



Information for Applicants

Post of Chief Executive

of the

Free Church of Scotland Central Office

August 2020

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1. Welcome from the Chair

Thank you for your interest in the role of Chief Executive Officer (CEO) of the Free Church of Scotland.

As a Board of Trustees, we are looking for an inspirational CEO who will make an exceptional leadership contribution to the Church at both local and national levels, and support a programme of international mission. This role will not only give you an opportunity to take forward the work of God's Kingdom, but it will also provide an incredible breadth of experience and opportunities for personal growth.

This is an exciting time to consider joining the Church. We are encouraged that the Church has experienced growth and new congregations in recent years, so there's an ambitious plan, coming from hearts of faith, to plant 30 new churches by 2030. The Board of Trustees is therefore developing its strategy and priorities for the next 5-10 years, to see a healthy gospel church for every community in Scotland. The new CEO will be central to shaping and delivering these priorities.

There will be challenges along the way. You will need to enjoy a complex context, have the energy to engage with numerous internal stakeholders, including over 100 local churches, and have a flexible style - such as knowing when to influence rather than direct, when to listen rather than talk.

We are looking for a talented and experienced individual who can meet these challenges head-on, inspire and lead the team in the delivery of our plans and aspirations for God's work through this Church. We are praying that God leads us to the right person to join our team.

If you believe in our Christian ethos, share in our passion and have the drive and enthusiasm to help us deliver our ambition, we would welcome your application.

I will offer shortlisted candidates the opportunity for an informal conversation ahead of the assessment. If, in the meantime, we can be of help in any way as you consider this opportunity, please be in touch with Sharon Fraser, PA to CEO (details on page 8).



Donald Forsyth
Chair
Board of Trustees

2. Background and Organisation

Background

Established in 1843, the Free Church of Scotland is a registered charity focused on the great commission of Matthew 28:18-20. The Church seeks to be a biblical, national Church for Scotland, both by mission through the local Church and by playing a role in the national affairs of the country. Please see <https://freechurch.org/>.

Local church congregations are individually registered charities and part of the Free Church through 'affiliation' to a local Free Church Presbytery and General Assembly. There are over 100 congregations and around 12,000 people in our churches on any given Sunday.

The Church and its congregations pursue mission more widely, including running a programme of residential youth camps for over 300 young people each summer, through to supporting mission partners, and partnering with other gospel-minded organisations e.g. OM, OMF, 20Schemes and Redeemer City to City. For more information, please see <https://generation-mission.org/>.

The Church trains ministers and other people in the wider evangelical community through the degree-awarding Edinburgh Theological Seminary (ETS). ETS has experienced substantial growth in recent years and educates around 50 students on the B.Th. degree programme and approximately 350 students annually across various full time and part-time courses. For more information, please see <https://www.ets.ac.uk/>.

In 2019, the Church recorded income of £5.6m, the majority of which was donations received from congregations towards payment of stipends to local ministers. Overall, in 2019, nearly 80% of expenditure went to mission activity (the vast majority of which was ministry costs and supporting mission partners in the UK and elsewhere), and 15% of expenditure supported the costs of ETS and ministry training.

The Church recorded a small surplus in 2019 and the Board seeks to invest any additional resources in supporting a substantial programme of loans to congregations for the acquisition of manses, churches or renovation costs, and also provides a 'development fund' which supports new mission work as funds permit.

Organisation - Governance

The Church is Presbyterian in governance. The General Assembly, the highest "court" of the Church, meets annually and empowers Boards to oversee its day to day activities and priorities, these include:

- **Board of Trustees:** to manage the affairs and the effective management of the charity including its finances, property and other assets, legal compliance and risk management
- **Mission Board:** to help develop churches, equip people and plant new churches in Scotland and across the world
- **Board of Ministry:** to oversee the training, admission/recognition and ongoing development of Free Church ministers, and
- **ETS Board:** to provide theological education to Free Church ministry students, and other students seeking biblical and reformed education.

The Board of Trustees (12 members) is made up of elders and ministers elected from across the Church who act in a non-executive Board capacity. With responsibility for oversight of strategy, governance, finance and risk across the Church, the Board plays a key role in the stewardship of resources, and supporting and facilitating the work of other Boards.

Frequent interaction with other Boards is central to the role of Chief Executive, seeking a coherence of policy, direction, and strategy across the Church.

The Board of Trustees is empowered to take all appropriate action to protect the Church’s financial position, and to manage any legal or governance risk in relation to the Church’s affairs. (In these respects, the Board has the right to override the authority of other committees and boards.)

