

Recruitment pack

Director of Scotland - Scotland

August 2014

Job advertisement



Director for Scotland

We are the leading UK charity for around 700,000 people with autism and their families. We support thousands of people in Scotland, providing information, support and pioneering services, and campaign for a better world for people with autism. We are proud of the difference we make.

We are looking for an ambitious and enthusiastic individual to provide dynamic leadership; and to strengthen and grow the work we do in Scotland.

To find out more and apply for the position please visit www.aspenpeople.co.uk/nas

If you have a query please call Catriona Mackie or Katy Gall at our recruitment partners, Aspen People, on 0141 212 7555.

Closing date: Friday 29th August 2014.

Charity number 269425 (England and Wales); SC039427 (Scotland)

We are an equal opportunities employer.

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About The National Autistic Society

The National Autistic Society (NAS) is the leading UK charity for people with autism (including Asperger syndrome) and their families. We provide information, support and pioneering services, and campaign for a better world for people with autism.

We were formed in 1962 by a group of parents who were passionate about ensuring a better future for their children. Today, we have a head office in London, national offices in Northern Ireland, Scotland and Wales, and a network of regional offices and volunteer-run branches.

We have more than 3,000 staff employed in a wide variety of roles, from teaching staff to family support workers; campaign officers to speech and language therapists; and helpline advisers to administrators.

You'll find more information about us on our website:

www.autism.org.uk.



Our vision

We want a world where all people living with autism get to lead the life they choose. This means a world where everyone living with autism:

- gets the support, education and training they need
- lives with dignity and as independently as possible
- feels part of their community and wider society
- is understood by all professionals who support them
- is respected for who they are by a knowledgeable public.

Our mission

We will transform understanding of autism, and make sure everyone living with autism gets the support they need.

- We will provide the best possible education and support.
- We will share our learning and experience.
- We will have a skilled and committed workforce.
- We will involve, inform and empower people living with autism.
- We will champion the rights and interests of people living with autism.

Our values

We are straightforward

We tell people what we believe to be the truth about autism, its effects, causes and interventions. They have the right to know it – even if it is not always what they want to hear.

We are demanding

We won't stand for situations where people affected by autism do not receive the help, support and understanding they deserve.

We enlighten

We give people the information they need to understand autism, make crucial decisions and live better lives.

We are experts

Autism is complicated and can challenge us. But 50 years of living with autism has given us an unparalleled level of understanding.

We are passionate

We were formed by a group of parents who were passionate about ensuring a better future for their children. That passion is still behind everything we do today.



What we do

We have nearly 20,000 members, around 100 volunteer-led branches and provide the following services:

- information, advice, advocacy, training and support for individuals and their families
- information, conferences, consultancy and training for health, education and other professionals working with people with autism and their families
- specialist residential, supported living, outreach and day services for adults
- specialist schools and education outreach services for children
- out-of-school services for children and young people
- employment training and support and social programmes for adults with autism.

A local charity with a national presence, we campaign and lobby for lasting positive change for those affected by autism in England, Northern Ireland, Scotland and Wales.



Our story

We started in 1962 as a small group of friends who were frustrated at the lack of understanding and help available for us and our children. Since then, we have grown into the UK's leading autism charity but our vision remains the same: a world where all people living with autism get to lead the life they choose.

1962. First meeting of founding parents

A group of parents come together to start what will later be called The National Autistic Society.

1963. First NAS logo developed

The first NAS logo is designed by a parent member of the Executive Committee, Gerald Gasson, and uses the symbol of a puzzle piece.

1965. Sybil Elgar School opens

Sybil Elgar is asked by some of the founding parents of the NAS to teach their children. Since it opened, 383 students have attended the NAS Sybil Elgar School in Ealing, London.

1967. First issue of *Communication* magazine

The first issue of our members' magazine was published - now called '*Your Autism* magazine' it won the 2014 Charity magazine of the year award.

1968. Helen Allison School opens

Due to the popularity of our first school, Sybil Elgar suggests the NAS opens a second school in Gravesend; it is named after the first General Secretary, Helen Allison, upon her retirement.

