



POSITION DESCRIPTION

Executive Director, Healthy n Happy

Title: Executive Director

Company: Healthy n Happy Community Development Trust

Due to retirement, Healthy n Happy are seeking our next Executive Director. This is an opportunity to lead a successful community led charity who make a big impact and who help to save lives, improve lives and improve where we live in Cambuslang and Rutherglen

About Us

We are Healthy n Happy Community Development Trust, an award-winning charity and community owned organisation governed by local people, where our work is directed by local priorities. Our key purpose is to tackle disadvantage and improve lives and communities until they become thriving, resilient and healthy.

Our mission is to work with local residents, groups and organisations to make Cambuslang and Rutherglen the healthiest and happiest places to live in Scotland. Since 2015, we have helped local residents, groups and organisations lever over £2.8 million direct investment into their local community.

The Role

We are looking for an ambitious leader who can lead our organisation and work through and beyond the next phase of our planned developments and to a brighter future. You will be a proactive leader, be creative and innovative while being steady, supportive and determined. You will be passionate about our vision and mission and will be adept at leading from within and from the front.

Key Responsibilities:

- Leadership and Strategy
- Governance and Accountability
- Influencing Public Policy and External Relations
- Promotion, Communication, Partnerships and Stakeholders
- Financial Sustainability and Fundraising
- Service Design, Development and Impact
- Digital Strategy and Vision

Person Specification:

Experience of:

- Shared or Facilitative leadership
- Developing and delivering organisational strategy whilst responding to evolving and changing environments.

- Service design, redesign and associated organisational change
- Developing and delivering a successful business development, income and fundraising strategy, including successful fundraising in the public and /or commercial and business sectors.
- Effective resource and functional management experience of: Finance, Human Resources, Marketing, Systems improvement, Project Management and Digital development.
- Working at Executive Team level and with a Board of Trustees and members.
- Working effectively and empathically with a wide range of stakeholders, ideally including government and public sector, major funding organisations, and national, regional and local Third Sector and communities/communities of interest.
- Equality, diversity and inclusion and tackling the poverty and inequalities experienced by citizens locally and nationally.

Knowledge of:

- Community Development, Social Model of Health and the Five Ways to Wellbeing models.
- Conditions and issues affecting the Community, Voluntary, Social Enterprise (Third) sector.
- Leadership, change management and analyses/synthesis of emerging changes and opportunities.
- Impact, evaluation and using information and data to promote responsiveness, change, improvement and growth.

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 with others & will operate as an exemplar of leadership in action.

You will be –

- Friendly, open and professional
- Tactful and diplomatic
- A team player
- A hard worker
- Be able to lift your head to pay attention to future horizon(s)
- Thorough and pay attention to detail
- Honest and have Integrity
- Calm in a crisis

Key Role Specific Details:

- £55,000 - £60,000 DOE
- 35 hour working week
- Flexible working
- Up to 32 days holidays plus 11 public holidays
- Work – Life balance
- Family friendly policies
- Staff support & ongoing CPD
- Contributory pension scheme
- Life insurance cover

- Enhanced maternity and shared parental pay
- Enhanced sickness pay

Further Information:

We encourage applicants to get in touch for an informal and confidential discussion with Brendan Rooney, our current Executive Director. To arrange this please call Angela on 0141 646 0123 or alternatively email angela@healthynhappy.org.uk within the closing date period to arrange a suitable time.

To apply:

Please submit an up to date and tailored CV with a covering letter (no longer than two pages) outlining your relevant skills, knowledge and experience and what attracts you to this role. This should be submitted by email to angela@healthynhappy.org.uk

Closing date for applications:

Sunday 5th October 2025 at midnight

Strictly no agencies, not approved.

Stage One interviews week commencing 27th October 2025

2nd interview week commencing 3rd November 2025

Please include in your cover email any periods of time you are not available for interview.

Interview Process

- CV review online or by telephone
- Initial interview with staff, participants and volunteers, 30 minutes duration
- Stage One interview
- Second interview with presentation

Healthy n Happy Community Development Trust is committed to high and ever-improving standards of equitable and inclusive recruitment. We actively welcome applications from all sections of the community, and will endeavour to promote equality for all candidates, in line with the protected characteristics and requirements of the Equality Act 2010