



## **AdvoCard Chief Executive Job Description**

Responsible to:	Chair, Board of Trustees
Hours of work:	21.75 with flexibility and the ability to undertake additional hours as required
Place of work:	TBC following the lifting of Covid restrictions
Salary:	Pro Rata £40,000

### **Purpose of job**

To provide strategic and operational leadership to the organisation. The post holder will ensure the delivery of the organisation's business, and work to strengthen and grow its impact for people who use and need its services. Funding for the main elements of service delivery is secure until July 2022. A key task for the postholder will be delivering sustainability beyond this date.

### **Duties and responsibilities**

#### **Operational management:**

The postholder will

- Oversee the day to day delivery of the individual and collective advocacy services provided by AdvoCard and partners
- Provide line manager support and supervision to senior staff
- Be responsible for the financial management of the organisation, proposing clear and detailed annual budgets and appropriately monitoring spending against them
- Ensure a range of reporting mechanisms across the organisations to manage both individual and organisational performance, ensuring accurate reporting to the Board
- Identify funding sources and secure ongoing funding for existing and potential projects
- Maintain a comprehensive range of policies and procedures to meet legal, financial, and other obligations, ensure that these are updated in line with good practice, and that they are well embedded in the organisation's culture and practice

- Ensure that appropriate quality assurance mechanisms are in place and work towards the continuous improvement of service delivery
- Develop strong, positive working relationships with external partners in order to promote and extend the work of AdvoCard
- Ensure that the organisation has an effective communication strategy delivering key messages both internally and externally
- Oversee the implementation of methods to engage the service user voice in the development, delivery and evaluation of services.

### **Strategic planning:**

The postholder will

- Work with the Board of Trustees to develop the strategic direction of AdvoCard in a way that supports the aims, values and mission of the organisation
- Oversee the development and delivery of annual business plans that support the strategic plan, and identify key milestones against which performance can be measured
- Provide a high level of knowledge about policy and practice in the field of advocacy and related services in Scotland, and ensure these remain at the heart of service delivery and development
- Develop and build effective relationships with statutory and non-statutory partners who can support the charity to meet its objectives.
- Engage with staff, volunteers, partner organisations and advocacy partners to identify areas of unmet need and potential ways to develop new services that meet that need

### **Leadership**

The postholder will

- Provide leadership to the managers, the staff and the volunteer team to ensure that advocacy partners are supported by individuals with a strong value base, appropriate skills and the highest standards of independent advocacy practice
- Operate at a level of expertise and competence which provides a model of good practice to staff, volunteers and advocacy partners
- Demonstrate personal commitment to tasks and objectives, routinely delivering a first-class service to all stakeholders, internal and external
- Work with pride and commitment to achieve high personal and professional standards delivering individual, team and organisational goals in line with organisational objectives

- Demonstrate and support a culture where the mentoring and coaching of staff and volunteers are the norm, to ensure that all involved with the organisation are able to develop and thrive

## **Training**

You will be expected to participate in training as identified by the Board of Trustees in managing your development and your performance. You may also request specific training and AdvoCard will endeavour to meet such requests depending on available resources and relevance to job role.

## **Contacts**

- Mental health service users other service user groups that benefit from independent advocacy
- Wide range of professionals within the fields of mental health services, social care, problematic substance use, the Scottish Prison Service and welfare benefits
- Funding bodies and commissioners including senior managers across the NHS and social care
- Charity regulators and auditors
- Other voluntary and advocacy organisations and their staff
- AdvoCard Board members, managers, other staff and volunteers
- Members of the public

## **Location and Premises**

Home working is the norm until Covid restrictions are lifted. A future office location will be determined once this is possible. Some travel between locations will be required.

## **Disclosure**

This post is subject to an Enhanced Disclosure Scotland check.