1974. Somerset Court opens

The residential community in Brent Knoll, Somerset opens to provide continued support and care for students leaving Sybil Elgar School, and others.

1974. Radlett Lodge School opens

The school is in Radlett in rural Hertfordshire and supports children and young people with autism aged four to 19. Since it opened, 291 students have attended the school.

1976. Robert Ogden School opens

The school, originally situated in Wath upon Dearne, Rotherham and called Storm House, is in Thurnscoe, near Rotherham in South Yorkshire. The school supports children and young people with autism aged seven to 19. Since it opened, 480 students have attended the schools.

1982. Renamed The National Autistic Society

In 1982 the charity changes its name from The National Society for Autistic Children to The National Autistic Society.

1992. Autism Accreditation launched

The National Autistic Society and a network of affiliated local societies launch the quality assurance programme.

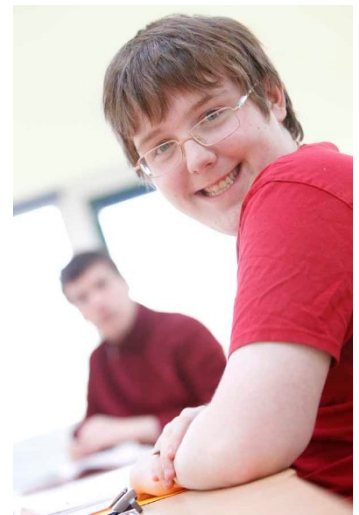
1994. NAS Cymru office opens

The NAS Cymru office opens in Cardiff.

1995. NAS EarlyBird starts

The EarlyBird programme is for parents whose pre-school child receives a diagnosis of autism.

1995. NAS Scotland office opens



The NAS Scotland office opens in Glasgow.

1995. Employment Support starts

The National Autistic Society recognises the importance of providing employment support to people with autism and opens its first employment support centre.

1997. Autism Helpline opens

The helpline is established in order to answer the increasing number of calls and enquiries the organisation receives.

1997. Jane Asher becomes NAS President

Jane, having already been a Vice-President for some years, is made President of the NAS in recognition of all her hard work for people with autism.

1998. Daldorch House School opens

The school is in Ayrshire, Scotland. The school supports children and young people with autism aged five to 18. In addition, continuing educational opportunities and supported living arrangements are available for young people from 16-25 years as well as an outreach service for those aged five to 25.

2003. Countess of Wessex becomes NAS royal Patron

Her Royal Highness The Countess of Wessex takes over this role from Her Royal Highness The Princess Royal.

2005. NAS Northern Ireland office opens

The NAS Northern Ireland office opens in Belfast.

2009. Autism Act passed following NAS campaigning

The *Autism Act 2009* becomes the first ever disability-specific law in England, after campaigning by the NAS.

2012. The NAS celebrates its 50th birthday

We're proud to have been making a difference for 50 years.

