



Job title: Executive Lead – Organisational Business & Governance

Salary: £40,000- £45,000 dependent on experience

Hours: 35 hours per week

Contract: Permanent

Who we are

We are Healthy n Happy Community Development Trust, an award-winning charity & community owned organisation governed by local people, where all of our work is directed by local priorities.

All of what we offer supports & enables local people to make positive changes in their lives & their local communities. From building confidence & self-esteem, to boosting skills & relationships, to getting more involved in their local neighbourhood & becoming more responsible for their own health & wellbeing.

Our key purpose is to tackle disadvantage & improve lives and communities so they are thriving, resilient & healthy.

We are guided by three guiding principles & frameworks. These are Community Development, the Social Model of Health & the Five Ways to Wellbeing.

What we do

We aim to work with local residents, groups & organisations to make Cambuslang & Rutherglen the healthiest & happiest places to live in Scotland.

Since 2015, we have helped local residents, groups & organisations lever over **£2million** direct investment to their local community.

Our work is recognised locally, regionally, nationally & internationally.

About You

- You will want to take your drive, energy, skills & inspiration & invest them in an organisation that has the health & wellbeing of people & communities at the heart of everything we do.
- You will thrive on leading others & will operate as an exemplar of leadership in action.
- You will have significant experience in developing & managing organisational governance & business systems with a focus on internal & external customers.
- You will be able to demonstrate skills & experience in leadership & resource management (including people & financial management) partnership working & personal impact.



Role Specifics

- You will demonstrate an understanding of what it takes to introduce & lead on digital transformation & be able to demonstrate change management skills.
- You will lead on & manage our HR & people requirements & have experience of taking forward organisation development.
- You will demonstrate a clear understanding of the importance & role of central marketing & communications within & across our organisation.
- You will lead on governance, contractual & financial compliance & demonstrate experience & high levels acumen.
- You will lead on executive support to the Executive Director & the Board of Directors when required.
- Your focus will largely be on supporting our internal customers while supporting our external customers & suppliers.
- This is a senior leadership role within a shared leadership model.

To apply

Please submit an up to date CV with a **covering letter** explaining why you are suitable & what attracts you to this role.

Please note that applications submitted without covering letters MAY NOT be considered.

Process

- Shortlisting period
- May be invited for an informal TEAMS call week beginning 5th August
- If selected for interview;
 - Informal 'Meet the Team' session
 - Formal presentation
 - Formal interview
- Interviews will take place on Thursday 15th & Friday 16th August

We are mindful we currently in a traditional holiday period. Please include in your letter any periods of time you are not available for interview during August.

Closing date

1 August 2024

Previous applicants need not apply.

Strictly no agencies, not approved.