

Charity Number SC042392



## Chief Executive Officer Recruitment Pack

<b>Hours</b>	FT, worked flexibly
<b>Place of work</b>	Home and Office based (Linlithgow, West Lothian) – subject to negotiation
<b>Salary</b>	£40,000 to £45,000
<b>Duration</b>	Permanent
<b>Leave</b>	28 days + office closure between Christmas and New Year
<b>Pension</b>	Employer’s contribution: 4%, employee’s contribution: 4%
<b>Line Manager</b>	EOS Chair

**About EOS** - Eczema Outreach Support is a UK-wide charity set up 10 years ago (initially covering Scotland only) to support families and children with eczema. We have close to 3000 member families. The charity has been delivering a growing range of emotional and practical support activities, alongside working with clinical networks, research teams, schools and the private sector.

### Purpose of the Role

The Chief Executive Officer is responsible for shaping and implementing the strategic direction of EOS. The Chief Executive Officer also ensures the smooth running of the charity, provides leadership to staff and supports the Board of Trustees to fulfil its strategic and governance duties.

### Key Responsibilities

#### Strategic direction

- Provide leadership and direction for the organisation and its staff in line with our vision
- Clearly articulate and communicate EOS’s vision, mission and values, both to staff and others

- Drive EOS's strategy and business plan while establishing clear targets
- Ensure awareness of current and changing legislation e.g., GDPR, Safe guarding, etc.

## Supporting the board

- Responsibility for working with and advising the Board of Trustees with regard to strategic developments, opportunities and challenges.
- Support the Board of Trustees to ensure that the organisation is in all aspects legally and financially compliant and operating to best practice.
- Advise and work with the Chair and Board of Trustees in developing its structures, and in formulating and reviewing policy.

## External Affairs

- Promote and encourage multi-agency partnerships with third sector, statutory bodies and the corporate sector in the funding and delivery of projects, following our code of ethics.
- Build and maintain relationships with relevant health care professionals and academics across the UK and internationally
- Ensure effective participation in relevant national and international networks
- Act as Media Spokesperson: represent the work of EOS in publicity and media opportunities, with quotes and interviews, ensuring a consistently good public image and reputation.

## Finances and Fundraising

- Accountable for fundraising from a range of sources to deliver EOS's agreed strategic objectives in the medium term and working towards an increased sustainability in the long term
- Responsibility for liaising with funders, writing applications and applying for grants from various trusts and foundations
- Responsibility for securing corporate partnership agreements
- Ensure grants are spent appropriately within aims of the charity, the grants' terms and in accordance with OSCR regulations
- Report to funders in a timely and accurate way
- Oversee budget management
- Oversee all financial reporting ensuring it is accurate and done on a timely and regular basis, including the annual accounts/annual report

## People Management

- Provide leadership, direction and motivation for staff and volunteers
- Oversee the recruitment, training and management of staff, with an emphasis on wellbeing, honesty and empowerment.
- Line management of the Senior Management Team, including the continuous improvement of SMT meetings and practices.

## Operations

- Oversee the development and delivery of EOS's services in line with the aims and objectives of the organisation
- Oversee all services to ensure they are delivered to a high standard and are monitored and

evaluated to meet the needs of beneficiaries and funders' requirements

- Identify areas of organisational development and take action
- Responsibility for identifying and managing risks within the organisation
- Ensure that the highest standards exist for good health and safety practices
- Manage the organisation with due regard to equal opportunities, safeguarding, the General Data Protection Regulations UK (GDPR), and the Data Protection Act

