**WORK PLACE CHAPLAINCY SCOTLAND**

**Listening & caring - in confidence**

**JOB DESCRIPTION – CEO**

**Responsible to:** WPCS Board of Trustees

**Closing Date:** Friday 24th May 2019

**Remit of WPCS:** Work Place Chaplaincy Scotland is an established charitable trust with responsibility for the oversight and development of chaplaincy-based support services, through which the major Christian Churches in Scotland work together in relation to the Scottish working community.

**Main Purpose of post:** To provide leadership, vision and strategy to WPCS.

**Main Duties:**

* To be responsible for the operation of Work Place Chaplaincy Scotland, reporting to the WPCS board of trustees.
* To be responsible for the allocation of responsibilities to colleagues and for the line-management of WPCS staff.
* In co-operation with the financial director and the board, to direct and oversee finance, budgets and fundraising.
* Communicating, on behalf of WPCS, setting up partnership and service agreements as necessary, with current and potential stakeholders, funders, and church and workplace communities, including employers and trade unions.
* Leading the development of short, medium and long-term strategy for WPCS.
* Maintaining, developing and implementing WPCS’s vision and mission.
* Maintaining WPCS’s culture of active Christian faith by discerning and communicating God’s direction for the organisation.
* Evaluating the effectiveness of current practices and engagements; reviewing and developing when necessary.
* Maintaining awareness of the fluid nature of church and workplace environments and needs.
* Ensuring that WPCS maintains its good reputation through the application of high standards in all areas of training, communication, organisation and engagement.
* Assessing risks to WPCS and ensuring they are monitored and minimised.
* Setting SMART strategic goals and ensuring they are achieved and recorded.

**PERSON SPECIFICATION: CEO WPCS**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge**  Good knowledge of and a commitment to the work of the churches in Scotland.  Able to demonstrate an interest in and knowledge of Scottish commerce, industry and public services and be confident in engaging at the highest level with leaders in the work place. | √  √ |  |
| **Experience**  Experience of building successful relationships across a range of social, workplace and theological boundaries and contexts.  Experience of board level management and to be able to demonstrate leadership and motivational skills.  Good level of numeracy, to manage/oversee budgets at senior management level. | √  √  √  √ |  |
| **Skills**  Ability to manage a team of staff.  Ability to prioritis~~e~~ and good time management skills.  Excellent communication, interpersonal, listening and advocacy skills.  A proven capacity to influence others through clear communication, listening skills and the ability to inspire. | √  √  √  √ |  |
| **Special Conditions**  A qualification in Christian Theology.  Active Christian faith and church engagement.  A qualification in Management. | √  √ | √ |

**TERMS AND CONDITIONS**

* This is a permanent post.
* Salary is: £45k.
* Whilst normal hours of work will be 36 hours per week as agreed locally, the nature of the work calls for a degree of flexibility. Thus hours of work, which are as agreed with the local line manager, may vary from day to day. This will involve some evening and weekend work.
* The post will be home based but will involve regular travel.
* There are 5 weeks annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full months worked. There are also 9 statutory holidays.
* Travel expenses by public transport or by use of own car at rates as agreed by your Employer (in line with HMRC guidelines) and reviewed annually. Car mileage and allowance will be paid by the Employer.
* You will have the opportunity to join a Retirement Benefit Scheme in cooperation with a life assurance society. All new permanent employees over the age of 21 and under 60 at date of entry will become a member of the appropriate pension scheme unless they choose to opt out.
* In order to comply with the Asylum and Immigration Act 1996, all candidates **invited to interview**, will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
* A pre-employment medical check and a disclosure will be undertaken as part of the recruitment process.

Please return completed application form marked ‘Private and Confidential’ to:

info@wpcscotland.co.uk

Informal enquiries can be made to:

Catriona Parkinson: 0131 441 2271/07538 619 447