

**Recruitment Pack**

**Chief Executive Officer**

**March 2018**

*“The only kind of dignity which is genuine, is that which is not diminished by the indifference of others.”*

Dag Hammarskjold

**CONTENTS**

About us 3

History 3

Job Description 4

Person Specification 6

Terms and conditions 8

Disclosure information 9

The application process and key dates 10

**ABOUT US**

In South Ayrshire, there are more than 2500 people diagnosed with dementia.

South Ayrshire Dementia Support Association (SADSA) is a charitable organisation providing specialised day care for those diagnosed with dementia, seven days each week.

We strive to continuously provide quality care, in a friendly environment, getting to know our clients and appreciate their needs and likes – including dietary requirements and we also support indoor and outdoor activities for fun and stimulation.

SADSA also provides support for our clients’ carers and families, through carers’ meetings, through information sharing and through making time to share concerns and fears about loved ones.

SADSA Day Care facilities allow our clients to be themselves, and to share in activities, meals and fun while carers can continue to earn income, pursue their education or, simply gain time for themselves, knowing that their loved one is in a safe, caring and stimulating environment.

Our Charity works in support of clients referred to us by the local authority and in direct response to requests for care by private individuals and their families.

**Sector Experience**

The provision of individually tailored, quality service is what matters to us at SADSA.

Every one of our clients is unique and we understand that a new or different environment can be difficult for all involved. We are delighted to invite clients and carers/families to share afternoon tea with us, chat about our service and support important decisions about day care to be made in comfort and without stress.

We work with each client and their loved ones to create personalised care plans, from habits to the important personal preferences, to ensure the best care possible.

This is important too to each member of our team, offering 3:1 care ratio and you can trust that we treat everyone with the upmost dignity and respect, offering individual care and active stimulation.

SADSA provides expert services in two day care centres located in Ayr and Prestwick under the management of the Day Centres Manager who is also a trained Nurse. Our friendly environment offers clients, carers and families peace of mind and reassuring support in safe and relaxing surroundings.

Family and loved ones are vital when it comes to creating a pleasant experience in our day centres and are very welcome to enjoy regular events and activities organised throughout the year.

**JOB DESCRIPTION**

CHIEF EXECUTIVE JOB PROFILE

|  |  |
| --- | --- |
| **Role:** | **Chief Executive Officer** |
| **Reports to:** | **The Board of Trustees** |
| **Salary:** | **Circa £35,000**  |
| **Hours:** | **Full time. However, the Company will consider applications to work flexibly.** |
| **Annual leave:** | **25 days plus public holidays** |

|  |
| --- |
| **Principal Aim:** |
| To work with the Chair to ensure that the Board formulates and regularly reviews the charity’s vision, mission and strategic plans. To deliver, through appropriate plans and in accordance with agreed policies and protocols, the vision, mission and objectives of SCC/CTN. To ensure that the charity is well administered and meets its governance responsibilities and to enhance the charity’s impact and profile locally, regionally and nationally. |

|  |
| --- |
| **What you will do:** |
| The following gives an indication of the duties and responsibilities that the post may involve. The exact nature of these duties and responsibilities will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required. |
| 1 | **Leading and managing the Organisation;*** Work with the Board to ensure that a long-term strategy is in place, which can guide the Organisation in achieving its objectives and meets the needs of a small charity with big ambitions.
* Lead the implementation of the strategy, including reviewing progress against the plan and setting appropriate targets.
* Develop operating policies to ensure programmes and activities are implemented effectively.
* Ensure the organisation remains responsive to the needs of small charities and trustees and can demonstrate the value of the services provided and the impact of its work.
* Have responsibility for day-to-day financial management of the charity, including preparation of budgets for agreement by the Trustees and ensuring that income is maintained and expenditure is controlled in line with budgets and that potential risks are identified and managed.
* Define and secure the resources (human, material and financial) needed to operate effectively.
* Lead, manage and support the staff team to maximise their personal contributions.
* Ensure that the charity has the appropriate policies, procedures, systems and processes in place and that they are being implemented.
* Identify risks to the organisation and ensure appropriate strategies are in place to manage those risks.
 |
| 2 | **Promotion of the Charity;*** Maintain effective networks with principle supporters and stakeholders.
* Seek opportunities to expand and promote the role of the charity.
* Ensure the charity is presented in an appropriate and professional manner to stakeholders.
* Represent the charity in public forums such as speaking at conferences; attending sector policy forums; producing written material for the charity’s own publications/promotional material as well as any appropriate external channels such as trade press etc.
* Maintain effective relationships and networks with principal supporters, partners and stakeholders.
* Maintaining and developing relationships with relevant Local Government departments and regulators and with other significant decision-makers.
* Represent the charity in the press and public appearances when required.
 |
| 3 | **Working with the Board;*** Ensure appropriate presentation and reporting on the progress of the organisation and on all matters relevant to the discharge of SADSA’s responsibilities.
* As agreed with the Chair, develop policy proposals for Board discussion and decision.
* Provide in a timely and appropriate manner information that will assist the Board in carrying out its responsibilities.
* Support the Chair in ensuring the continued engagement/involvement of all members of the Board.
* Lead the development of systems for reviewing the composition and performance of the Board and its Committees.
* Ensure an annual calendar of meetings of the Board and its principal subcommittees.
 |