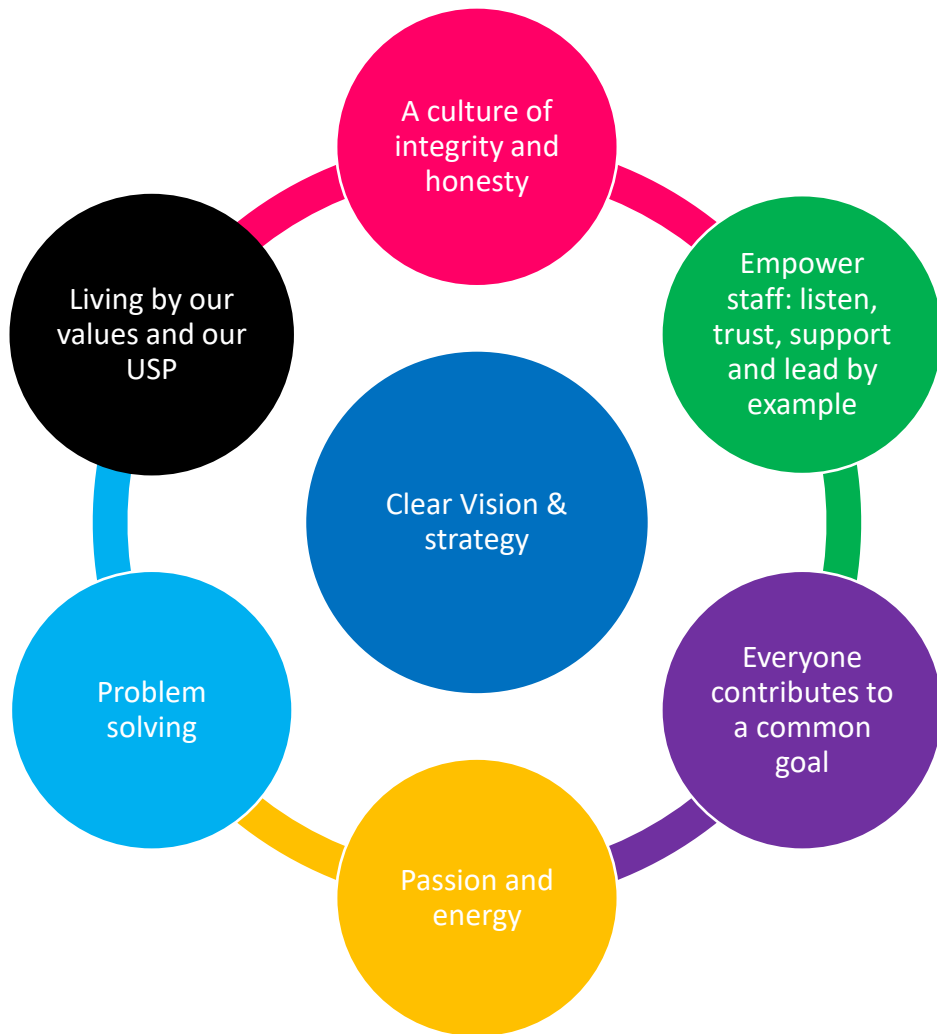
## Culture

- Promote Diversity, Equality, Inclusion and Human Rights in all of the charity's work and practices
- Sustain a staff culture where everyone is valued and equipped to do their job; where staff are empowered to take ownership of projects and where professional development is encouraged

