

## **The Scottish Cot Death Trust**

**Job title:** Executive Director

### **Main purpose of the job**

As Executive Director of the Scottish Cot Death Trust the postholder is responsible for achieving the Trust's aims and objectives as agreed with the Board of Trustees . The postholder will provide leadership to the staff team and will be responsible for managing the financial and legal obligations of the Trust.

### **Position in the organisation**

Reports directly to the Chairman and Board of Trustees

### **Scope of Job**

- Responsible for developing and implementing the Trust's strategies as authorised by the board
- Work with the board to ensure the Trust is contributing effectively to issues relating to cot death within Scotland, the UK and internationally
- Responsible for managing the Trust's research programme
- Responsible for setting and delivering on annual budgets and targets
- Lead in devising a fundraising strategy and developing fundraising opportunities including obtaining and administering grants, engaging sponsors and implementing other business opportunities agreed with the board.
- Ensure the delivery of the Trust's support services to bereaved families
- Responsible for ensuring the delivery of education to the public and professionals.
- Responsible for developing the Trust's relationships with key external stakeholders including inter alia Scottish government, MSP's , academics and other voluntary organisations.
- Promote the Trust's activities nationally and internationally including attending conferences and meetings where necessary.
- Ensure the Trust fulfils all compliance requirements for legal duties eg OSCR
- Conduct official correspondence and prepare and revise Trust publications including regular newsletter
- Plan and administer seminars, conferences and scientific meetings.

### **Dimensions and limits of authority**

Based at the Trust's offices in Glasgow

Travel nationally and internationally as required

Responsible for the strategic and financial management of the Trust

## **Duties and Key Responsibilities**

### **Strategic Development**

- Devise three year business plan in cooperation with board members, service users and staff.
- Ensure implementation of annual operational plan
- Keep abreast of changes to external environment that could provide opportunities for the Trust

### **Financial Planning and Management**

- Develop and implement the annual budgets agreed by the Board
- Keep board informed with regard to performance of investments which are externally managed through a discretionary portfolio.
- Monitor day to day management of the Trust's finances
- Work with external accountant to ensure annual report and accounts are prepared for sign off and returns filed in a timely manner
- Act as a key signatory on Trust bank accounts

### **Communications and Public Relations**

- Revise and implement a communications strategy that builds strong external profile for the Trust.
- Ensure strong internal communication with board members, supporters and volunteers
- Initiate and maintain external relationships on behalf of the Trust
- Refresh and revise Trust literature as needed, in consultation with the board.
- Act as media spokesperson.
- Ensure effective social media presence is developed and maintained.

### **HR Management**

- Lead and manage the recruitment and deployment of all staff
- Ensure job descriptions are up to date and that annual appraisals take place
- Ensure the Trust complies with all relevant HR legislation and provides an up to date staff handbook
- Ensure staff have access to opportunities for training and development
- Ensure outsourced payroll service is well managed.

### **Research**

- Work with Board to agree budget available for research
- Work with Chair of Scientific Advisory Committee (SAC) to manage application process for funding pieces of research

- Co ordinate meetings of the Scientific Advisory Committee and joint meetings with other grantholders as appropriate
- Maintain links with international research community eg through umbrella organisations for cot death such as the International Society for the Prevention of Infant Death.
- Seek new alliances and sources of funding to support future research programmes.

#### Support Services

- Ensure appropriate services available throughout Scotland to support bereaved families working in partnership with others where possible.
- Monitor the quality of the provision of services provided directly by the Trust
- Ensure data is collected about the quantity and impact of services provided

#### Education

- Maintain high quality of all materials published by the Trust
- Work with Scottish Government to revise the agreed messages in the light of any new research , change to guidance etc.
- Seek key opportunities to cascade the safe sleep messages through networks of other professionals, practitioners and parents across Scotland
- Maintain relationship with all relevant parts of NHS Scotland to ensure key messages are embedded with all who may need to work with new/bereaved parents.

#### Income Generation

- Develop and implement fundraising strategy to ensure balance and sustained sources of income for the Trust.
- Lead in applying for monies from charitable trusts and manage all reporting requirements.
- Ensure staff and supporters comply with fundraising legislation

#### Governance

- Ensure trustees are kept up to date with trust activities and report directly to the chairman and the board for approval of strategic and financial plans
- Coordinate Board meetings x3 a year and executive meetings x6 a year
- Ensure legislative compliance with OSCR and fundraising standards board including production of the Trust's annual report.

#### Administration

- Ensure office practices are well established and managed
- Ensure IT systems and software are appropriate and that staff have necessary training to use them
- Maintain relevant links with those involved with facilities management at Yorkhill

Revised 6 June 2013

## Package

Salary in Region of £36k to £42

Hours 35 Mon to Friday with occasional evening/weekends.

Annual leave 25 days and 12 public holidays

Contributory pension- employer 8%

Free car park pass

## Person Specification- June 2013

Criteria	Essential	Desirable	How Assessed
<b>Experience</b>	Demonstrable experience of: <ul style="list-style-type: none"> <li>• Minimum of 2 years recent senior management experience</li> <li>• Public engagement at a senior level</li> <li>• Managing staff</li> <li>• Developing and managing financial budgets</li> <li>• Managing complex workloads</li> <li>• Co-ordinating multiple projects and adhering to deadlines</li> <li>• Managing the delivery of services</li> <li>• Evaluating services and report writing</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 years in a similar position</li> <li>• Experience of working in the voluntary /health/social care sector</li> <li>• Experience of working in partnership with local Government</li> <li>• Experience of dealing with the media</li> <li>• Experience of developing strategies and policies</li> <li>• Demonstrable success of generating income</li> <li>• Experience of managing research grants</li> <li>• Experience of working with bereaved families</li> <li>• Demonstrable experience of managing HR issues within the workplace (eg recruitment, disciplinary, policy development)</li> </ul>	Application form & Interview
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>▪ Educated Degree level or equivalent</li> <li>▪ Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification in health/social care</li> <li>▪ Skilled in using Raisers Edge</li> <li>▪ Skilled in use of Social media</li> <li>▪ Skilled in updating websites</li> </ul>	Application form
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communication skills</li> <li>▪ Able to plan, prioritise and organise workload</li> <li>▪ Excellent organisational and interpersonal skills</li> <li>▪ Computer literate</li> <li>▪ Team player with ability to work on own initiative</li> <li>▪ Able to deal sympathetically with bereaved families</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to work with minimal supervision</li> </ul>	Application form / Interview / Presentation
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>▪ Commitment to confidentiality</li> <li>▪ Able to work and travel</li> </ul>		Interview

	outside normal working hours as required		
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