

Chief Executive Recruitment Role Description



Scottish Commission for People with Learning Disabilities (**SCLD**) is looking for a new Chief Executive.



The Chief Executive manages all of SCLD's work and makes sure SCLD does the work it says it will do.

About you



You will be a strong leader.



You will be a change maker for people with learning disabilities.



You will champion human rights.



You will be ambitious and creative.



You will tell the truth about what needs to change and then make change happen.



You will be able to make strong partnerships with:

- people with learning disabilities,
- the SCLD team
- the Scottish Government
- people who work for other organisations.



You will be comfortable talking to lots of different people in different situations.



You will be organised.



You will be able to **self-reflect**.

Self-reflect is to be able to think about your feelings, thoughts and actions and know why you feel, think or act that way.



You will listen to and act on feedback.

What will you do?



There are 3 important things that the Chief Executive does:

- Leadership
- Influencing
- Governance

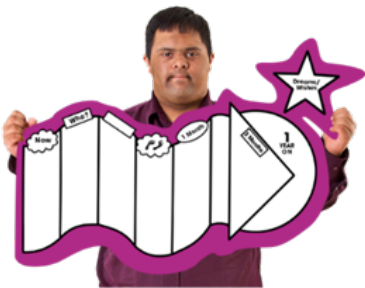
Leadership



Leadership is being able to help people to achieve more together than they would on their own.



You will find new ways for people with learning disabilities to lead change.



You will need to make a **strategy** about working with people with learning disabilities.

A **strategy** is a big plan with actions.



You will work with the Executive Team to make sure SCLD does the work it needs to do and stays in **budget**.

Budget is how much money you have to spend.



You will make sure everyone who works at SCLD has all the **resources** they need to do their job.

Resources are things like money, people and time.



You will manage the Executive Team and support them to manage the rest of the SCLD team.



You will make sure that SCLD is committed to equality, diversity and inclusion.

Influencing



Influencing means being able to positively affect or change the thoughts or opinions of others.



You will make sure people with learning disabilities have all their rights.



You will work with Scottish Government to influence policy and laws to improve the lives of people with learning disabilities.



You will make sure everyone knows about the talents of people with learning disabilities.



You will make sure everyone knows that people with learning disabilities are an important part of the community.



You will work with international organisations to influence change for people with learning disabilities.

Governance



Governance is ways we manage an organisation. These are different systems and processes.



You will work closely with the **Board of Trustees** to make sure there is good governance of SCLD.

The **Board of Trustees** is a group of people who make sure the SCLD is doing the right things. The Trustees are not paid.



You will create governance reports for the Board of Trustees.



You will make sure SCLD meets the standards of a Scottish Charitable Incorporated Organisation (SCIO).



You will make sure SCLD uses its money in the correct way.



You will make sure that SCLD is thinks about different risks to the organisation.



You will be responsible for the Business Development strategy.



You will be responsible for SCLD's **safeguarding** policies and procedures.

Safeguarding is making sure all staff members and people with learning disabilities who work with SCLD are protected and safe from being hurt.

What experience do you need for this role?



You need to show how you have worked with **marginalised** individuals, groups and communities to have their voices heard and make change happen.

Marginalised means to treat someone like they are not important or equal.



You need to have experience of being a leader and a manager before.



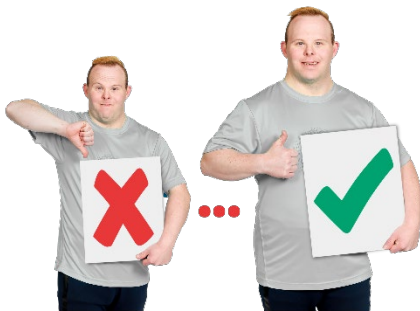
SCLD would like it if your experience of being a leader and a manager was with a charity.



You need to be able to show that you are a leader.



You need to know how to support people with lived experience to be leaders.



You need to show how you make change happen.



You need a good understanding of learning disability in policy and politics in Scotland.



 Scottish Government
Riaghaltas na h-Alba

You need experience of influencing including working with senior government officials and Ministers.



You need experience of working to develop and deliver:

- Policy
- Strategy
- **Legislation**

Legislation is a law or something that is in law.



You need to have experience of:

- Strategic planning
- Financial management
- Human resources
- Corporate risk management.



You need to be able to develop positive relationships with managers at other organisations.



You need to have good speaking and writing skills



You need to be a good public speaker.



SCLD would like you to have worked with international organisations.

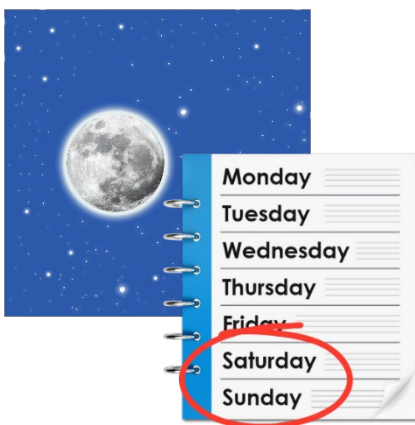
About the role



You will manage 3 members of the SCLD team.



You will work 35 hours a week.



Sometimes you might need to work evenings and weekends.



You can work at home, but you need to come to the office in Glasgow at least 2.5 days a week.



You will be paid £55,000 to £60,000 a year.



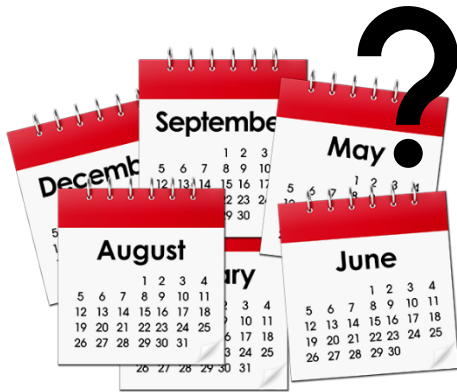
You will have 37 days holiday a year.



SCLD will pay 6% contribution to your pension



If you want to leave SCLD, you need to give 6 month's notice.



You will be on **probation** for the first 6 months.

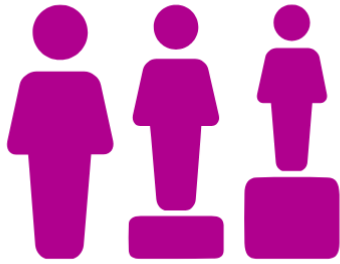
Probation is a time where you are watched to make sure you are good at the job.



SCLD wants applications from all people, including people with learning disabilities.



SCLD wants everyone who works there to be free to be themselves.



SCLD is committed to **equity of opportunity**.

Equity of opportunity means that SCLD will support people to make sure everyone has the same opportunities.



SCLD is a **Disability Confident Employer**.

Disability Confident Employer means SCLD supports and includes people with all disabilities.