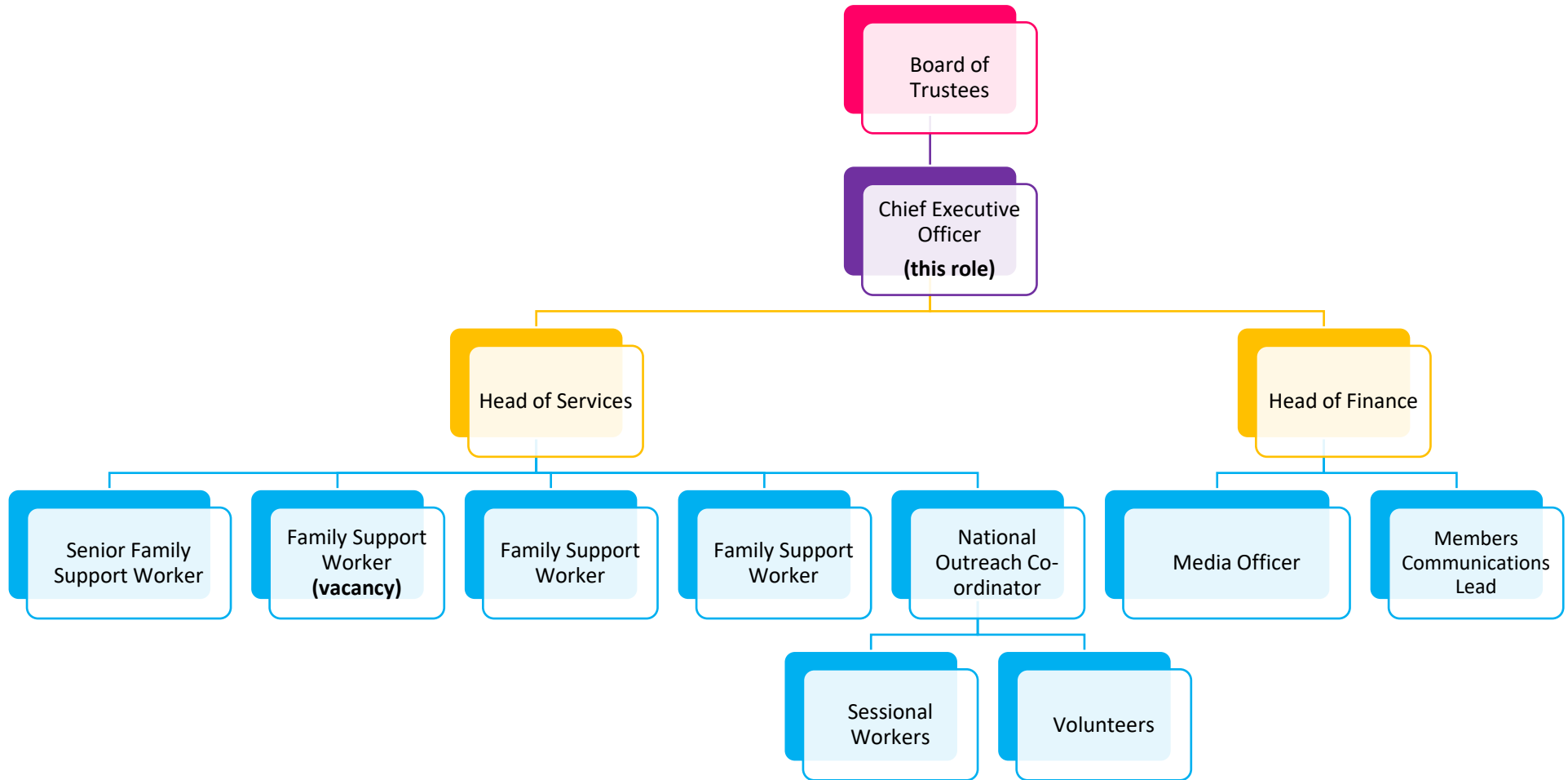
## Other

- Attend EOS events when required, which will include getting involved in children's activities on the day and engaging with groups of children. A PVG check will be required.
- Any other duties that may arise within the job

# EOS Leadership



## Staffing Structure



## Person specifications

	Essential	Desirable
<b>Qualification and Personal Development</b>		
A relevant professional or leadership qualification or equivalent knowledge gained through experience	X	
Demonstrable commitment to CPD	x	
<b>Leadership and Management</b>		
Experience of operating effectively at a senior level in the Third Sector	x	
Effective leadership and management skills	x	
Ability to motivate and inspire others	x	
Ability to respond to change effectively	x	
Experience in monitoring and evaluation	x	
<b>Finance and fundraising</b>		
Experience in preparation, monitoring and management of budgets	x	
Experience in writing successful funding applications	x	
Experience in securing funding from the private sector		x
Experience in writing reports to funders	x	
<b>Relationship Management</b>		
Inclusive leadership style and ability to bring people with you	x	
Ability to build and cultivate relationships with external partners, such as Health Care professionals, the private sector, academics, other third sector organisations	x	
<b>Other</b>		
Experience of representing an organisation in the media		x
Experience of working with a Board of Trustees	x	
Understands the challenges created by chronic conditions, especially eczema		x
Demonstrable commitment to equal opportunity and inclusion	x	

## How to apply

**What you should send** - There is no application form. Please provide:

1. A CV, explaining what your experience is. We are also interested in people's life experience when it is relevant to the post, such as hobbies and roles you do on a voluntary basis. Please mention as well where you have seen this job advertised.
2. A covering letter demonstrating:
  - how you meet the person specifications  
AND
  - why you would like to work with us
3. The names and contact details of 2 people who will give you a reference. They should know you in roles that are relevant for this post. We will not contact anyone for a reference until after the interview stage.

## Where to send your application

The closing date for applications is **Thursday 4<sup>th</sup> November, midnight.**

You can send them by email (preferably) or by post:

- Email: **Recruitment@eos.org.uk**
- Post: EOS, Bryerton House, 129 High Street, Linlithgow, EH49 7EJ

## Interviews

The 1<sup>st</sup> round of interviews will be held online on Friday 19<sup>th</sup> November.

**More information about EOS:** [www.eos.org.uk](http://www.eos.org.uk)

**For an informal conversation about the post,** you can contact us by email in the first instance at [Recruitment@eos.org.uk](mailto:Recruitment@eos.org.uk)

## Eczema Outreach Support's strategy 2020-2024

Our vision is that Families with eczema in the UK flourish in a society where they can lead healthy and fulfilled lives.  
We won't give up until every child and their family get the help they need throughout their eczema journey.



**We offer direct support** and empower families with eczema so they can cope better with the impact of the condition on their life.

**1-1 support** from a team of Family Support Workers

**Tailored welcome pack** for the whole family with specialist resources

**School workshops** and help with **school healthcare planning** for individual families



**We encourage children** and adolescents with eczema to engage in their own care and build confidence together.

**High 5 Club** for children aged 3 to 10 : fun eczema resources, competitions, pen-pal scheme and workshops at events

**XY Club** for adolescents aged 11 to 17 : eczema guides, teen app, Instagram group, outings and self-management events



**We break the isolation** of families with eczema through opportunities to meet, learn and support each other.

**Learn & Share events** for families and healthcare professionals to gain knowledge and meet others

**Face to face & online meet-ups and webinars** by theme

**Online community**



**Our wider impact:** we improve UK statutory services and raise awareness of eczema globally (*overleaf*).

**Healthcare** : we improve HCP's patient education, encourage research and contribute to service improvements by sharing our families' experiences.

**Education** : we make eczema support guidances accessible to all schools in the UK.

**Awareness** : campaigns targeted at policy makers and the public.



**Our 3 Family Support Outcomes** - By accessing our services, children with eczema and their families in the UK are more:

- 1. Confident** – Children of eczema and their families have increased their confidence in their self-management and coping skills.
- 2. Supported** – Children with eczema and their families feel more supported in regards to dealing with the condition and its impact on life, including at school and with their healthcare providers.
- 3. Connected** – Children with eczema and their families feel more connected with others by having access to a community of peers.

**Our 10 Wider Impact goals** - To enhance our Family Support outcomes, we work in partnership with other sectors and organisations nationally and globally to make a wider positive impact on services (healthcare, education and voluntary) and society:

