****

**APPLICATION PACK**

**DIRECTOR**

**April 2021**

In Control Scotland. A company limited by guarantee. Registered Charity Number: SC042000. Registered Company Number: SC358414

**Contents**

[Introduction from the Chair 3](#_Toc69975229)

[How to Apply 4](#_Toc69975230)

[Job Description 5](#_Toc69975231)

[Person Specification 8](#_Toc69975232)

# **Introduction from the Chair**

In Control Scotland helps to transform the lives of disabled people across Scotland. We achieve this by advocating for and supporting the realisation of a system of self-directed support that is modern, equitable and respects the rights of the individual. One that empowers disabled people and their families to take control, make choices and direct their support in a way that works for them.

Coming into being in 2006, and subsequently becoming a charity in 2009, In Control Scotland played an influential role in the discussions that would lead to the creation of the national strategy for self-directed support in 2010 and the subsequent legislation in 2013.

Since then, we have proactively worked with people who need support and their families as well as Scottish Government, public and third sector organisations and care providers to co-produce and harness good practice with innovative ways of working. And where we see poor practice, we seek to constructively challenge it.

With the current Director stepping-back from the organisation, In Control Scotland’s (ICS) Board is seeking to appoint a new Director to lead the organisation and provide strategic direction. We are looking for an inspirational individual that is passionate about supporting disabled people and their families and who has proven experience in enabling transformational change at a service, local and national level.

The successful candidate will take the helm of ICS at a time of unprecedented change. Firstly, as we begin to make sense of the COVID-19 pandemic and look towards recovery and renewal from its impact. And secondly, in the context of social care, with the implementation of the recommendations of the Review of Adult Social Care and the development of a new framework and standards for self-directed support.

Simply, we are looking for a Director that recognises the opportunities in these changes to unlock the full potential of self-directed support so that disabled people can fulfil their aspirations for the role they want to play in society.

Reporting to the Board, the Director will:

* Lead a small staff team (currently two individuals) and group of Associates to deliver our strategic objectives as approved by the Board.
* Work within the limits of authority set by the Board in managing ICS’ resources.
* Be a figurehead for ICS and the individuals and families it represents across Scotland.

We can offer you an exciting opportunity to both make a real difference, and to develop your career, along with competitive terms and conditions of employment and the continuing support of a highly experienced Board.

We look forward to hearing from you.

Andrew Magowan

Chair

# **How to Apply**

If you have any queries or wish to discuss the role, please contact the Chair of the Board of Trustees, Andrew Magowan at andrewm@inspiringscotland.org.uk

To apply, please submit:

* **an up-to-date CV; and**
* **a covering letter incorporating your supporting statement expressing why you are interested in this opportunity and your suitability.**

Your CV and covering letter(incorporating your supporting statement) should be emailed to [june.d@in-controlscotland.org.uk](mailto:june.d@in-controlscotland.org.uk) **by noon 21st May 2021**.

Applicants will be shortlisted for interview by matching the details given on their CV and supporting statement against both the job description and the person specification (see below). We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements. We would also be grateful if your covering letter could include the following information:

* Current salary / package
* Current notice period
* Details of two referees (please note that referees will not be contacted until offer stage or without prior consent)

Please note that you will receive an acknowledgement of your application within 24hrs. If you do not receive this, please contact june.d@in-controlscotland.org.uk

At the present time we propose undertaking the interviews via Zoom/MS Teams. However, if the current COVID restrictions permit, we may seek to complete the interviews face-to-face. **Interviews will be held on the 1st of June 2021.**

Interviews will last approximately 45 minutes, but this may be extended should we choose to ask interviewees to provide a presentation. We will advise on the requirement for a presentation when confirming interviews.

# **Job Description**

**Role:** Director

**Responsible to:** Board of In Control Scotland

**Job Purpose:** As our most senior employee, the Director provides leadership, vision and passion in the delivery of our strategic and operational objectives around self-directed support.

**Hours of Work:** 37.5 hours per week to be worked flexibly

**Location:** Our office is located at: 5A, Moorpark Court, 25 Dava St, Govan, Glasgow G51 2JA. However, the Board would also be happy to discuss an appropriate level of home working. Also, please note the role will involve regular travel across Scotland and occasionally beyond.

**Salary & Benefits:** £42,500 to £47,500 plus 6% employer pension contribution

**Holidays:** 35 days per annum (inclusive of Bank holidays)

**Main Duties & Responsibilities:**

***Strategy Development and Implementation***

* Work with the Board and others to develop a rolling three-year strategic plan that is supported by an annual business plan.
* Report to the Board on the delivery of the strategic and business plans.
* Ensure our strategic plan aligns with relevant local and national policy.
* Utilise and manage the organisation’s resources effectively and efficiently to achieve the delivery of our strategic objectives.

