



Job Title: Director of Devolved Nations  
Responsible to: Chief Executive  
Staff reporting: The staff in Carers Scotland, Carers Wales, Carers NI  
Department: Devolved Nations  
Contract: Permanent  
Salary: £66,472 - £71,359  
Location: Hybrid, with regular travel to Glasgow, Cardiff, Belfast and London. There will be some travel throughout Scotland, Northern Ireland, Wales, and the UK, involving occasional overnight stays and weekend work.

---

### **Aims of the post**

- As a member of the Senior Management team, contribute to Carers UK's overall strategic direction. This will include taking a lead on issues outside the Directorate remit from time to time.
- To develop and lead the implementation of national strategies in Scotland, Wales, and Northern Ireland.
- To bring about lasting improvements in the lives of carers in Scotland, Wales, Northern Ireland and the UK.
- To be the catalyst for collaboration with all relevant organisations and people who can improve the lives of carers.
- To support engagement with the Carers UK membership in Scotland, Wales and Northern Ireland.
- Work closely with other members of the Senior Management team to ensure appropriate alignment of Carers UK work in different nations and at a UK wide level.

### **Job Description**

#### **Main Responsibilities**

Strategic planning and policy development

1. To involve carers in the development of policy and in the work of Carers Scotland, Carers Wales, and Carers Northern Ireland (NI).
2. As part of the Senior Management Team (SMT), to work with the Scotland and NI and Wales Committees and the UK Board of Trustees to develop long-term strategy for Carers Scotland, Carers Wales, Carers NI and Carers UK. As a member of SMT to lead on corporate issues.
3. Develop and implement medium and long-term plans for the work of Carers Scotland, Carers Wales, and Carers NI and with objectives which can be monitored and which will be reviewed on a regular basis.
4. To monitor and maintain Carers Scotland's, Carers Wales' and Carers NI's financial resources and, in partnership with the fundraising team at Carers UK, seek funding opportunities and contribute to fundraising activities.
5. Develop relationships with Government officials in order to ensure we maximise the chances of long term statutory funding. Lead on statutory funding applications and delivery in Scotland, Wales and NI.
6. To develop and service the Scotland, Wales, and NI Committees, ensuring that the Committees meet their Terms of Reference; and receive adequate, appropriate and timely information to enable them to operate effectively. Alongside the Chief Executive, review the committee structure and plan accordingly.

#### Management

7. To ensure that the resources of the organisation are deployed in the most effective way to achieve its aims.
8. To provide leadership and line-management to the teams in Scotland, Wales and NI and to work with them and the UK Senior Management Team to formulate and disseminate strategic plans and annual plans and budgets, monitoring the implementation of such plans through a system of regular supervision and performance review.
9. To maintain a climate and organisational culture which reflects our values, attracts and retains great staff, paying due regard to their motivation, efficiency, well-being, and professional development.
10. To work with the relevant UK staff to support the activities of Carers UK.
11. To provide information and or reports to comply with the requirements of the charity regulators in the devolved nations.
12. To monitor and keep under review the structure of Carers Scotland, Carers Wales, and Carers NI and make proposals for appropriate changes.

#### Finance and Governance

13. Work in close liaison with the Director of Finance and Resources to develop and monitor the budget for Scotland, Wales, and NI within the context of the UK corporate plan.
14. To ensure that Carers Scotland, Carers Wales, and Carers NI operates within their resources.

15. To ensure that the organisation's financial control policies and procedures are adhered to and regular financial reports are completed and submitted to the UK Office as required.
16. To be responsible for the effective management of the offices in Scotland, Wales, and NI, including health and safety, ensuring that appropriate records are kept including financial accounts, records of activities, and key publications.
17. To have regard to the financial implications of projects and ensure that there are sufficient funds to carry out the key tasks.
18. To play a senior role, as part of the Senior Management Team, in the Carers UK budget setting and monitoring.
19. Act as lead staff member for national committees for Scotland, Wales, and NI.
20. Contribute to and attend Board meetings.

#### Public Affairs

21. To develop Carers Scotland's, Carers Wales, and Carers NI's public profile and influence and foster good relations with parliamentarians and with statutory agencies, in particular the Governments, and with voluntary and private bodies including the media.
22. To represent Carers Scotland, Carers Wales, and Carers NI and convey its views through written articles, letters, media interviews, speaking engagements, conferences and other events as required.
23. To ensure Carers Scotland, Carers Wales, and Carers NI work in co-operation with other carer-interested groups and organisations, participating in or convening and servicing, committees, forums or alliances as appropriate.
24. To ensure that the charity's views are presented to policy makers through appropriate means, whether written or oral, and, for example, by presenting evidence to committees, or by participation in working groups and meetings.
25. To plan, develop and organise conferences, training events and seminars, as appropriate, to raise awareness of carers issues and or raise the profile of Carers Scotland, Carers Wales and Carers NI.

