



Position Description

Position	Director
Time fraction	Full time
Salary	£70-80K
Closing Date	Monday 23 September 2019 at 9am

About the David Hume Institute

The David Hume Institute is an independent, non-partisan, evidence-based policy institute. We have an established reputation based on operating at the heart of Scottish policy debate for more than 30 years. We are currently building on that through a reinvigoration of our work and operating model, a process successfully begun by our outgoing Director.

Research on some of the country's most pressing challenges

We aim to produce original research with a strong emphasis on economic and education policy issues. Our research is independent and evidence-based, and we share our findings and ideas with politicians and policymakers from all sides to stimulate open debate.

Events that are open to all

We complement our research and engagement by hosting thought-provoking events which bring together expert speakers and an informed, interested and engaged audience. Our speakers come from across the political spectrum, both nationally and internationally.

Position overview

The Board of Trustees wishes to appoint an inspiring and dynamic individual to lead the Institute as Director. This is a unique opportunity to lead a small and ambitious think tank that contributes to the Scottish public policy debate. With overall responsibility for employees and budgets, this individual will be accountable to the Board of Trustees, to deliver a programme of in-house research, engagement with policy debate and public events alongside managing the Institute's day-to-day operations. The Director will lead a small, core team that works alongside a group of associates to run the Institute and deliver research.

We are looking for an outstanding individual who will relish the opportunity to continue the current process of reinvigoration and to increase the Institute's profile and influence at the heart of policy debate in Scotland. S/he will demonstrate an ability to think and act strategically to realise the Institute's vision. They will have strong project/people management skills and have experience with policy and policy makers.

The Institute has recently implemented a new membership model and the successful candidate will have experience of stakeholder management and engagement, including in preparing and delivering on funding proposals.

The David Hume Institute is based in Edinburgh and the Director will have access to desk space at Codebase, 38 Castle Terrace, EH3 9DZ. There will be the opportunity to work flexibly, including from home, and work will occasionally be required out of hours for events and research.

Selection criteria

Applicants should meet the following selection criteria:

Essential:

Communication

- Strong communication skills
- Writes about complex issues in persuasive and plain language
- Highly developed writing skills, with ability to tailor to different audiences
- Presents confidently in front of a variety of audiences
- Liaises confidently and reliably with the media
- Has (or quickly develops) a public profile

Research

- Shows intellectual leadership
- Ability to produce and manage high quality analytical research
- Capable of original, influential policy research
- Can quickly identify what's important, and develop an idea of how to tackle the main issues
- An understanding of international context to enable international comparisons in research

Stakeholder engagement and influence

- Advanced senior influencing skills
- Strong presence – demonstrates credibility and self-assurance -considered authoritative by policy makers
- Capable of having an impact on policy
- Has (or quickly develops) strong networks with senior stakeholders
- Actively engages new stakeholder groups
- Presents the Institute's ideas publicly

Team management and institutional leadership

- Proven fundraising experience
- Ability to lead, manage and grow an organisation
- Capable of day-to-day running of the Institute
- Plans, manages, and executes budgets and reports
- Excellent work planning and prioritisation
- Strong people and project management skills
- Models good working and institutional behaviour

General

- S/he will have an understanding of Scotland but will not necessarily be working or living in Scotland at present

The David Hume Institute is an inclusive workplace and we welcome applications from candidates with diverse backgrounds in terms of gender, disability, religion, age, sexual orientation, culture, economic background and nationality.

Applicants will be asked to demonstrate appropriate documentation of their right to work in the UK.