

Job Description

Corporate Services Lead (part time)

****This is a newly created post****

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based.

We meet people where they are, and support them towards where they want to be.

Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

This is a new post being created within the Finance & Corporate Services team as a result of recent growth, delivering on areas of compliance such as Health & Safety, Data Protection & Insurance as well as leading and advising on the delegated management of facilities across our locations in East Central Scotland

The post holder will, with the direction of the Director of Finance & Corporate Services (DoFCS), and supported by the Corporate Services Coordinator, carry out all tasks and responsibilities of the post as detailed below in a legally compliant and professional manner, and in line with our values.

This role requires proven competence in Health & Safety management and/or Data Protection management, with the ability to manage and prioritise a range of responsibilities.

2 Tasks and Responsibilities

Health and Safety (H&S):

- Review and update/improve documentation, policies, processes and systems to ensure compliance, supported by DoFCS
- Ongoing H&S management, providing managers across the organisation (who have delegated responsibility for H&S within their areas) with support and guidance - supported by external consultants
- Improve service managers' H&S skills and systems via review, training and support
- Develop cyclical audit of H&S practices at all premises

Data Protection and GDPR (General Data Protection Regulation):

- Review, manage and update/improve documentation, policies, processes and systems to ensure compliance, supported by DoFCS
- Support DoFCS to develop understanding and implementation of GDPR requirements across the organisation
- Ensure staff and managers are informed and/or trained regarding GDPR compliance, providing support to them as required
- Manage the archiving of electronic and hard-copy documentation in line with our retention policy

IT (including Mobile phones management):

- Supported by the DoFCS, manage the overarching plan for IT systems across the organisation
- Develop and manage a plan for the maintenance/upgrade of IT equipment within appropriate budgets
- Manage our third-party IT support contract relationship, ensuring high standards of IT performance are maintained
- Lead on any staffing queries which fall out with our third-party support contract

Property management:

- Update and manage systems and processes which ensure fit-for-purpose premises across the organisation, including utilities and equipment leasing contracts
- Oversee the management of all premises owned and leased by Cyrenians.
- Property-related project management and support – ad hoc and as required

Other:

- Lead and manage all aspects of **Cyrenians' insurance policies**
- Oversee and co-ordinate the **annual review of all other internal policies**
- Co-ordinate centralized **procurement**, to support savings and efficiencies in both cost and resource requirements

Staff Management:

- Manage and develop staff within post remit (currently 1 staff member: Corporate Services Coordinator) to achieve excellence in all areas of performance, and adheres to relevant HR policies and procedures
- Ensure staff within the team have the skills and learning opportunities to be highly effective in their roles
- Ensure each staff member has an individual work-plan disseminated from the Annual Plan, and receives regular 1:1 meetings

3 Person Specification

Knowledge, skills and experience	
Minimum of 2 years relevant demonstrable experience in leading on Health & Safety and/or GDPR compliance	Essential
Computer literate and highly competent in the use of Microsoft Office programmes (such as Excel and Word), including experience of creating spreadsheets	Essential
Experience of a similarly diverse role	Desirable
Ability to produce accurate and well-presented work	Essential
Excellent organisational skills and the ability to manage multiple tasks and deadlines	Essential
Excellent communicator with an ability to adapt communication style for audience. Adept at stakeholder management.	Essential
Values & attributes	
Reliable, practical, highly organised and methodical	Essential
Professional attitude and practice	Essential
Excellent interpersonal skills and telephone manner	Essential
Ability to manage a varied workload, and prioritise to meet competing deadlines	Essential
Ability to maintain high standard of confidentiality	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Appreciation for impact of Cyrenians work and desire to work in Third Sector	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Director of Finance & Corporate Services
<u>Liaison with:</u>	Finance & Corporate Services Team, and wider cross-organisational services and Enterprises
<u>Workplace:</u>	Edinburgh-based (Norton Park post-COVID restrictions) with occasional travel to other Cyrenians sites
<u>Working Hours:</u>	25 hours per week
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£27,805 – £31,638 per annum (SCP28-32) (pro rata). This equates to £18,787 per annum for a 25-hour week at scale point 28.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Status:</u>	Permanent
<u>Disclosure:</u>	PVG scheme membership not required

5 Application deadline and Interview dates

<u>Closing date:</u>	12:00 noon on Monday 24 th May 2021
<u>Interview date:</u>	Thursday 3 rd June 2021
<u>Stage 2 date:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.

Further information can be found at www.cyrenians.scot