

**JOB DESCRIPTION**

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| 1. **JOB DETAILS**
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| **Job Title: Chief Executive** |
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| **Accountable to: Chair and Board of Directors**  |

1. **JOB PURPOSE**

To implement Victim Support Scotland’s (VSS) strategic goals and objectives, providing direction and leadership across the organisation in line with the vision and mission and ensuring effective delivery of the corporate plan.

1. **SCOPE OF THE ROLE**

The Chief Executive will work closely with the Chair and Executive Board and will be accountable for the development and delivery of VSS’s corporate plan.

The Chief Executive will directly lead and manage the Directorate team promoting and encouraging creativity to identify ways in which VSS can continue to deliver and improve on the support provided to victims and witnesses of crime.

1. **JOB RESPONSBILITIES AND KEY RESULT AREAS**
* Work with the Executive Board and Senior Management team to promote and deliver the shared vision for the provision of services to victims and witnesses of crime.
* Ensure that VSS continues to be responsive to the needs of victims and witnesses of crime through the provision of high quality services.
* Manage and support the Director level posts in VSS in relation to the effective delivery of their portfolios, as well as supporting professional development.
* Lead on organisational service improvement work and transformational change initiatives, identifying more effective ways of working that will raise the standards of service delivery to victims and witnesses of crime.
* Ensure that the Corporate plan reflects the aims and objectives as determined in conjunction with the Executive Board and that Directorate work plans are produced annually and updated throughout the financial year.
* Effectively represent VSS’s strategic issues to the Government, statutory and other agencies building strong and effective relationships with key influencers and decision makers.
* Champion and promote VSS both in the UK and internationally, developing the VSS brand and raising external awareness, identifying new opportunities for sustainable development and partnership working.
* Take overall responsibility for VSS’s ongoing financial stability and sustainability ensuring that financial management, effective financial planning, monitoring and budget controls are in place.
* Develop and implement an effective income generation strategy focussed on identifying new income streams and maximising fund raising opportunities to support ongoing financial sustainability.
* Ensure ongoing compliance with and understanding of all relevant legislation such as company and charity law (including an understanding of the OSCR role, rules and regulations), employment law, data protection and health and safety.
* Ensure the provision of an effective process and framework to identify, assess and effectively manage risk across the organisation, regularly updating the Executive Board to ensure that risks are reviewed as part of ongoing governance.
* Uphold and promote the expected behaviours, values and codes of conduct of VSS, leading by example, supporting and challenging colleagues when appropriate.
* Provide the Executive Board with appropriate reporting and evidence on progress against the Corporate plan, work plans and all matters relevant to the discharge of the Executive Board’s constitutional and legal obligations.
* Support the Executive Board in identifying, recruiting, retaining and developing Trustees in line with best practice and regulatory requirements.

The post holder may also be required to undertake other responsibilities commensurate with the role or on the direction of the Chair and / or Executive Board.

1. **COMMUNICATIONS**

Internal: Chair, Executive Board and Committee Chairs, Directorate team, Heads of function and all VSS staff and volunteers.

External: Scottish Government (and related justice agencies), other Scottish and UK agencies, European agencies, external media, victim and witnesses of crime.

**6. GENERAL EXPERIENCE, QUALIFICATION, KNOWLEDGE AND SKILLS (COMPETENCIES)**

**General Experience**

* A successful track record of leadership at a senior level and demonstrable experience of working effectively with Board Trustees and other senior officials.
* A background in roles with responsibility for strategic planning, change and people management, with evidence of strong business and commercial acumen.
* Experience in roles that demonstrates an understanding of the political, social, economic and legal issues in relation to the justice and voluntary sector.
* Financially astute and able to evidence a successful track record of income generation and fundraising campaigns.

**Skills and Competencies**

* Technical and Professional Knowledge
	+ Degree qualified (or equivalent) .
	+ Knowledge / experience of the voluntary / charitable/ justice sector is desirable.
	+ Experienced Director or Senior Manager.
	+ An understanding of balance sheets, financial accounts and budget control.
	+ An understanding of change management models and methodology.
	+ IT literate, competent in using Microsoft Office.
* Strategic vision and awareness
* Leadership and management
* Planning and Quality management
* Innovation and problem solving
* Team work
* Customer focus
* Communication and interpersonal effectiveness