



Lothian Community Transport Services

Chief Executive Officer

Your opportunity

Lothian Community Transport Services (*LCTS*) is an independent charity that has operating bases in Edinburgh and Midlothian.

LCTS is at a significant point in its journey and is looking for a CEO to lead the organisation forward into a sustainable future building on its proud legacy. Central to this is to develop a long-term strategy and the ability to develop business growth opportunities that will maximise the capability of LCTS' people, its vehicle fleet and vision.

We are passionate about enabling isolated people to lead a fuller life and have been providing safe high-quality accessible transport for groups in Edinburgh and Midlothian for many years. In addition, we provide scheduled community bus services in remote parts of Midlothian.

We have an enviable reputation throughout Scotland and beyond for providing premium driver training through our wholly owned subsidiary, Transport Training Skills (UK) Ltd.

Our advice and information service is valued by many charities and others operating their own vehicles.

Embracing change has always been part of our ethos, and we have recently identified a new opportunity to deliver on our commitment to improving marginalised people's access to transport.

Would you like the opportunity to lead our committed team of staff and volunteers, backed by a supportive Board of Trustees?

As our CEO, you will:

Provide clear leadership and motivation to a well-established team of colleagues and volunteers to ensure the aims of LCTS are met and its well-established credentials are maintained. You will be responsible for the statutory administration and financial management of both legal entities.

The post holder will be expected to work closely with the Board to support them in developing a long-term strategy, set budgets and formulate business plans as well as to advise and guide them in their legal and regulatory compliance plus other obligations.

Key to the role is that of ambassador for LCTS, providing the public face for campaigns and building relationships with local and national stakeholders to include politicians, funders, the media, voluntary sector, and business.

Simultaneously you will manage the business to ensure ongoing high-level performance of day to day operations.

Conditions of Service - Chief Executive Officer

Responsible to:

The Chair and Board.

Salary:

Starting salary: circa £40,000 per year depending on skills and experience. LCTS offers a pension contribution for all employees up to 5% paid into any legal pension fund provided this is matched by employee.

Hours:

35 hours per week. Many of our staff work flexibly in many ways, including part-time. Please talk to us at interview about the flexibility you need.

Holidays:

28 days Annual Leave, plus 7 days statutory holidays

The successful applicant, by start of employment, must have the right to live and work in the U.K.

LCTS is an equal opportunities employer and is determined to ensure that no applicant is discriminated against on the grounds of gender, gender reassignment, sexual orientation, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

LCTS is happy to consider any reasonable adjustments or support you may need throughout the selection process.

Please email recruitment@lcts.org.uk for an application pack.

Closing Date: **Monday 1st November**

Interviews: **Thursday 11th November**

- The CEO has the role of Company Secretary to LCTS and is also the CEO of its trading subsidiary, Transport Training Skills Limited.
- Report to the Chair and the board to provide high level governance and strategic advice.
- Ensure the fulfilment of LCTS stated aims and objectives.
- Stewardship of all business functions including HR & People Leadership, Reporting & Compliance, Business Systems and Risk.
- Ensure that the organisation operates within the annual budget and delivers the organisation's business plan and, if necessary, help the organisation identify funding opportunities and to identify potential opportunities for income generation.
- Establish and main relationships with key stakeholders and funding partners to ensure LCTS and its trading company are providing the appropriate range and quality of services.
- Direct oversight of all commercial aspects of contracts and assets under LCTS management.
- Recruit, supervise and work with the team to set goals and targets, to inspire and motivate them to meet them and to maintain the culture of LCTS.
- Lead the organisation in advocacy, sector development, networking, and promotion of community transport.
- Participate in, and work with the more extensive CT networks.
- Fulfil the role of Company Secretary at Board meetings and ensure compliance with company law.
- Undertake any other duties as reasonably required.

Your professional experience

Essential Requirements:

- Tertiary level education with a preference for qualifications in a Business, Management, Finance, a related discipline, or equivalent experience.
- Demonstrated operational and leadership experience as a CEO or senior executive ideally in managing a not for profit organisation.
- Demonstrated experience of governance and working effectively with a board.
- Demonstrated high level competence in the development and implementation of organisational policy.
- Comprehensive experience in working within and co-ordinating a flexible, multi-skilled team and environment with advanced interpersonal, communications and client service skills.

In addition:

- Demonstrated experience in the comprehensive assessment, planning, provision, and evaluation of community transport services is desirable.
- A knowledge of the community transport sector, including funding and policy protocols, accreditation, standards, and processes is desirable.
- A knowledge /understanding of aged care /disability service delivery would be desirable.
- Clean driver's licence

Your application should include the following:

- A personal statement that explains your motivation for applying for the role and demonstrates how you meet all of the essential requirements and any of the desirable points set out in the Job Description. The statement should convey your leadership and management style.
- An up to date, detailed CV including all relevant employment history and key achievements in your most recent role(s). Please also ensure your CV has your email address, phone number and the names and contact details of two people who can provide references, one of whom should be your most recent employer. We will only request references once we have chosen an applicant we wish to appoint.
- A completed Equal Opportunities Form.

Interview

Interviews will be held on **Thursday 11th November 2021**. Successful applicants will be offered the choice of being interviewed in person at LCTS' Head Office at 200, Sir Harry Lauder Road, Edinburgh EH15 2QA or virtually, by Zoom/Teams.

Successful applicants will be provided with a Candidate Briefing Pack prior to interview.



What we are about - our core values

We seek to:

- Be rooted in our communities
- Improve the lives of those using our services
- Be trusted and respected by the people we serve.

We aim to:

- Work as a team
- Be reliable and flexible
- Do everything to as high a standard as possible.

We strive to be:

- A centre of excellence
- Pioneering & innovative
- Passionate and committed in what we do.



Lothian Community
Transport Services

LCTS wants to meet the aims and commitments set out in its equality policy.

This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form to recruitment@lcts.org.uk

Gender Man Woman Intersex Non-binary Prefer not to say If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual

Prefer not to say If you prefer to use your own term, please specify here

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say