

Dovetail Enterprises

Job Description Chief Executive

Job title: Chief Executive
Reports to: Dovetail Enterprises Board of Directors
Location: Dovetail Enterprises, Dunsinane Avenue, Dundee DD2 3QN
Hours: Full-time (37.5 hours per week)
Salary: £65,000 *per annum (pro rata)*

Dovetail Enterprises

With a history dating back to 1865, Dovetail Enterprise's heritage lies in Dundee, a UNESCO City of Design. As one of the oldest furniture and mattress manufacturers to the contract market in Scotland, our reputation has been built on quality. Introducing internal doors and door-sets to our product selection in the year 2000 developed our manufacturing capabilities extensively.

We are immensely proud of our heritage and role in providing employment and training opportunities for disabled and disadvantaged members of society. Our social impact has and continues to make a significant difference locally. By working with Dovetail Enterprises, we can assist you in fulfilling your own corporate social responsibility objectives and targets, along with helping us to achieve ours.

Our manufacturing capabilities are wide-ranging and meet the needs of the extensive range of sectors that we supply. While the core of our business is to the contract market, we also serve domestic clients who can visit our showroom.

Our ambition is to be one of the leading employers of disadvantaged and disabled people in Scotland. As well as manufacturing high quality products, we believe we could add value to our clients through Community Benefit Clauses on public sector contracts or Key Performance Indicators for Corporate Social Responsibility targets.

Main purpose of this role

The Chief Executive will be responsible for providing leadership in developing and implementing Dovetail Enterprise's strategic and operational plans. As well as securing the financial viability of the trading business, the Chief Executive will lead on partnership and business development, and be an effective advocate for the charity and its beneficiaries.

He/she will lead a senior management team and will be responsible for ensuring financial control and supporting and advising on good governance across all aspects of the charity. This post is a first-tier post directly responsible and reporting to the Board of Directors.

Immediate Accountabilities

At this strategic point in Dovetail's development, the Chief Executive will have an immediate focus on:

- Reviewing the current business plan in respect to market *i.e.*, profitability of products, market demand, target market, unique selling point etc.
- Reviewing the current senior management structure and proposing a structure that meets the current need and future development of the organisation
- Reviewing the current financial viability and support the Board of Directors in developing a financial recovery plan.

Core Accountabilities

Leadership

- Be the face and voice of the charity - its principal ambassador.
- Lead, support and motivate all staff and secure their loyalty and commitment to the charity's aims, objectives, performance and ambitions.
- Lead by example, instilling a culture of professionalism and inclusion, supported by coaching, training and development.

Operations and Delivery

- Be responsible for the implementation of all the charity's operational plans.
- Take executive responsibility for all functions including the factory, administration, finance, fundraising, marketing, communications, and IT.
- Ensure that Dovetail Enterprise services, contracts and projects are delivered to the highest standard with due regard for timescales, targets, and budgets.
- Take overall responsibility for the recruitment, management, and effective deployment of staff, including self-employed presenters; apply robust HR processes covering recruitment, performance management, appraisal, and remuneration.
- Line manages the Senior Management Team.
- Be responsible for the maintenance and efficient use of the charity's assets.
- Build and maintain good working relationships with suppliers and customers.

Financial control

- Lead and direct the financial planning, forecasting, control, reporting and management of the organisation's finances and resources on behalf of the Board.
- Take executive responsibility for the financial leadership of the charity, including forecasting and strategic budget leadership.
- Ensure that the charity's financial resources are managed effectively, and that Dovetail Enterprises remains in good financial health, identifying risks and taking appropriate action.
- Maintain effective financial management and control systems; ensure delivery within budgets and to performance targets and oversee production of management accounts, statutory accounts

Governance and compliance

- 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
- Attend all Board meetings and service the Board with written reports, in advance of each meeting, detailing matters of interest and concern regarding the charity's activities during the previous period.
- Ensure that the Board is made aware in a timely fashion of any matters requiring its attention.
- Ensure that the charity complies with best practice in all areas of operation
- Oversee the safeguarding of the vulnerable adults with whom the charity works through rigorous PVG procedures and employee and volunteer training.
- Ensure that collection and protection of personal information complies with current Data Protection regulations.
- Ensure that all of the charity's activities are conducted safely and that Health and Safety policies are understood and followed by everyone.
- 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

Strategy

- Liaise with the Board in relation to the development of the charity's strategic vision and be responsible for leading the implementation of it.
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.

Partnership and business development

- Seek out, develop, and nurture beneficial partnerships with supporters, donors, other charities, and all relevant authorities/organisations, including maintaining good working relations with pre-existing partnerships.
- Work towards the achievement of long-term sustainability, developing the charity's business model and maximising income, for example from fundraising, contracts and earned income.

Fundraising

- Ensure the long-term sustainability of Dovetail Enterprises through overseeing the development and successful implementation of fundraising plans to secure adequate funding to deliver our service.
- Ascertain opportunities for developing the charitable activities and revenue of the organisation through, for example, working collaboratively within the employability sector
- Review fundraising activities based on charitable aims and objectives

To carry out any additional duties that may be requested by trustees.

- Be conversant with all aspects of the operation and willing to cover and provide support should the need arise.