

Edinburgh City Mission | Chief Executive Officer Job Description

Edinburgh City Mission (Scottish Charitable Incorporated Organisation, Registration No. SC050644) seeks to see Edinburgh uplifted and transformed through knowing Jesus. We share the Gospel in word and deed, serving those in poverty or disadvantage, and working in partnership with churches, supporters, and community organisations.

Role purpose	The Chief Executive Officer (CEO) provides strategic leadership and operational oversight to ensure the charity fulfils its mission and vision. The role involves leading the delivery of Edinburgh City Mission's vision and strategy, building relationships with external bodies, shaping organisational culture, and supporting staff wellbeing. The CEO models the organisation's values, builds networks, and advocates for transformation beyond frontline ministry. The CEO also holds responsibilities under the Constitution of Edinburgh City Mission SCIO.
Reports to	Edinburgh City Mission Board of Trustees
Direct reports	Director of Operations Director of Outreach
Hours of employment	35 hours a week. (flexible for meetings, events, training and other role requirements).
Occupational requirement	Edinburgh City Mission is committed to sharing the Christian gospel with the people of Edinburgh. The post-holder must be a committed Christian, in line with the Equality Act 2010, and comply with Scottish charities law.
Ways of working	All Edinburgh City Mission employees and volunteers are expected to: <ul style="list-style-type: none">• Actively participate in the life of the Mission;• Maintain professionalism at all times; and• Work in line with the organisation's values.

Key accountabilities

Leadership

- Drive and develop the Mission's vision and strategy.
- Lead the organisation, fostering a positive culture of integrity, excellence, and staff development.
- Steward the Mission's spiritual wellbeing and charitable purpose.
- Lead the senior leadership team to deliver the Mission's overall vision and strategy.
- Establish effective, best practice, management frameworks and policies.
- Communicate decisions and strategies clearly to staff.
- Lead team meetings and away-days.
- Engage regularly with frontline outreach programmes.

Finance and operations

- Be responsible for the management of ECM's finances.
- Oversee accounting records and financial reporting.
- Agree annual budgets with the senior leadership team and the Board.

- Oversee fundraising governance, contracts, and compliance.
- Set annual departmental plans with KPIs and impact targets.
- Oversee Edinburgh City Mission's targets, ensuring effective systems for measuring and reporting impact.

Management

- Provide line management, pastoral care, and performance oversight for direct reports.
- Ensure effective recruitment and HR policies and processes are in place, ensuring transparency and integrity.
- Support line managers across the organisation.
- Manage change effectively following best practice

Governance support and strategy

- Develop vision and values and overall strategy under the direction of the Board of Trustees
- Ensure compliance with charitable governance requirements.
- Monitor and report performance, progress, and risk to the Board, providing timely and accurate information to enable trustees to make informed decisions..
- Support the Board in governance frameworks and strategic planning.
- Support trustee induction, training, and ongoing development to ensure the Board fulfils its legal duties.

Partnerships & Engagement

- Build strong relationships with churches, funders, local authorities, and community partners.
- Foster collaboration and trust based on shared Gospel vision for the city.
- Protect and promote the Mission's reputation.
- Represent the Mission in forums and public engagements.
- Ensure an effective external communications strategy is in place, with delegated responsibility held by the Operations Director.

Legal & Regulatory Compliance

- Ensure Edinburgh City Mission complies with all duties under the Office of the Scottish Charity Regulator (OSCR), including submission of annual returns, accounts, and reports.
- Uphold the SCIO Constitution, ensuring all activities align with it.
- Overall accountability for health and safety and safeguarding policies and systems that maintain a safe environment for staff and the public, and promote continuous improvement.
- Ensure staff understand their legal responsibilities.
- Ensure compliance with statutory and regulatory requirements, and effective monitoring is in place.
- Notify the Board of Trustees and OSCR of any serious incidents, safeguarding concerns, or risks that could affect the charity's reputation or compliance.

- Implement robust risk management across social, legal, financial, and reputational areas.
- Maintain and review the risk register with the Board.
- Conduct due diligence on new ministries with the senior leadership team.

Delegated authority

- Operate within delegated authority limits set by the constitution and the Board, including financial thresholds, contract signing powers, and approval processes.
- Escalate decisions beyond delegated authority to the Board for approval.
- Undertake other duties as required by the Board.

Qualifications / requirements

Essential:

- A committed Christian with a clear understanding of the Gospel and its application in community transformation.
- Proven leadership experience in a charity, faith-based organisation, or similar context.
- Strong strategic thinking and organisational management skills.
- Excellent communication and relationship-building abilities.
- Experience in fundraising and financial oversight.
- Ability to inspire and mobilise volunteers and partners.

Desirable:

- Knowledge of Edinburgh's social and spiritual landscape.
- Experience working with SCIO governance requirements.
- Previous experience in a Chief Executive Officer role or equivalent