

## Scottish Advisory Panel for Outdoor Education (SAPOE)

<b>Job Title</b>	Chief Executive Officer (Part Time, Freelance/Self Employed)
<b>Reporting to</b>	Panel Executive

### Job Purpose

The Chief Executive Officer is a dual focussed role, which has responsibility for developing and maintaining the strategic position of SAPOE as an influential and respected voice both within Local Authorities and at a National Level, and responsibility for the operational management of the SAPOE.

### Main Duties and Responsibilities

The post holder will be responsible for planning, membership engagement, developing and embedding a shared vision and working as an advocate for SAPOE in relation to National Policy.

#### Planning

Responsible for defining and developing appropriate plans including a business/operational plan (including funding), 3-year strategy and vision.

Set out a process for involving members in implementing plans and collectively working towards SAPOE aims.

#### Operational

Ensure the smooth running of SAPOE, working with its administration support.

Engage with SAPOE membership and stakeholders, working closely with the Panel Executive.

#### Profile

Maintain and build the profile of SAPOE as a leading organisation – in national and Local Authority contexts.

Act as lead representative of SAPOE, its work and its membership.

Network and build relationships across initiatives, partnerships and sectors relevant to Outdoor Learning.

### Dimensions, Reporting and Conditions

Fee/Payment: £26,000 for 12-month fixed term period. Equivalent to circa 2 days a week worked over 12 months to be self-managed and monitored by the Executive.

1 year post on a self-employed/freelance basis, with the potential for this to be extended.

Home based with regular travel throughout Scotland (expenses planned and approved by Executive).

There are no budgetary responsibilities however the post holder will be responsible for income generation and fundraising activities.

Time commitment: The remit can be fulfilled flexibly in agreement with the Executive, with requirements to attend scheduled meetings and respond to support needs of Members.

Role, workload, working pattern to be reviewed after 3 months.

Responsible to: Panel Executive. Line managed by the Chair or nominated SAPOE Executive Committee member.

### Job Features

Prepare and attend 4 SAPOE Members' meetings per annum.

Attend fortnightly on-line Executive meetings.

Coordinate SAPOE project teams to progress existing initiatives and develop new ones.

### Internal/External Relationships

**Internal** – the post holder will have a high degree of interaction with SAPOE Panel members, project teams and administration staff.

**External** – the post holder will have significant interaction with Education Scotland, Local Authorities, H&S Executive, Adventure Activities Licensing Authority and various Scottish Government departments/directorates.

### Other

Maintain and build the profile of SAPOE as a leading organisation – in national and Local Authority contexts.

Act as lead representative of SAPOE, its work and its membership.

Network and build relationships across initiatives, partnerships and sectors relevant to Outdoor Learning.

### Person Specification

#### Qualifications

#### Desirable

Educated to degree level or equivalent experience with significant leadership experience in a similar or related role.

### Knowledge and Experience

#### Essential

Significant up to date experience in a senior leadership position.  
Current leadership experience in relation to Scottish Outdoor Learning policy and national initiatives.  
Demonstrable strategic/change management skills and experience.  
Experience of aligning varied perspectives and information sources to give clear focus and direction.  
Working knowledge of Scotland's education landscape.  
Proven track record of delivery against key goals and overcoming significant obstacles.  
Working knowledge and understanding of corporate governance and social responsibility.

#### Desirable

Proven ability in fundraising & income generation.  
Understanding of Scottish Government, relevant departments/directorates and NGOs.

## Skills/Abilities/Competencies

### Essential

Excellent stakeholder management.  
Excellent communication and interpersonal skills – with the ability to form excellent relationships with other leaders both internally and externally to gain significant input and buy-in to initiatives.  
Demonstrable leadership acumen.  
Financial acumen with sound analytical and problem solving skills.  
Excellent stakeholder management.  
Proven interpersonal and communications skills, with the ability to motivate, develop and maintain relationships (including working in partnerships).  
Ability to work with autonomously with minimal supervision.  
Public speaking skills.  
Excellent organisational and administrative skills.

## Personal Qualities

Ethical.  
Empathetic.  
Tolerance for ambiguity.  
Excellent people management capability.  
The ability to think innovatively and creatively.  
Collaborative by nature with the ability to forge strong and sustainable.  
Passion and commitment to Outdoor Education.  
Act as a strong advocate for the SAPOE, in the media, within the industry and relevant professional bodies.  
Must be flexible with the ability to travel throughout Scotland.