essential</b></i>	<i>Qualifications, Professional Experience: <b>Desirable</b></i>
Degree in management, finance, social science or related subject, or degree-equivalent professional experience	Additional (ideally postgraduate level) qualifications in community development, social work, law, policy, education, or related subject
Significant experience of line-management and leadership, with at least three years in a senior position	
Previous experience working in a relevant third-sector organisation (e.g. with asylum seekers and refugees, in schools, in community development, and/or cross-cultural organisations) and/or having been a volunteer within community-based organisations	
Significant experience of developing and implementing organisational policies, meeting legal requirements, preparing risk assessments, proposals and reports	Experience of OSCR filing, Companies House, Charities SORP, GDPR etc.
Experience of leading strategic planning, change management, and/or organisational development initiatives	
Significant experience of governance and reporting to a Board of Directors, advising and supporting their discussions, and acting upon/implementing their decisions	Experience of serving on the board of a third sector organisation
Excellent financial management and budgeting skills, including proven ability to devise strategic project budgets and to manage, monitor and report on income and expenditure effectively	An understanding and knowledge of tax and legal issues affecting development in the charities sector
Experience of sourcing and securing funding, and maintaining strong donor relations	
Excellent communication skills and the ability to engage/build relationships with a wide range of stakeholders	Marketing, PR, social media and third- sector networking experience



<i>Qualifications, Professional Experience: <b>Essential (cont.)</b></i>	<i>Qualifications, Professional Experience: <b>Desirable (cont.)</b></i>
Understanding of the professional and cultural challenges currently facing community-based organisations, and the wider voluntary sector	Prior awareness of the work of Bridging the Gap, their partner organisations, and the community development sector in Glasgow
Proven ability to manage, motivate and professionally develop staff	
Strong experience of organisational, and project-specific, monitoring and evaluation	
Excellent written and oral communication skills	
Eligible to work in the UK with no restrictions	
Membership of the Disclosure Scotland PVG (Protecting Vulnerable Groups) scheme	

<i>Skills, Abilities, Attributes: <b>Essential</b></i>	<i>Skills, Abilities, Attributes: <b>Desirable</b></i>
Commitment to the organisation's values and mission	Diverse practical experience of poverty reduction, social justice, cross-cultural understanding, refugee/asylum seeker outreach and/or interfaith dialogue and understanding
A commitment to asset-based (and community-led) community development and evaluation, and dignity-led poverty reduction	
Strong leadership skills and ability to tactfully, confidently and diplomatically address internal and external issues	Ability to support, nurture and inspire staff and members to achieve their potential for the betterment of the community
Ability to set clear goals and objectives. Commitment to continuous improvement, life-long learning, and proactive in seeking relevant opportunities	

Skills, Abilities, Attributes: <b>Essential (cont.)</b>	Skills, Abilities, Attributes: <b>Desirable (cont.)</b>
Personally and professionally resilient, driven, adaptable and proactive, with the ability to build meaningful, trusted relationships	
Open-minded, inclusive, flexible and objective, with strong listening skills	
Ability to work independently and as part of a team, including willingness to work occasional anti-social hours and evenings	



### Timetable

Closing date for applications is Friday 4th February 2022 however applications will be reviewed as soon as they are received and suitable candidates will be progressed to interview immediately. We therefore encourage you to submit your application as soon as possible.

### Enquiries

For a confidential discussion about the role please contact Catriona Mackie, Director of Aspen People, on 0141 212 7555.

### Application

To apply for this position please upload a CV and supporting statement at the following link:

### [Apply](#)

We would also ask that you complete the Equal Opportunities Monitoring Form and email this to [kbettoli@aspenpeople.co.uk](mailto:kbettoli@aspenpeople.co.uk)

Equal Opportunities Monitoring Form - **download here**

If you have any queries about the application process please contact Kelsey Bettoli on 0141 212 7555.

Attract and secure exceptional  
leadership talent.

## Contact

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