#### General

1. To attend staff meetings and Carers UK staff conferences and events as directed.
2. Work at all times in accordance with all policies and procedures of Carers UK including the Equal Opportunities and Confidentiality Policies.
3. To reasonably undertake any other duties as required by the line manager that are commensurate with the level of the post.

4. Comply with the data protection regulations, ensuring that information on members, supporters, employees and volunteers remains confidential.

## **Person Specification**

### **Essential**

#### Qualifications

Evidence of continuing professional development

#### Skills and Experience

- Significant senior management experience and a successful track record in developing strategic plans.
- Significant experience of working with a Management Committee, Council and Board of Trustees to promote good governance.
- Strong strategic and operational planning skills and the ability to translate strategy into practice at national level.
- Significant experience in a policy role in health and/or social care.
- Experience and skills in dealing with public relations and the media.
- Experience of fundraising, particularly from statutory agencies and Trusts.
- An understanding of the structures and workings of the Parliament, Government and Health and Social care agencies within Scotland, Wales and Northern Ireland.
- Political astuteness and judgement in dealing with Parliament and Government bodies.
- Good negotiating skills with experience of liaison and consultation at a senior level in all sectors, including with politicians, senior executives and Board members.
- Understanding the managing of budgets and implementation of financial controls
- Successful experience of managing remotely located staff
- A commitment to working collaboratively with colleagues across the UK.
- Ability to communicate well, orally and in writing, including preparing papers and speaking at public events.
- An understanding of the complex issues involved in leading Carers Scotland, Carers Wales and Northern Ireland as part of a UK organisation.

- Persuasive and diplomatic at all levels - a well organised delegator, facilitator and motivator; a team builder.
- An awareness of the requirements of the regulations and governance in each of the devolved nations.
- An understanding of, and commitment to, equal opportunities.
- A willingness and ability to work some evenings and weekends and to travel throughout Scotland, Wales, Northern Ireland and the rest of the UK.
- An informed appreciation of new Technology and its potential applications.
- An ability to use MS Office
- An ability to manage a pressured workload.

### **Desirable**

- An informed appreciation of the challenges and issues facing unpaid carers and an ability to relate to and empathise with the needs of individual carers.
- Experience of Tendering and Commissioning protocols.
- Experience of campaign and lobbying work, either at a parliamentary or local level.

### **Review**

This job description gives an outline of the main duties of the post. It does not form part of the contract of employment and may be changed from time to time in consultation with the post holder.

### **Our Values**

Carers are at the heart of everything we do. We are:

- **Attentive**
  - we welcome everyone and are always supportive and ready to help
  - we listen carefully and respond with expertise and understanding.
- **Ambitious**
  - we're courageous and innovative, aiming high and seeking out new ideas and opportunities that take us forward
  - we are always learning and improving, pushing boundaries to increase our impact.
- **Achievers**
  - we are passionate about what we do and tenacious in our pursuit of change
  - we adapt to new challenges and are always striving for excellence

- we love to collaborate and enjoy working with others to reach our goals.

## **Diversity and inclusion**

Carers UK recognises that diversity is a cultural ethos – a way of thinking or acting that fosters inclusion and enhances our staff, our membership, our supporters, our volunteers and our work. Embracing this culture of diversity, our staff and volunteer recruitment shall reflect our stakeholders and the society that we serve regardless of race, gender, sexual orientation, physical abilities, or religious practices.

As a membership charity for carers, we particularly seek staff with an understanding of the issues faced by carers. Reasonable adjustments can be made to the process and role dependent on needs of the applicant.

## **Terms of Appointment**

**Salary:** £66,472 - £71,359

**Contract:** Permanent

**Location:** Hybrid with regular travel to Glasgow, Cardiff, Belfast, and London. There will be some travel throughout Scotland, Wales, Northern Ireland and the UK, involving occasional overnight stays and weekend work.

**Hours:** 35 hours a week

## **Benefits**

We believe that we are a great place to work. Here are just some of the ways we would value and invest in you.

- 25 days holiday (excluding bank holidays) rising to 28 days with long service
- An additional 3 days leave over Christmas and New Year when the office is closed
- Up to 10 days paid care leave
- 6% contribution to stakeholder pension scheme
- Tax-free child care vouchers via salary sacrifice scheme for working parents
- Loans for bikes when you have been with us for 6 months
- Interest free season ticket loans
- Free access to round the clock employee assistance programme for advice and support

- Free life assurance cover 2 times your annual salary
- Eye care voucher scheme
- A commitment to staff learning and development

We are proud to be an Employer for Carers and Carer Positive member and a Living Wage Employer. We have signed the 'Happy to Talk Flexible Working' initiative and are committed to building the best possible environment to help carers in the workforce.