

Positive Childhoods

Empowered Parents

Dynamic Communities

CALA is a leading third sector charity based in the Highlands and high-quality early learning and childcare services lie at the heart of our work. Through innovation and partnership with local authorities, social enterprises and other third sector organisations, CALA promotes an inclusive culture of 'getting it right for every child', helping to make Scotland the best place to grow up.

We are seeking an ambitious and inspiring Depute Chief Executive who will support and lead CALA's future as we move into a new phase of our history and adapt to the coming challenges and opportunities.

Accountable to the Board, the Depute Chief Executive will work closely with the Chief Executive and the Senior Management Team to ensure CALA delivers quality sustainable services at a local and national level in an inclusive and joined up way. They will be significantly involved in the leadership of the organisation, the finance and human resource management, collaboration and supporting quality practice, and in robust governance.

As Depute Chief Executive of CALA, you will provide strategic financial & HR leadership in CALA and so must hold a management accountancy qualification and be able to evidence producing budgetary reports, modelling, scenario planning, and providing financial advice that enable management teams and/or boards to take decisions.

The Deputy Chief Executive post is currently home based and will involve regular travel into our Inverness office, throughout Highland, Moray and occasionally to the Central Belt.

Professional Values and Personal commitment

The Depute Chief Executive will provide operational & strategic leadership to the organisation to ensure short and long-term goals are achieved.

The Depute Chief Executive will communicate and engage effectively both internally and externally with a wide range of partners and will be an advocate of high-quality, safe Early Learning and Childcare and family services across Highland and beyond.

Professional Knowledge and Understanding

The Deputy Chief Executive will:

- Provide oversight, direction and support to the finance and human resources teams
- Lead effective and safe financial, legal and governance control
- Manage, develop and motivate high performing teams
- Support the Chief Executive in meeting the aims of the agreed development plan
- Be confident about managing and evaluating multiple work streams
- Support the diversification of income streams and new business development
- Promote and champion the charitable aims and values of CALA
- Authentically and effectively influence a wide range of stakeholders
- Have an understanding of remote and rural issues

Professional Skills and Abilities

The Deputy Chief Executive will:

- Build trust, respect and confidence quickly
- Deputise for the Chief Executive in their absence
- Have excellent IT skills including confidence on virtual meeting platforms/formats
- Have excellent verbal and written communication skills, especially report writing and presenting at the Finance and Audit sub committee as well as the Board, meeting all reporting deadlines
- Have strong knowledge and understanding of strategic business planning
- Have a commitment to self reflection and continuous improvement
- Ensure a culture of equality and inclusion across CALA
- Have a 'can do' attitude and adapt quickly to challenges and change
- Liaise with the external auditors and ensuring that all recommendations and issues are dealt with promptly
- Have experience of senior staff management and development, financial /HR management planning and strategic planning

Professional Learning and Development

The Deputy Chief Executive will develop and value themselves and their teams by taking responsibility for their own professional learning and development, and that of staff teams, paying due regard to the *How good is our third sector* evaluation framework.

The Deputy Chief Executive will:

- Positively contribute to internal CALA support, supervision and appraisal processes to aid ongoing development, ensuring staff regularly focus on self reflection.
- Report to the CALA Board on outcomes relating to CALA Financial and HR monitoring
- Identify and support personal learning and development and support this action for staff for whom they have responsibility.
- Seek to achieve continual improvement through ongoing reflection and evaluation of the service provided; analysing theory, policy and practice.
- Engage in professional reflection.
- Take a holistic, creative and constructively critical approach towards innovation and change.

This remit will be reviewed annually.

Care and Learning Alliance is an Equal Opportunities Employer

CARE AND LEARNING ALLIANCE

Deputy Chief Executive Officer - Personal Specification

Criteria	Essential in Post	Desirable in Post
Accountancy qualification	X	
Management accountancy experience including producing budgetary reports, modelling, scenario planning, and financial advice that enable management teams and/or boards to take decisions	X	
Knowledge and experience of strategic business planning and income generation opportunities including funding applications.	X	
Previous experience of HR.		X
Strong IT skills in a range of financial and microsoft packages including excel, SAGE, quickbooks and Teams	X	
Previous experience of working and managing at a senior level	X	
Excellent written and oral communication skills, including report writing.	X	
Ability to provide strong and effective management whilst empowering others.	X	
Ability to manage a wide range of complex and conflicting perspectives in order to agree priorities and meet deadlines	X	
Previous experience of volunteering with or working in a Charity		X
Previous experience of reporting to a Board		X
Previous experience of driving forward innovative approaches whilst ensuring company aims, values and objectives are met.		X
Ability to adapt quickly and flexibly to new demands and change.	X	
Ability to take on challenging tasks with a `can do` attitude.	X	
Ability to build trusting relationships, within and out with the organisation, and be able to influence the thinking of a wide range of stakeholders.	X	
Experience and an understanding of the unique challenges of remote and rural life and service delivery		X