

Job Description	<h2>Chief Executive</h2>
About the role	<p>SDSS champions local Independent Support organisations who provide quality advice and support on Self-directed Support. We campaign for true SDS implementation when it comes to social care delivery throughout Scotland. We have a rapidly growing membership of independent and disabled people’s organisations and aim to support their growth and widen their influence and value in improving social care outcomes for disabled people and social care users.</p> <p>Our focus in recruitment is to find the <i>right people</i> first, and look at how the team can be built around the skills and experience of those who have passion and connection to user lead organisations, issues in social care or the liberating ethos of the social model of disability.</p> <p>Our new Chief Executive will understand where, when and how best to influence social care reform processes such that independent and local organisations are at the heart of dialogue and support provision in every Local Authority. Providing inspiration for our members, and drive in leadership and in management, they will ensure SDSS is always positioned to listen and learn but crucially to deliver by implementing projects that continue to improve quality, confidence and maturity of our membership and their value to their stakeholders.</p> <p>Applicants are encouraged to say how the role could be adapted to meet their skills and needs.</p>
Benefits & Outline Terms	<p>£32,500 - £35,500 pro rata</p> <p>21 – 28 hours (pro rata based on 35 hrs FT)</p> <p>Seven weeks annual leave including public holidays</p> <p>Contributory pension scheme, 6% employer contribution</p> <p>Occasional weekend and evening work may be required.</p> <p>Fixed term to 30th September 2021 with a view to establishing the post subject to next funding cycle and strategic aims.</p> <p>SDSS is an equal opportunities employer and applications from disabled people are particularly welcome.</p>



Location	Edinburgh – occasional overnight national travel
Reports to	SDSS Trustees/ Management Committee Chair
Reports	3 direct reports: Membership Development Executive, Communication & Policy Manager, Operations Manager
Responsible for	<ul style="list-style-type: none"> • Policy & Public Affairs • Media & Comms • Internal Comms & Engagement • Development & Management
Job Purpose	<p>Oversee the delivery of core SDSS and project work and effective management of staff and organisational development.</p> <p>Advise the Trustees and lead SDSS on issues of social care reform, local and national government influencing and campaigning and SDSS membership development.</p> <p>Work closely with the SDSS Chair, Trustees, membership and staff team in the formulation of strategies and objectives.</p> <p>Provide direction & leadership in achievement of strategy and commitment to SDSS values.</p> <p>Lead a strategic, integrated and proactive approach to all policy and communications activities.</p>
Key Targets	<p>Governance, Strategy and Planning</p> <p>Ensure SDSS is compliant with the constitutional obligations (as defined in the governing documents), charity law, company law and any other relevant legislation or regulations.</p> <p>Convene Management Committee meetings and ensure Trustees receive appropriate and timely information and advice on all matters relevant to the discharge of their responsibilities.</p> <p>As appropriate, advise and support the Board of Trustees in its development and on future governance issues.</p> <p>Internal and External Relationships</p> <p>Be a powerful advocate for the objectives of SDSS within the field of disability, the local authorities, and on behalf of member organisations.</p>



Maintain effective networks and foster good communications with all principal supporters, stakeholders and the other organisations within the disability field where appropriate.

Ensure that SDSS maintains a close relationship with local authorities, NHS and other relevant agencies to develop partnerships and that will have maximum, positive impact on issues relating to SDS.

Ensure that SDSS interests are represented at key stages of policy and legislative development by, for example:

- Analysing policy documents
- Developing co-ordinated responses across the SDSS membership to Scottish Government (and other) consultations.

Promote and package SDSS services for potential sale to stakeholders.

Management and Leadership

Lead the staff team of approx. 5 to ensure that SDSS meets objectives and outcomes set out in the implementation plan.

Provide inspirational leadership, motivation and development opportunity to all employees with regular communication and feedback discussions.

Ensure that the organisation has the necessary resources (human, material and financial) to operate as effectively as possible.

Review and appraise the work performance of staff reporting directly.

Development and Projects

Oversee SDSS funding strategy and resourcing of funds.

Oversee project implementation.

Financial management

Ensure that SDSS, core turnover approximately £200K, meets its financial objectives, complies with current financial and other regulations and remains financially viable.

Keep the Chair and Management Committee advised of relevant financial issues, risks and changes in legislation that will have an impact on SDSS and self-directed support in general.



Experience	Essential/ Desirable	Assessment
<p>Key Indicator</p> <p>A high degree of political and Scottish public policy awareness, including adult social care reform.</p>	E	Application/ Interview
Experience of working with decision makers to effect change.	E	Application/ Interview
Experience of multi-agency and partnership working with senior level staff in the public and voluntary sectors.	E	Application/ Interview
A strong team leader and motivator, experienced within a performance management framework and HR processes	E	Application/ Interview
Experience of managing budgets, and successfully achieving financial targets and objectives.	E	Application/ Interview/ Assessment
Experience of successfully leading and supporting a multi-disciplinary team and improving team performance.	E	Application/ Interview/ Assessment
Policy work experience, for example drafting consultation responses.	E	Application/ Interview
A proven track record of success in a policy and communications management role within an organisation or project of comparable scope and complexity.	D	Application/ Interview
Experience in generating organisational and project funding	D	Application/ Interview
Experience of developing and evaluating new projects	D	Application/ Interview
Experience in developing communication strategies.	D	Application/ Interview
Experience of liaising with media and issuing press releases.	D	Application/ Interview



Event planning and coordination experience.	D	Application/ Interview
Personal experience of disability.	D	Application/ Interview
Personal experience of, or work-related experience in, a user-led organisation	D	Application/ Interview

Knowledge, abilities and skills Key Indicator	Essential/ Desirable	Assessment
Able to demonstrate and articulate a clear understanding of diversity, equality or inclusion issues and the implications for service planning and delivery.	E	Application/ Interview
A sound knowledge of social welfare policies impacting on disabled people and their families.	E	Application/ Interview
Knowledge of voluntary organisation legal and financial requirements (e.g. OSCR, Company House etc.)	E	Application/ Interview
An excellent standard of written, listening and oral communication skills, including report writing and presentation skills, for a diverse range of situations and settings.	E	Application/ Interview
Good understanding and application of HR processes	E	Application/ Interview/ Assessment
Educated to graduate level or equivalent professional qualification, or experience in relevant specialism with clear evidence of continuing professional and personal development.	E	Application
Knowledge and understanding of the Independent Living Movement and the Social Model of Disability.	E	Application/ Interview
Knowledge of funding opportunities & funder priorities in relation to a membership organisation.	D	Application/ Interview



<h2>Notes for applicants</h2>	
Please use Job Reference:	CE20-1
Applications are made online at	https://sdsscotland.formtitan.com/JA20v1
Closing date for applications	12PM July 27, 2020
Expected dates for interviews	August 5 and 6
For more information about SDSS see	https://www.sdsscotland.org.uk/
Contact for questions or an informal chat	Florence Garabedian Chair florence@lothiancil.org.uk 07530 590 185
Applications from disabled people are particularly welcome. We will support you through the recruitment process with any reasonable adjustments required in accordance with the Equality Act.	Any access issues please call 0131 475 2626