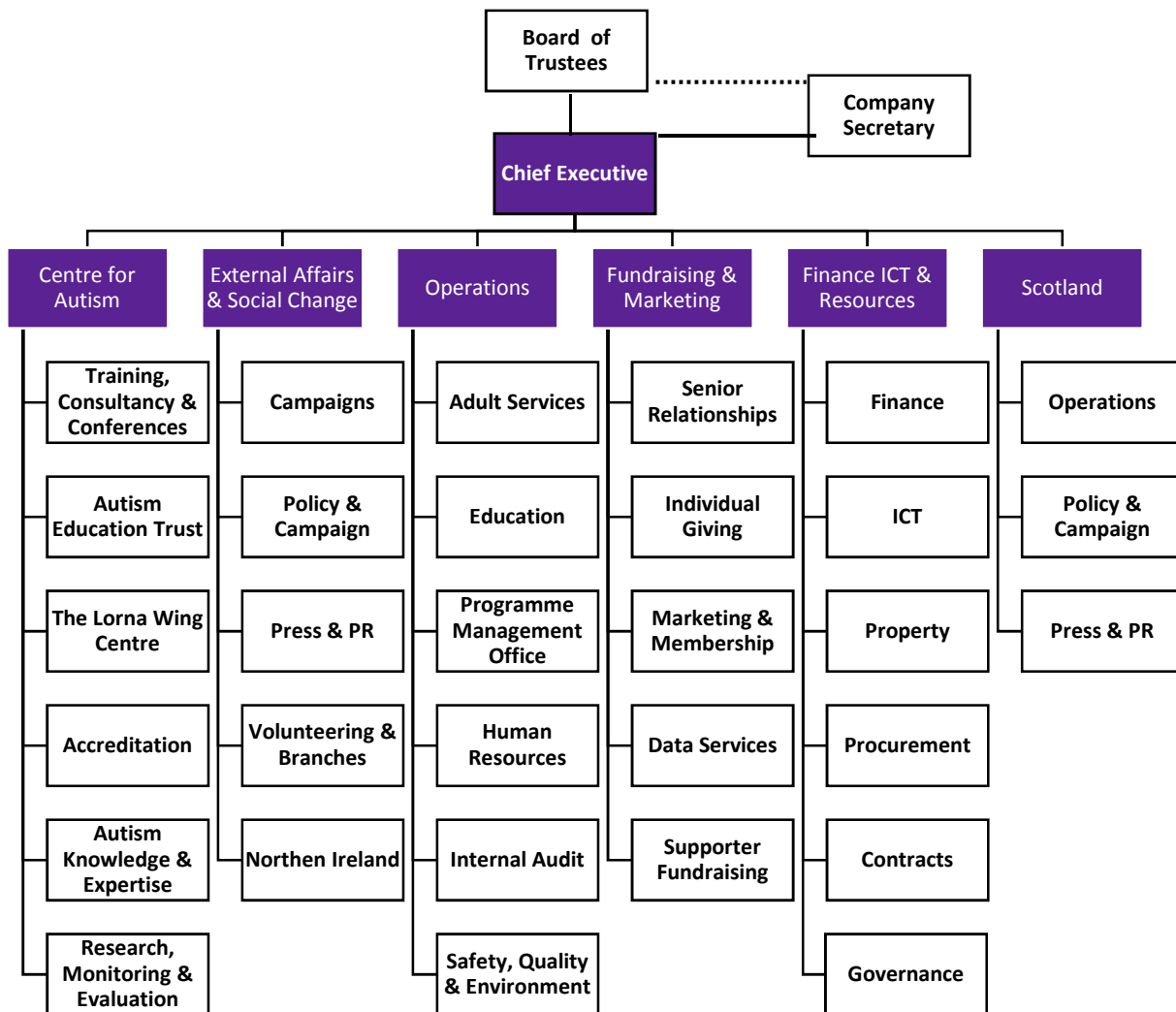
2013. First free school opens.

The National Autistic Society founds the NAS Academies Trust and opens its first free school, Thames Valley School.

