



## Role Description

**Role title:** Chief Executive  
**Team:** Leadership Team  
**Reports to:** Board of Trustees  
**Location:** Edinburgh

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### Overview

The Chief Executive works closely with the Chair and Board of Trustees to develop and deliver the organisation's strategy to provide more and better services.

### Purpose of the role

- To lead and inspire Sleep Scotland through a period of change.
- To keep the people we serve at the heart of everything we do
- To develop quality services to help more people in more ways that make a difference.
- To ensure the ongoing financial sustainability of Sleep Scotland and generate new income
- To bring Sleep Scotland into the public eye, by networking, promoting and influencing social policy.

**Dimensions:** Budget of £2 - 3m

**Staff responsibilities direct:** Leadership Team of 6

**Staff responsibilities indirect:** 102 employees of Sleep Scotland.

### Key Accountabilities

- Ensure the delivery of the corporate strategy and budget as agreed by the Board.
- Work closely with the Chair and the Board to develop and deliver our strategy.
- Provide strong leadership across both Teens+ and Sleep Services and develop the efficiency and effectiveness of the leadership team recognised as capable, visible and engaged.
- Work with the Leadership Team to maintain the strategic and operational overview.
- Identify major challenges, facilitate their discussion, propose solutions, and manage risks.
- Maintain an open, 'can do' culture with clear accountabilities and one which rewards a collegiate approach, initiatives and results.
- Ensure that the Charity has strong, robust financial management systems.
- Lead work to diversity income generation.
- Represent Sleep Scotland to the external world (Scottish Government, partner organisations, donors, business, media and academia).
- Clearly articulate the strategic direction internally and externally inspiring confidence and building trust.
- Align all colleagues behind a common purpose to maximise the benefits of working together.



# Person Specification

## Essential knowledge and experience

- Successful track record in a leadership role.
- Proven record in managing and developing teams in a collaborative way.
- Track record of delivering change in a complex organisation
- Experience of leading service development and delivery including successfully negotiating agreements and contracts which have provided good outcomes for clients/customers
- Strong financial management
- Experience of income generation and building financial sustainability.
- Evidence of effective engagement with a range of internal and external stakeholders and building constructive partnerships/collaborations, particularly with Government departments and of influencing key decision makers.

## Desirable knowledge and experience

- A full understanding of the governance processes operating for charities.

## Skills and Abilities

- Ability to lead the implementation of change, monitor and assure high performance
- Strong strategic thinking, planning and implementation skills.
- Highly experienced and effective communicator.
- Ability to create and maintain positive relationships with staff, a wider range of stakeholders and work collaboratively with partners.
- Ability to influence and manage business change and growth.
- Credible

## Personal Styles and Behaviours

- Enabling and facilitative leadership style - able to bring people together around a common purpose.
- Energy and drive; a wish to succeed and make things happen.
- Passion for and commitment to working to improve opportunities for Sleep Scotland and the people we serve.
- Outstanding leadership, relationship and communication skills.

## Additional Requirement

Able to work outside of office hours and travel as the role demands.



# Terms of Appointment

**Salary**

c. £60,000.

**Contract**

This is a full-time executive appointment.

**Location**

Edinburgh

**Annual leave**

28 days per annum for all full-time staff, plus public holidays.

**Hours**

Full-time staff work 37.5 hours per week.