**Carers of East Lothian (CoEL)**

**Job Description**

**Job Title Chief Executive**

**Job Purpose To provide strategic, organisational and team leadership for Carers of East Lothian ensuring that the organisation:**

* **provides a high quality support that makes a real and positive difference in carers lives;**
* **operates in an efficient and effective manner and complies with all relevant legal requirements;**
* **has the resources necessary to continue to prosper**
* **is aware of and manages risks; and**
* **is an effective advocate for carers’ in both local and national planning and policy decision making.**

**Accountable to Chairperson of the Board of Directors**

**Principal Tasks and Responsibilities**

The main areas of work are set out below. The post holder will need to be flexible and prioritise and may be asked to undertake additional areas of work which are consistent with the duties and responsibilities of the post.

**Strategic**

* In conjunction with the Board of Directors, focus CoEL to ensure that meeting carers needs is central to its operations and that carers are engaged in all aspects of its development.
* In conjunction with the Board of Directors, develop and regularly review CoEL’s strategic and operational plans.
* Ensure that CoEL has the human, material and financial resources required for effective operational delivery.
* Be visionary and outward looking in securing opportunities to meet carers’ needs through both support from CoEL and from others.

**Leading and Managing the Staff Team**

* Provide leadership and guidance to the staff team ensuring that effective support for carers is always the priority for colleagues.
* Foster a culture which harnesses and utilises all the skills and expertise of staff, carers and volunteers to maximise the impact of the organisation.
* With the support of external HR advisers, hold overall responsibility for all personnel and HR issues including the recruitment, induction and ongoing staff development, maintenance of a safe and healthy workplace, absence and attendance management, supervision appraisals and any disciplinary issues.
* Directly line manage the work of the Carer Support Coordinator, Admin and Finance Coordinator and Carer Counselling Coordinator and supporting their respective roles in managing staff who report to them.

**Operational management**

* Ensure robust monitoring and evaluation of CoEL’s work to inform development and management of the service and in order to be able to meet the expectations of funders.
* Develop and maintain a full range of policies and procedures for the organisation that are up to date and fit for purpose.
* Ensure that the organisation complies with GDPR and achieves externally validated Quality Assurance recognition.

**Promotion of both CoEL and a better understanding of the needs of Carers**

* Represent CoEL and lead on the negotiation and maintenance of its key relationship with East Lothian Health and Social Care Partnership (ELHSCP) and with other relevant local stakeholders.
* Ensure CoEL is represented at and promotes the involvement and engagement of carers is all policy and planning forums to ensure that their views and needs are heard and reflected in decision making.
* Engage with national networks and partners to support the work of CoEL and contribute to a better understanding of gaps in services and support for carers.
* Oversee and manage a communications and public engagement strategy to promote better understanding of the needs and best interests of both carers and CoEL including taking full advantage of social media; acting as principal contact for the press and media; promoting Carer Positive amongst local employers; and supporting Dementia and Carer Friendly Community initiatives.

**Financial Management**

* Responsible to the Board for the overall financial health of the organisation including the preparation, monitoring and management of budgets and regular reporting to the Board on financial performance.
* Lead responsibility for both raising funds and diversifying income through completing appropriate funding applications and income generation through fundraising.
* In conjunction with the Admin and Finance Coordinator, responsible for maximising cost efficiency and ensuring proportionate and effective and expenditure control.
* In conjunction with the Auditor, ensure the timely and accurate production of Annual Accounts and that the Board are fully appraised and appropriately approve these.

**Governance and supporting the Board of Directors**

* Ensure that the Board has the information and advice it requires to make sound strategic, operational, service development and policy decisions on behalf of CoEL including providing regular service and finance reports.
* Advise the Board on both national and local Voluntary Sector, Health and Social Care and other policy developments which may impact on carers, the people they care for and/or CoEL.
* Ensure that the organisation meets its legal and constitutional obligations including acting as Company Secretary, Data Protection Officer; OSCR Principal Contact and all similar roles for CoEL

**Person Specification**

**The key qualities for the post are:**

* A strategic leader who will drive the organisation forward in a changing landscape.
* The ability to manage uncertainty, including financial and funding challenges.
* Likes and thrives in a complex environment using advanced communication skills such as, negotiation, facilitation, managing conflict and stakeholder engagement.

**Qualifications**

* Candidates will be educated to degree level(E)
* Qualification health / social care or related field preferred (D).
* Post graduate qualification in a related field and / or business management (D).

**Knowledge**

* A good understanding of the needs and situation of carers and a demonstrated commitment to supporting carers (E).
* A sound knowledge of how Social Work, NHS, private sector and other community care services work and interact (E).
* Knowledge of company, charity and employment law (D)
* Knowledge of community care and health issues in East Lothian (D).
* Knowledge of the benefits system and welfare rights issues (D).

**Experience**

* Experience of line managing other staff (E).
* Experience in working in a person-centred manner (E).
* Experience of setting and managing budgets (E).
* Experience of fundraising from Trusts etc (D)
* Experience of managing risk (D)
* Experience of developing and policies and procedures (D)
* Experience of working with and reporting to Boards of Directors (D)

**Skills**

* Good listening and general communication skills (E).
* An ability to deal with carers, professionals and members of the public in a sensitive and person-centred manner (E).
* Good written skills and the ability to write concise and effective reports (E).
* Proven ability to organise, prioritise and manage own work (E).
* Confident in the use of word processing packages, e-mail and calendar systems and internet facilities and the ability to be largely self-supporting in the office (E).
* Confident in the use of Excel or similar in the analysis of data (D).

**Other**

* Commitment to treat people fairly, confidentially and even-handedly (E).
* Clean, valid driving license and access to own vehicle (E).
* Membership of PVG (Adult) Scheme (E). If you are already a member we will pay for an update report but candidates who not members will be expected to join at their expense. Currently this costs £59.00.

**Main Conditions of Service**

Employer Carers of East Lothian (CoEL)

Hours 28 hours pw to be worked flexibly and in line with the organisation’s needs. All salary and benefits are calculated pro-rata based on fulltime of 35 hpw.

Salary This post is the equivalent of Principal Officer Grade A - £35,876 to £38,703 full-time

Benefits CoEL will match up to a 6% pension contribution and offers flexible working arrangements.

Holidays Equivalent to 35 days (25 days leave plus 10 public holidays taken flexibly) full time.

Duration / Funding The post is permanent. In common with all Carers Centres, CoEL is dependent upon funding from ELHSCP who are undertaking a review of their commissioning of carer services.

Location Currently based in the CoEL offices in the new East Lothian Community Hospital in Haddington. Travel throughout East Lothian and occasionally across Scotland may also be required. Car use is considered essential. Mileage is paid at 45 ppm.