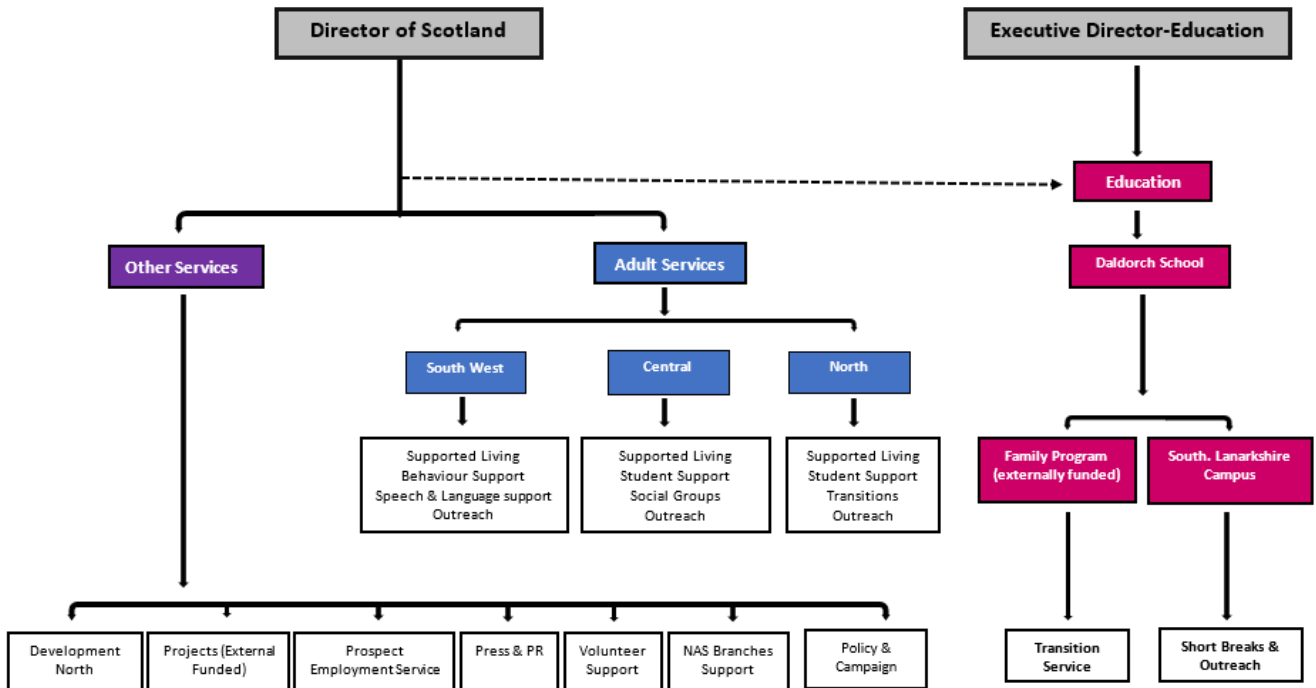
2013. Ask autism is developed and launched.

Ask autism is a training service that has been uniquely developed and delivered by people on the autism spectrum and includes a range of online modules. It provides an 'insider' perspective of autism to give a unique understanding of how people on the autism spectrum would like to be understood and supported.

Our structure



Structure in Scotland



About the NAS in Scotland



Introduction

More than 1 in 100 people in Scotland are living with autism, a lifelong developmental disability that affects how a person communicates with, and relates to, other people. It is a serious and disabling condition and we know that without the right support, it can have a profound – sometimes devastating – effect on individuals and families.

This is why the National Autistic Society Scotland is committed to providing the best services, sharing our knowledge and experiences with the entire autism community and working to improve understanding of autism and of policies affecting the services available to people with autism and their families. Across the country, we provide support, information and care at every stage of life. Whether you are affected by autism as a child, an adult or as a family, our services are here to help.

NAS work in Scotland is focussed on:

Education, delivered through our residential school in Ayrshire which offers a 24 hour fusion of care and education for 5-18 years from across Scotland and the UK, our **Education Rights** service which advises and connects people with legal representation when needed and **Transitions Support** for pupils.

Social Care services to adults, delivered through supported living, home based support, day opportunities, support to students and social support.

Employment support, delivered through our unique Prospects employment service, which offers direct support and a graduate training programme as well as training and consultancy support to employers.

Support to families, delivered through our **Family Support Programme**, our **information service in Highland** and **short breaks and respite services**.

One Stop Shops in Ayrshire and Aberdeen, developed as a key delivery mechanism for the Scottish Strategy for Autism and funded by the Scottish Government in a partnership with the two other national autism charities. One Stop Shops offer information, signposting and social support and are partners in local authority Autism Action Plans.

Volunteer development, developing a diverse and dynamic volunteer support base who help deliver social groups, fundraising and run local branches.

Community fundraising, supporting people in communities across Scotland to raise funds for the NAS.

Campaigns. We campaign throughout the country to create positive change in the lives of people with autism and their families. We strongly advocate partnerships between the Scottish Government, local authorities, support organisations, and crucially, people with autism to bring about life-enhancing, cost-effective autism support.

Our externally funded projects include:

- **Person to Person**, our mentoring service for people of 40+ years, many of whom are coming to terms with a late diagnosis of autism
- **Moving Forward**, preparing young adults for the world of work via groupwork and 1:1 mentoring
- **Young Campaigners** are young people aged 12-18 who come together to create campaigns to improve the lives of young people with autism; giving them a voice and our backing can help build a future where autism is better understood and people with autism can live the life they choose.