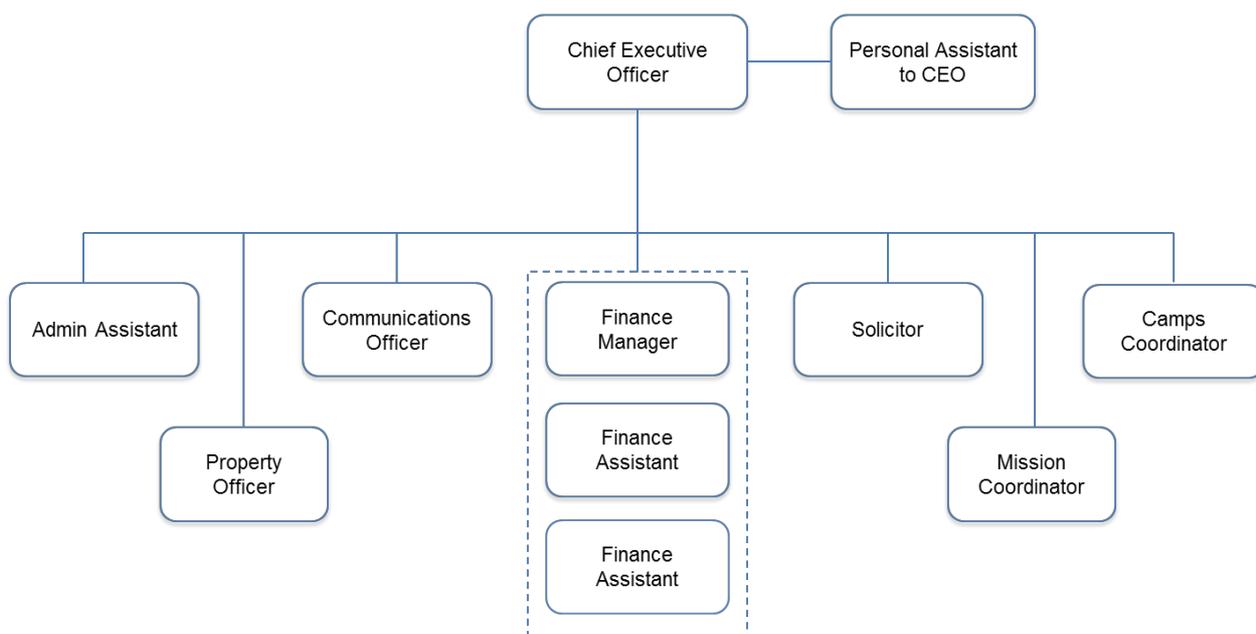
Organisation - Central Office

Responsibility for the management of the day to day affairs of the Church, and supporting mission, through helping congregations, mission work or theological education, is at the heart of the work of the small Central Office team.

Senior staff members in the areas of finance, legal compliance and communications support the central Church and congregations, through policy or advice notes and telephone or email support. The team has frequent interaction with ministers, treasurers and other staff/members/volunteers of congregations across the country.

We also assist congregations with services including gift aid processing, pensions, payroll and legal transactions. Around 320 people receive monthly stipend, wage or pension processed through the Central Office.

In addition to congregational support the team oversees the central communications of the Church including website and social media, and oversees the running of properties in Edinburgh (Mound Building and a small residential portfolio).



The Mission Coordinator and Camps Coordinator have lines of accountability to the Mission Board for the content of their work.

3. The Role

Role Description

Job Title:	Chief Executive Officer (Free Church of Scotland Central Office)
Accountable to:	Chair of the Board of Trustees
Salary:	Circa £55,000 per annum
Location:	Free Church Offices, 15 North Bank Street, Edinburgh EH1 2LS

JOB PURPOSE

The Chief Executive will:

- inspire, develop and ensure the effective performance of the Central Office team, setting a tone and establishing a culture so people can give their best, thus ensuring effective planning, communication, resource management, risk management and governance
- lead the development and implementation of the overarching strategic and operational plan for the Free Church of Scotland, under the direction of the Board of Trustees
- promote proactive and innovative communication within the Church, build positive external relations and influence at a national level on legislative and policy changes
- support the Board of Trustees discharge its duties, as set out in Scottish charity legislation, ensuring effective management of risks and supporting the effective working between the key parts of the Free Church of Scotland, and
- ensure the effective use of resources, in implementing strategy and plans, accounting to the Board, key corporate bodies within the Free Church of Scotland and stakeholders, including regulators.

