



## Home-Start UK JOB DESCRIPTION

### 1. JOB TITLE     Director of Scotland

### 2. MAIN PURPOSE AND SCOPE OF THE JOB

Home-Start is a vibrant community network of trained volunteers helping families with young children through challenging times. In Scotland, over 1500 volunteers support over 3500 families and nearly 6500 children each year through compassionate, confidential help to parents when they need us most.

This role has strategic responsibility for the leadership and development of Home-Start UK's work in Scotland. The role is required to provide vision, support and collaborative leadership for our network of independent local Home-Starts in Scotland; to maximise funding and partnerships that will grow impact for families; and to lead campaigning, influencing and public policy work to improve the support available for families.

Working closely with the Scotland National Committee members of the Home-Start network in Scotland, and Home-Start UK's leadership team, the post holder will play a pivotal role in growing the impact and reach of our work for families and children in Scotland.

### 3. POSITION IN ORGANISATION

The post-holder reports to the Deputy Chief Executive, Home-Start UK.  
The post-holder will manage a small team of staff based in our Edinburgh office.

### 4. LOCATION

The post will work out of the Edinburgh office, with some flexibility for home-working.  
Regular travel around Scotland and to the charity's Leicester office.



## 5. DUTIES AND KEY RESPONSIBILITIES

### a) Provide vision and collaborative leadership for our network across Scotland

- Support delivery of agreed strategic objectives in Scotland and provide effective performance reports to the Scotland National Committee, Senior Leadership Team and Home-Start UK Board of Trustees
- Work closely with our network in Scotland, supporting them to deliver high-quality work and maximum impact for families
- Encourage a culture of partnership and collaboration between Home-Start UK and local Home-Starts to maximise the power of the network
- Maintain a keen awareness of matters affecting local Home-Starts, ensuring that Home-Start UK responds to key emerging challenges and issues facing the Home-Start network in Scotland
- Maximise the impact and effectiveness of our work in Scotland through high-quality evidence, analysis and impact reporting
- Ensure the proper management of any delegated budgets and deliver financial controls and financial reporting as required by the charity's finance team
- Provide supervision and direction to all Home-Start UK staff in Scotland, nurturing their talent and capability so that they excel against their strategic objectives
- Fostering the provision of learning and development opportunities for all Home-Start staff in Scotland
- Provide the secretariat to the Scotland National Committee and work with the chair of the committee to ensure that Home-Start UK's work in Scotland is effectively governed
- Take the lead on strategic child protection and safeguarding matters in Scotland working closely with the charity's designated Head of Child Protection and Safeguarding

### b) Maximise opportunities to secure new funding and partnerships to grow and develop Home-Start UK's work in Scotland

- Identify and pursue opportunities for funding in Scotland which support the local Home-Start network to have an impact for families, in alignment with Home-Start UK's strategic priorities
- Maintain relationships with key funders and prospective supporters, managing the delivery of funding agreements entered into by Home-Start UK for the delivery of work in Scotland
- Raise the profile and presence of Home-Start's impact among key audiences and potential funders
- Develop and maintain partnerships with organisations involved in the delivery of family, early years and related support and develop joint projects and initiatives which benefit families and children in Scotland
- Adopt an entrepreneurial approach to service development to develop Home-Start support for families and children living in Scotland



### c) To lead Home-Start UK's campaigning, influencing and public policy work in Scotland

- Develop Home-Start UK's influencing strategy in Scotland, ensuring that the charity achieves its public policy and campaigning objectives
- Act as an ambassador for Home-Start and a champion for families in Scotland, ensuring that all campaigning, influencing and public policy work is based on evidence of need and the views of the Home-Start network
- Represent Home-Start in the media as a key spokesperson
- Maximise opportunities to influence public policy and practice on behalf of Home-Start in Scotland, working in partnership with other organisations wherever this supports the furtherance of policy objectives
- Keep the Scotland National Committee, Senior Leadership Team and Board of Trustees informed of key external policy developments and work with colleagues to formulate the charity's position and responses
- Represent Home-Start UK's policy positions to external audiences, including the media, civil servants and politicians
- Respond to relevant national consultations on issues affecting Home-Start's work and the families and children we support

## 5. GENERAL RESPONSIBILITIES

- Supporting the network's understanding of, and response to, safeguarding issues and modelling an absolute commitment to keeping children, families and vulnerable adults safe in all we do
- Adherence to Home-Start UK's administration, communications, health and safety protocols and policies to ensure that organisational systems and procedures are implemented
- Maintain and improve competencies through continuous professional development in order to fulfil the key duties and responsibilities of the role
- Work collaboratively with staff across Home-Start UK and with local Home-Starts as appropriate, in accordance with the Home-Start Agreement
- Support and promote diversity and equality of opportunity in the workplace
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or local Home-Starts or staff etc.
- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post





## Home-Start UK PERSON SPECIFICATION

Director of Scotland

	Essential	Desirable
<b>Experience</b>		
Experience of strategy development and delivery	√	
Experience of leadership and partnership working	√	
Experience of managing strategic funding partnerships	√	
Experience of policy and campaign development and working successfully to influence Government departments and politicians	√	
Experience of working in the voluntary sector and with charities supporting families		√
Track record of working in partnership with other organisations	√	
<b>Skills and Abilities</b>		
Excellent all round communication skills	√	
Entrepreneurial approach to service development and income generation	√	
Leadership and motivational qualities and ability to develop teams	√	
Well-developed networking, representational and negotiating skills	√	
Excellent time management skills with the ability to produce quality work, on time, with minimal supervision	√	
Excellent collaborative leadership, diplomacy and relationship building skills	√	
Ability to work confidently with the press and broadcasting media		√
Good project, financial and budgetary management skills	√	
Proficient in Microsoft Office and good digital knowledge with ability to effect best use of digital opportunities across the organisation		√



Knowledge		
Significant knowledge of the policy environment around early years and family support in Scotland	√	
Strategic understanding of organisational responsibilities around the safeguarding of children and vulnerable adults		√
Understanding the structures and working of the Scottish Government and Scottish Parliament	√	
Understanding of the challenges and opportunities involved in running charities and federated charity structures		√
Other Requirements		
Commitment to anti-discriminatory practice and ability to promote diversity, equality and fairness across all areas of work	√	
Ability to travel and stay overnight when required		√