In addition NAS Scotland has press, policy and public affairs, and volunteer development functions and provides support to our volunteer-led branches.

Brief Overview: Director of Scotland

Background

Working closely with the wider strategic management team, the Director of Scotland will drive forward and distil the NAS five-year strategic plan into a Scotland-specific 5 year strategic plan. The post holder will provide leadership to the National Autistic Society in Scotland, both charitable and non-charitable functions, will also ensure that in Scotland the charity's long and short term objectives are achieved in a way that is consistent with the organisation's vision, mission and values and will lead on our business development agenda in Scotland.

About the NAS

The National Autistic Society (NAS) is the leading UK charity for people with autism (including Asperger syndrome) and their families. With the help of our members, supporters and volunteers we provide information, support and pioneering services, and campaign for a better world for people with autism.

Around 700,000 people in the UK have autism. Together with their families they make up around 2.8 million people whose lives are touched by autism every single day. From good times to challenging times, The National Autistic Society is there at every stage, to help transform the lives of everyone living with autism.

About Autism

Autism is a lifelong developmental disability that affects how a person communicates with, and relates to, other people. It also affects how they make sense of the world around them.

It is a spectrum condition, which means that, while all people with autism share certain difficulties, their condition will affect them in different ways. Some people with autism are able to live relatively independent lives but others may have accompanying learning disabilities and need a lifetime of specialist support. People with autism may also experience over - or under-sensitivity to sounds, touch, tastes, smells, light or colours.

Asperger syndrome is a form of autism. People with Asperger syndrome are often of average or above average intelligence. They have fewer problems with speech but may still have difficulties with understanding and processing language.

The NAS Corporate Strategy

The NAS has a new corporate five-year strategy to focus our work in the light of current opportunities and financial circumstances, expressed as four 'pillars' and three 'enablers'.

Pillars

- Bringing about **social change**
- Becoming a **partner for life** with the people we support and who seek our advice
- **Striving for excellence** in our services
- **Supporting professionals** to deliver better support for people with autism

Enablers

- Ensuring all our staff have the highest level of **autism expertise** to support their work
- Having efficient, focused **support services**
- Continuing to build our fundraising to ensure we are **footing the bill** for our charitable activities

Job description and person specification



Director of Scotland	
Division / Function:	
Reports to : Chief Executive Officer	
Why	<p>Job summary:</p> <ul style="list-style-type: none"> • Provide leadership to National Autistic Society in Scotland • Establish growth and sustainability in all functions of the charity in Scotland (both charitable and non-charitable functions) • Ensure that in Scotland, the charity's long and short term objectives are achieved in a way that is consistent with the organisation's values
What	<p>Principal accountabilities</p> <ul style="list-style-type: none"> • Distil the NAS five-year strategic plan into a Scotland specific five-year strategic plan in accordance with the direction given by the Chief Executive and the board of trustees • Build on the NAS's success in Scotland by leveraging our work and our message, proactively creating opportunities for the NAS in Scotland to continue to have a strong voice in inspiring and influencing change in favour of people with autism • Lead and achieve business growth for the NAS in Scotland • Work in conjunction with the Chief Operating Officer, Heads of Audit Services Operations, Director of Schools and the Nominated Individual to ensure leadership support, quality and standards are aligned and consistent across the organisation • Work in conjunction with the Director of External Affairs and Social Change and Director of Fundraising to as necessary to align the strategic plan and delivery of relevant functions and activities in Scotland with those in the wider NAS. • Lead on the implementation of all operating plans for the charitable and non-charitable functions in Scotland • Work in conjunction with the director of Finance (wider NAS) to formulate an annual management plan and a budget within a rolling three-year financial planning process • Contribute to the strategic direction of the NAS as a member of the wider NAS Strategic Management Team • Set and monitor objectives for the NAS in Scotland and the allocation of associated resource. • Ensure the quality and regulation of the service delivered to the end user is of excellent quality and provides person centered led outcomes • Ensure the quality and regulation of service delivered to the end user is of excellent quality and provides person centered led outcomes • Keep abreast of developments across the Scottish charity sector, developing relationships and partnerships which support NAS objectives. • Ensure the management team in Scotland are effectively directed within a framework of clearly stated corporate objectives and key tasks • Establish critical business success criteria which will be used to monitor management team's performance • Provide the Scottish sub-committee board and the main NAS Board with succinct reports and clear and concise information • Assist in governance matters in relation to the Scottish sub-committee • Analyse the risk factors inherent in the charity's operational activities and ensure trustees are appropriately apprised to be able to manage such risks. • Promote genuine equality and diversity in all aspects of governance, staff management and service delivery. • Undertake the responsibilities of the post with due regard to NAS's Equal Opportunities and Health and Safety policies <p>Job descriptions only reflect 80% of a role, and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.</p>

