

JOB DESCRIPTION

Job Title:

CHIEF EXECUTIVE - SCOTTISH NATIONAL PARTY

Job Purpose:

The Chief Executive is responsible for leading on the delivery of strategic objectives as agreed annually. The Chief Executive will report to the National Executive Committee on the delivery of party priorities, and will facilitate the successful and efficient operation of SNP Headquarters functions, driving change in order to ensure effective and transparent operations. The Chief Executive will oversee, and report to NEC on, financial, campaigning, and organisational priorities.

Line Management:

Responsible to - National Executive Committee and Business Convener

Responsible for - Headquarters staff team

Key Tasks:

Leadership and Change Management

Deliver on the strategic vision of the party, working closely with others to ensure the continued campaign and electoral success of the SNP.

Report on a monthly basis to the National Executive Committee on progress in relation to strategic, operational, financial, and campaigning priorities.

Lead on the delivery of internal change, driving forward progress to support good governance and transparency, and ensure operational sustainability.

Provide sound leadership and clear direction for the SNP Headquarters staff team.

Lead on the formulation, delivery, and evaluation of business and operational plans, working with the staff team and NEC.

Resources

Financial

Develop and drive strategies to ensure robust and transparent financial planning and reporting structures.

Maintain open and effective communications with Senior Office Bearers, including supporting and facilitating regular reporting of financial updates.

Oversee and develop robust risk management and compliance monitoring processes.

Oversee and deliver clear income and fundraising strategies.

Ensure delivery and operation of clear and effective reporting structures.

People

Lead Headquarters staff, fostering and embedding an open people-centred culture, and enabling staff to perform to their full potential.

Maintain open and effective communications with Senior Office Bearers. Foster a culture of clear communications throughout the party structure and with members.

Proactively support the further development of strong relationships and clear communications with affiliates, branches, and members.

Campaigning & Communication

Plan and execute political campaigning in line with strategies set out for the independence campaign and each electoral contest.

Effectively manage campaign resources to support maximum electoral success across Scotland.

Facilitate the timely and effective delivery of Annual National Conference, and other party events, to ensure strong internal democracy.

Work with Office Bearers, NEC, parliamentary and council groups and members at all levels to drive progress on securing independence.