***Operations Management and Delivery***

* Monitor progress against the operational dimensions of the business plan.
* Direct, lead and coordinate the varied and diverse operations and project work of In Control Scotland.
* Initiate and grow new ideas and areas of work for the charity that provide opportunities for people to get the right support.
* Deliver direct support to statutory and third sector organisations and/or individuals or families: this may involve providing information, advice and support; support planning; training; coaching; practice development; facilitating meetings and more.
* Work closely, cooperatively and constructively with Associates to deliver on the various projects of In Control Scotland.
* Actively provide opportunities for people with lived experience of social care to have their voice heard and develop the capacity of and opportunities for individuals and families to share their skills and knowledge.
* Advocate on behalf of individuals and families requiring social care support and to be a bridge to solutions where there is conflict.
* Promote and share good practice in the implementation of self-directed support and ensure as far as possible that this is embedded in both local and national delivery.
* Work with the In Control Scotland Administrator to promote, organise and ensure the smooth running of events that encourage and enable good practice and improve the experience of self-directed support.
* Prepare and submit work proposals and applications for funding to relevant grant awarding bodies, including Scottish Government.
* Initiate and coordinate the production of reports, papers and accessible information that increases the awareness and delivery of good practice in self-directed support.
* Ensure compliance with legislation and policy guidance.

***People Management***

* Ensure human resource policies and practice are up-to-date and meet legislative requirements.
* Provide line management support and supervision to all direct employees (currently two individuals) of the charity, to include specifically the Charity Administrator and any Project Workers.
* Identify and recruit staff and Associates with specific skills to deliver on various projects.
* Develop and implement training and continuing professional development programmes to ensure appropriate skills for service provision.
* Direct and deploy all employees including those working as Associates of In Control Scotland.
* Quality assure the work of Associates and staff to ensure their practice demonstrates the values and principles of In Control Scotland.
* Negotiate and agree the level of involvement, commitment of hours and level of remuneration for Associates.

***Financial Performance Management and Control***

* Demonstrate financial prudence, efficiency and effectiveness.
* Manage all aspects of financial performance, systems and reporting.
* Develop a broad and varied range of funding and income streams that enables the work of the organisation to continue and flourish.
* Managing funding agreements against which we will deliver agreed services.

***Networking, Liaising and Working in Partnership with Others***

* Oversee, prepare and submit regular reports as required to our funders and stakeholders.
* Coordinate and provide leadership to the various partnership projects in which we are involved.
* Engage in relevant local and national consultation and processes that further the implementation of self-directed support and the development of social care, for example, involvement in the Self-Directed Support Collective and Scottish Government policy groups.
* Build alliances and work cooperatively with others committed to the further successful implementation of self-directed support, including individuals and families and other organisations and groups.
* Represent and be the public face of In Control Scotland in a wide range of contexts

***Governance and Support to Board of Directors***

* Attend the regular meetings of the voluntary Board of Directors and provide them with information on the organisation’s progress against its strategic objectives, operations and finances.
* Ensure that all legal and procedural requirements of the charity are met acting as Company Secretary.
* Effectively liaise with the Board of Directors, including the Chair, to ensure good governance.

The above is not comprehensive and particular duties and responsibilities may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed.

# **Person Specification**

|  |  |
| --- | --- |
| **Qualifications** | |
| A relevant degree or equivalent professional qualification/experience in a relevant field | Essential |
| **Experience** | |
| Minimum three years’ experience in a leadership or senior management role including experience of managing a team or equivalent experience | Essential |
| Experience in the development of new projects and areas of work, including managing resources to successfully achieve these | Essential |
| Experience of working co-operatively and in partnership with a varied range of stakeholders, agencies, funders, and influencers and including people with lived experience of social care | Essential |
| Strong track record in organisational and programme fundraising and income generation | Essential |
| Experience of successfully developing and implementing an organisational strategy and business plan | Desirable |
| Experience in the successful development and implementation of national level communication and influencing strategies/campaigns | Desirable |
| **Knowledge & Understanding** | |
| A good working knowledge of Self-Directed Support principles, policies, legislation, and standards (including the recent Independent Review of Adult Social Care and the new Social Work Scotland Standards) | Essential |
| Knowledge and understanding of self-directed support service delivery and what good support should look and feel like | Essential |
| Knowledge of equality and human rights principles, legislation, and standards and what this means in practice to disabled people | Essential |
| Knowledge of other national (Scotland) and local policy frameworks as they apply to disabled people and their families | Desirable |
| **Skills/Attributes/Competencies** | |
| High emotional intelligence and a value-base drawn from life experience in its broadest sense, including learning from those with experience of disability | Essential |
| Able to work effectively and efficiently both as an individual and co-operatively and constructively with others and as part of a team to achieve objectives | Essential |

|  |  |
| --- | --- |
| Able to think creatively and develop new projects and area of work that make a difference, from initial idea to delivery, inspiring and recruiting the commitment of others along the way | Essential |
| Able to communicate confidently and effectively both verbally and in writing, including to large groups and to varied audiences | Essential |
| Able to be both an effective manager of all resources, including human resources, and a leader, demonstrating and promoting good practice and resilience, challenging discrimination, and reflecting on own style | Essential |
| Able to demonstrate a strong focus on results; consistently meeting agreed objectives and success criteria and taking personal responsibility for getting things done | Essential |
| Able to be a positive and credible representative for In Control Scotland in a wide range of settings, meetings and with different groups and individuals | Essential |

**END.**