KEY RESPONSIBILITIES

Leadership and Management

1. Provide leadership to the charity, ensuring the effective delivery of all functions within the strategic and accountability frameworks established by the Board of Trustees.
2. Develop the culture and values of the Free Church of Scotland, modelling and encouraging a Christian ethos and an attitude of care, trust, integrity and respect amongst all.
3. Be an inspirational leader, not only to staff but also to local church Ministers and volunteers across the Free Church of Scotland, so that the charity consistently achieves excellence, and invites innovation and change.
4. Lead, develop and manage the Central Office team, giving clear direction and enabling everyone to give of their best, so that the team builds credibility and serves the needs of local churches everywhere and other parts of the Free Church of Scotland effectively.
5. Lead key strategic projects, ensuring risks are managed effectively and opportunities maximised.

Strategic and Operational Planning

1. Ensure the Board of Trustees is kept up to date with legislative and other external changes which could impact the work of the charity.
2. With the Board of Trustees, develop the charity's vision and values, strategic plan and operational plan, engaging with key stakeholders within the Free Church of Scotland.
3. Working with stakeholders to promote good planning, implement and embed the strategic goals, objectives and financial plans, to meet both the short term and long term aspirations of the charity.
4. Monitor and evaluate delivery, supported by management information, reporting to the Board of Trustees, offering agile solutions to adapt plans as necessary.

Communication and Relationships

1. Act as a positive ambassador for the charity, both across the Free Church of Scotland and with all external contacts and stakeholders.
2. Represent the Free Church of Scotland on the Scottish Churches' Committee, ensuring effective influence at a national and political level on key legislative and policy changes.
3. Develop and maintain strong, effective networks both personally and between Central Office and the key parts of the Free Church of Scotland (such as the General Assembly, Missions Board, Board of Ministry, Edinburgh Theological Seminary and local churches) to build coherence and alignment.
4. Ensure proactive communication with key internal stakeholders - across a range of channels, supported by information technology - is engaging, timely and appropriate, bringing clarity to decision-making processes across the Free Church of Scotland.
5. Build strong and positive relations with external stakeholders to develop mutual understanding and enhance the reputation and profile of the Free Church of Scotland.
6. Ensure the charity's achievements and positive impacts are presented consistently to all stakeholders, bringing honest and constructive narrative when things go wrong.

Governance and Control

1. Support the Board of Trustees and its Sub-Committees to ensure the charity is an exemplar in all aspects of legal and financial compliance, operating to best practice, including publication of the Annual Report and Management Accounts.
2. Working with the Chair, ensure systems and structures are in place for the Board of Trustees to fulfil its statutory responsibilities and exercise effective control over the charity's activities, including effective induction for new Trustees and Advisors.
3. Ensure there is an effective risk management strategy and framework for the charity, to support operational planning and robust financial and strategic management.
4. Ensure effective policies and procedures are agreed and implemented to the highest standards to ensure legal compliance across the operation of the charity - this includes, but is not limited to, health and safety, employment law, equal opportunities, protecting vulnerable groups, safeguarding, data protection, procurement and financial controls.

5. Give clear, timely policy and procedural guidance to local churches on changes to legal requirements, seeking the support of the General Assembly for significant changes as necessary.
6. Take overall responsibility for achieving, monitoring and reporting on Central Office performance to the Board of Trustees, taking appropriate action as required.

Finance and Pensions

1. Ensure full and robust financial planning to support operational and strategic requirements and advance the Church's purposes.
2. Take full responsibility for income, expenditure, cash flow and management accounts, accounting to the Board of Trustees for the financial position of the charity, ensuring careful implementation of the reserves policy.
3. Sustain the charity financially, identifying and diversifying income streams to support this.
4. Ensure professional advice is available to support the Board of Trustees' Investments Committee discharge its responsibilities effectively.
5. Manage the capital loans scheme to local churches and ensure the effective management of central property and other assets.
6. Manage the payroll service for staff across the whole of the Free Church of Scotland, ensuring accuracy and timeliness.
7. Engage with external auditors in relation to the annual statement of accounts and audits of processes and procedures, implementing actions agreed with the Board of Trustees.
8. Act as Company Secretary to the (closed) final salary pension scheme and as Administrator to the (open) defined contribution pension scheme, ensuring clear and timeous communication between Trustees, Investment managers, Actuaries and members of the schemes, and the effective governance of the schemes.