Competencies	<p>I am committed to making a difference I commit to NAS aims, objectives and values. I display a positive approach in the way I work and contribute to the wider needs of the organisation and its stakeholders either directly or indirectly. At work I overcome difficulties, setbacks and pressure, to get things done because I understand the impact of autism. I recognise and encourage commitment in others</p>
	<p>I cooperate with others to work safely I understand the health and safety risks associated with my job and work responsibly with others to reduce them. I have a positive attitude to safety that causes me to care about the wellbeing of others as well as myself.</p>
	<p>I am an inspirational leader I create an inspirational vision for my team which aligns with the national direction of the NAS. I am open to the ideas of others and I engage and empower my team to make the vision a reality. My personal actions inspire and motivate others. I show commitment and confidence in the team to achieve the vision.</p>
	<p>I promote the NAS I represent and promote the NAS. I influence and raise awareness by talking positively about autism and NAS services to a wider audience. I build relationships and use a range of effective persuasion and negotiation styles to champion the rights and needs of people living with autism. I search for and obtain the resources to fulfil these needs.</p>
	<p>I work in partnership I build trust and partner with colleagues, other agencies and key people to facilitate the best outcomes for the NAS and/or people with autism. I overcome barriers and difficulties to bring people together and utilise relationships internally and externally to maximise service provision and/or the use of resources. I support colleagues to achieve our objectives.</p>
	<p>I communicate effectively I use appropriate methods, styles and language to communicate to different audiences. I communicate succinctly using clear language. I listen and take account of others' views and needs. I show understanding and use logic to communicate. I check that others have received and understood the intended message.</p>
	<p>I develop people's performance I allocate work, agree objectives and delegate as appropriate. I understand and consistently apply performance management processes and evaluate outcomes. I am not afraid to tackle difficult issues with people/performance. I give clear feedback and understand when and how to tell people what they need to do. I maximise individuals' performance by coaching and supporting them to develop.</p>
	<p>I achieve professional standards I comply with legislation, regulatory standards, NAS policies and procedures and quality standards. I know where to find copies and where to get advice on them. I work in a systematic, organised and methodical way. I accurately record, monitor and use data in accordance with laid down policies and procedures. I use my time and resources safely and efficiently.</p>

Criteria which will be used in shortlisting and selecting candidates.

Skills/Abilities

- Highly developed leadership, negotiation and influencing skills with the ability to motivate and engage individuals.
- Exceptional communication skills and the ability to empathize with our client group and their families
- Financial acumen and the ability to instil operational and financial rigour
- A proven strategic mindset with the ability to see both the big picture and translate this into programmes of action
- Leads by example and builds effective teams
- Ability to demonstrate sound judgment
- The confident and ability to lead, represent and be the key spokesperson at all levels
- Enthusiasm, ambition and conviction to enhance the impact, quality and performance of the NAS

Knowledge

- A detailed understanding of commissioning and relevant statutory and legal requirements affecting the provision of regulated services for schools and adult services.
- A strong understanding of good governance and the ability to operate at Board level
- An empathy and understanding of the wider public and charity sector
- An understanding of the responsibilities of the Scottish Government and the policy and political environment
- A commitment to the principles of diversity and practice of equal opportunities
- Confident and ability to be the face of the NAS
- An understanding of and empathy with issues affecting people living with autism
- A good understanding of the potential reputational risks faced by organisations delivering services similar to NAS Scotland, and how these should be managed.