**PERSON SPECIFICATION**

PERSON SPECIFICATION

|  |  |  |
| --- | --- | --- |
| **Key Areas** | **Essential** | **Desirable** |
| Education & Qualifications | Education standard to at least A level or equivalent | Degree or further education qualification or equivalent.Possible qualification linked to the voluntary sector |
| Technical SkillsTraining | High level of financial literacy (able to read and interpret charity accounts) but does not need to be a qualified accountant.Ability to develop appropriate partnerships and diversification to secure growth Project management knowledge and skills. Good communication skills; able to articulate and present ideas in clear coherent way both oral and written. Business development skills – ability to promote SADSA services. Good computer skills  | Evidence of continual learning/professionalDevelopmentEvidence of published written work such as reports/articles etc |
| Experienceknowledge | Experience in policy development, research and advocacy and a critical understanding of the Dementia and public health policy environment.Knowledge of voluntary sector in terms of high level policy decisions, structures and influences through government, NGOs small charities and local community organisations.Experience of developing and delivering innovative new products, services or initiatives. Proven work record demonstrating high level of responsibility. Good financial management skills – evidence of leading and managing a budget. Evidence of managing and motivating staffMinimum 5-10 years working experience.At least 3 years working with the voluntary sector. | Have worked with or alongside a small charity. Experience of being a trustee |
| QualitiesStrengthsSkills | Credibility and an ability to build relationships and influence high-level contacts with the sector. Experience of working with Boards of Trustees. Ability to manage income budget whilst meeting goals for the organisation and within cost constraints. High level organisational delivery skills |  |
| AttitudeApproach | To be positive, proactive and to work as a team member of SADSATo show flexibility and example as part of the professional management team. Demonstrable willingness to be hands on when necessary. Proven skills at delegating appropriately  |  |
| Other | Flexibility and a willingness to work evenings from time to time. |  |

**TERMS AND CONDITIONS**

CHIEF EXECUTIVE OFFICER

SUMMARY OF TERMS AND CONDITIONS OF SERVICE

* You will report directly to the Board.
* Hours per week: It is anticipated that this role would be full time (35 hours a week) however flexible working patterns will be considered and a flexi-time system is in operation.
* On occasion you may be asked to work evenings or weekends.
* Salary: Circa £35,000 pro rata.
* Your salary will be paid monthly on the 24th of each month.
* SADSA operate an enhanced sick pay scheme.
* Your normal place of work will be 2 Eglington Terrace, Ayr, KA7 1JJ. You may from time to time be required to work at other locations as SADSA reasonably requires.
* Holidays: the holiday year operates from 1st April to 31st March. Your basic annual leave entitlement is 30 days, rising to 35 days after 5 years service. This will be pro-rated for part time staff.
* Probation: there will be a probationary period of 6 months.
* Pension: SADSA operate a pension scheme for all employees which complies with the government legislation for auto enrolment. You will be automatically enrolled subject to qualification into the pension scheme.
* You will be required to undergo a PVG check as part of the recruitment process.

**DISCLOSURE INFORMATION**

MEMBERSHIP TO THE PROTECTING VULNERABLE GROUPS SCHEME

The post that you are applying for involves a high degree of contact with vulnerable adults and/or children. If you are successfully appointed to the post you will be required to complete the application form to join the Protecting of Vulnerable Groups (PVG) Scheme.

The PVG Scheme is managed and delivered by Disclosure Scotland which, as an executive agency of Scottish Government, will take on additional responsibilities. This will include taking decisions, on behalf of Scottish Ministers, about who should be barred from working with vulnerable groups.

Once you have joined the PVG Scheme your membership records will be automatically updated and if any new vetting information arises this can be accessed by the employer by asking for a Scheme Record Update.

This Scheme has been introduced to help employers in the recruitment process to ensure that the people SADSA support are not put at risk.

You will be asked to complete the PVG Scheme Application Form and bring along to interview. If you are successful at interview the PVG Application Form will be sent to Disclosure Scotland for processing.

If you have any queries about this process, please contact Katy Marshall at Law At Work (contact details below).

You can also find out more information about this Scheme on the Disclosure Scotland website: [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

**THE APPLICATION PROCESS AND KEY DATES**

Please forward your completed application form by post or email to:

**POST**

Ms Katy Marshall

Senior HR Consultant

Law At Work

Kintyre House

205 West George Street

Glasgow

G2 2LW

**EMAIL AND TELEPHONE**

hr@lawatwork.co.uk

0141 271 5555

**KEY DATES**

The closing date for applications is **noon on 19 March 2018**. Applications will be assessed against the person specification for the role.

Interviews will take place on one of the following dates:

**28th, 29th of March or 5th of April 2018**

**ANY QUESTIONS OR REQUIRE ADJUSTMENTS?**

If you have any questions about the role or application process, or if you have a disability and require any adjustments to our recruitment procedures, please contact Katy Marshall on the contact details above.