

JOB ROLE DEFINITION

JOB TITLE: CHIEF EXECUTIVE OFFICER

RESPONSIBLE TO: CHAIRMAN/BOARD OF DIRECTORS

RESPONSIBLE FOR: A small complement of full time and part time staff in the Headquarters

OVERALL PURPOSE OF JOB:

To ensure all the outputs of the RSPBA, in particular the Major Championships and the educational activities of the pipe band college are delivered each year.

To ensure an effective and efficient management and administration service.

To continually review and improve the range of services provided.

Noting the need for structural changes, the incoming CEO will work closely with the Executive Board to recommend a more effective organisation for this predominantly volunteer charity and a road map for its implementation.

KEY TASKS:

- Develop effective working relationships with the volunteer RSPBA Chairman and Board of Directors, providing them and the Convenors of the committees with advice and administrative support as required.
- Proactively ensure the RSPBA fulfils its obligations to deliver five major championships per year, ensuring effective partnership working with local authorities, event contractors, sponsors and emergency services.
- Oversee operational delivery, ensuring events meet high standards for safety, quality, accessibility and the public and participants' experiences.
- Manage and control a small team of staff, co-ordinating activities and ensuring that objectives are achieved in line with RSPBA Business Plan.
- Maintain, review and continuously improve systems and procedures to deliver a general administration service that deals effectively with all correspondence, band membership, registrations, records and collection of membership fees.
- Ensure full compliance with all statutory, regulatory and constitutional requirements, including charity law, company law, safeguarding legislation, GDPR, health & safety, and financial reporting obligations.
- Communicate effectively and efficiently with individuals, bands, adjudicators and officials, ensuring timely and accurate responses to all enquiries.
- Maintain effective communication with all parts of the world-wide network through liaison with individuals, bands and officials from all affiliated bodies.
- Ensure through use of sound financial management systems and controls that comprehensive financial management accounts and reports are routinely available to the RSPBA Board.
- Oversee the preparation of annual budgets and multi-year financial plans
- Develop and deploy a Human Resources Policy and practise.

- Maintain effective links to qualification awarding bodies in support of the Pipe Band College's education and training programme.
- Ensure effective management, usage, maintenance and security of Headquarters premises.
- Any other tasks to further the interests of the RSPBA as instructed by the Board of Directors

As the RSPBA works with children at major pipe band championships and during summer and winter schools the CEO may be required to act as the Safeguarding Officer. The postholder is therefore required to undertake the necessary vetting checks for the Protecting Vulnerable Groups (PVG) Scheme.