Other Duties

1. Any other duties, as reasonably required by the Chair and Board of Trustees, commensurate with the level of the post.

4. The Person

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Personal Development		
Hold a degree, in any subject (although significant, relevant experience may compensate)	✓	
Business management or financial qualification		✓
Show personal commitment to own personal development	✓	
Leadership and Management		
Significant senior management experience	✓	
Through personal faith, committed to modelling Christian-based values and supporting the ethos of the Free Church of Scotland	✓	
Positive, passionate and committed to the work - a self-starter	✓	
Effective leadership and management of people and teams, generating loyalty and trust	✓	
Effective leadership and management skills when dealing with difficult, complex issues and decisions	✓	
Drive and motivation to take initiative and improve services	✓	
Significant senior management experience in a charity or not for profit organisation		✓
Strategic and Operational Planning		
Create and implement strategic and operational plans, building effective partnerships	✓	
Successful development and delivery of capital and non-capital projects		✓
Knowledge of the Scottish Church environment and of reformed Presbyterianism		✓
Knowledge of charity legislation in Scotland and the requirements of OSCR		✓
Communication and Relationships		
Excellent communication and influencing skills, internally and externally, including ICT and use of social media	✓	
Managing complexity across multiple internal stakeholders	✓	
Representing an organisation at a senior level with external stakeholders	✓	
Engaging, relational and confident style	✓	
Show resilience, remaining calm, diplomatic and focused	✓	
Governance and Control		
Experience of working closely with Boards, advising and guiding sound decision-making	✓	
Risk strategy and management experience, ideally in a charitable/not-for-profit setting	✓	
Recognise and support the governance requirements of the charity	✓	
Strong organisational skills, with an ability to prioritise and give focus	✓	
Knowledge of good practice in policy development and implementation	✓	
Show insight, personal discipline, and courage to make changes	✓	
Finance and Pensions		
Financial planning, management and reporting	✓	
Experience of finding sustainable financial solutions	✓	
Investment portfolio management		✓

5. Key Terms and Conditions

- HOURS:** The normal working week is **35 hours**, to be worked flexibly as required (including some evening and weekend work).
- SALARY:** Circa **£55,000**, depending on skills and experience, with cost of living awards considered on an annual basis.
- LEAVE:** **25 days annual leave** plus **10 days public holiday** (Employees need to reserve up to 3 days' annual leave to cover the office closure over the Christmas and New Year period.)
- PENSION:** There is a defined contribution pension scheme (currently operated by Standard Life) into which there is an employer contribution of 10% of gross salary. Additional employee contributions can be made as desired.
- SICKNESS:** Subject to a qualifying period, sickness leave is up to three months' full pay followed by up to three months' half-pay.
- LOCATION:** The role holder should live within relatively easy access of Edinburgh. A relocation package of up to £8,000 may be available, in line with the provisions of HMRC's relocation qualifying costs.
- TRAVEL:** Occasional travel throughout Scotland will be essential, so a car driver with a full driving licence will be required.

6. How to Apply and Key Selection Dates

APPLICATION: To apply, please submit the application form provided together with a brief covering letter setting out why you are interested in this role. The application form is available at: <https://freechurch.org/news/vacancy-chief-executive-officer>

CLOSING DATE: Please submit your application form and covering letter by e-mail **no later than 12 noon on Wednesday 26 August 2020** to Sharon Fraser (sharon@freechurch.org), PA to the Chief Executive Officer. **Only applications using the application form will be considered.** All applications will be acknowledged as soon as possible thereafter. If you have any difficulties with an e-mail submission, please contact the Free Church of Scotland Central Office on 07591 172074.

SHORTLISTING: This will take place on **Wednesday 2 September 2020**. All applications will be assessed on the basis of the person specification detailed above. Successful candidates will be notified as soon as possible thereafter and offered an opportunity to speak informally by telephone with the Chair to discuss any queries you have, ahead of the interview process.

ASSESSMENT: Assessment will take place on **Wednesday 16 September 2020** at the Free Church of Scotland Offices, 15 North Bank Street, The Mound, Edinburgh EH1 2LS. As a contingency, online assessment will be available if circumstances require this. Reasonable travel, out of pocket and accommodation expenses will be reimbursed to candidates attending assessment at The Free Church of Scotland Offices.

This post is subject to an Occupational Requirement that the post holder is a committed, active Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Thank you for your interest in this role, and the time and effort you put into any application. We appreciate this very much.