Experience

- Significant experience of leading and managing a large group of complex operations within a highly regulated environment
- commercial skills with a proven record in directing high quality service delivery and growth in the social care industry
- A proven track record of generating new business and developing commercial relationships
- A track record of successfully driving organisational improvement in a large, complex organisation.
- Experience of establishing and maintaining strong relationships with a wide range of stakeholders with the sensitivity to achieve consensus
- Experience of successfully building and shaping a team

Education and certification

- Educated to degree level or the equivalent experience
- Evidence of continued professional development at senior management level

Person specification

Context	Interfaces	
	Internal	External
	<ul style="list-style-type: none"> • Staff and volunteers at all levels All levels within the organisation, across all functions NAS Board of Trustees	<ul style="list-style-type: none"> • LA's and Commissioning authorities • National Government bodies • Professional networks
	Environment	<ul style="list-style-type: none"> • Work: Office based • Travel: Up to 50% Hours: Required to perform the job Additional demands: concentrated exacting to deadlines
	Scope	Financial: Responsible for a substantial budget of circa £5.8m per annum and appropriate levels of return on expenditure People:550
Safeguarding responsibilities	The NAS is committed to safeguarding and promoting the welfare of all children and adults who use our services and as such expects all staff and volunteers to share this commitment.	
Position	Salary band:	
		Date reviewed: June 2014

Terms and Conditions

Salary

Negotiable

Hours

A 35 hour week is worked, but you will be expected to work the hours necessary to discharge the duties of the position.

Location

Glasgow

Annual leave

Twenty five days' holiday plus eight bank holidays for full-time employees and pro-rata for part-time employees. Holiday entitlement rises to 27 days after five years.

An extra three days are awarded in the 'anniversary years' of service from ten years onwards (i.e. ten, 15, 20 years); holiday entitlement is 30 days for that year.

Probation

All employees have a standard probationary period of six months.

Season ticket loan

Interest-free season ticket loans are offered after two months of service. You can pay back the loan by monthly instalments.

Pension scheme*

We have a Group Personal Plan offered by Scottish Widows. We will contribute a sum equivalent to 6% of gross salary provided the employee contributes a minimum of 4% (until further notice). The employer's contribution is not a condition of the contract of employment and the NAS reserves the right to withdraw or vary its discretionary contribution. Further details are provided on appointment.

Why work for us?

Working for The National Autistic Society gives you the opportunity to play a part in our mission to help people with autism to live the life they choose. In addition to making a difference in this way, there are various other benefits available to NAS staff.

Training and Development

We offer a comprehensive training programme supported by access to award winning online learning. NAS people managers have access to our online NAS Leadership Academy, covering all aspects of management, it can be accessed from mobile devices so that people can access guidance as and when needed. Our employees are able to attend our conferences as part of CPD and we hold regular leadership conferences.

Staff involvement – the NAS Joint Staff Consultative Committee

Before key decisions on major initiatives or changes to policies are made. We consult with our staff through a staff forum where all NAS employees are represented by a democratically elected colleague.

Benefits and discounts

As an NAS employee you will have access to a range of benefits, including:

- **eye care vouchers**
- **a season ticket loan**
- **child care vouchers**
- **access to a 24-hour confidential support line** providing counselling and legal advice
- flexible working (where possible)
- **Cycle to Work Scheme.** Cyclescheme is the UK's leading provider of tax-free bikes for the Government's Cycle to Work initiative. It's a brilliant programme where everyone wins – staff make big savings on new bikes, and the NAS gets a healthier, more motivated workforce and enjoy significant National Insurance Contribution (NIC) savings.
- **Mynasbenefits** includes a range of discounts from over 150 retailers, accessible from mobile phones or using reloadable discount cards. You can also get discounts on hotel accommodation using our iknowrewards site.
- **iknow-UK** is one of the UK's leading accommodation websites. They offer a choice of over 40,000 places to stay in the UK. The National Autistic Society has negotiated great savings for all employees, with up to 25% off the best internet prices.
- **Simply Health.** With the **Simply Cash Plan**, you can claim money back towards the cost of check-ups and treatments for you and up to four of your children who are under 18 and living at home. Cover starts from just £2.83 a week.