



SCOTTISH INDEPENDENT ADVOCACY ALLIANCE

CANDIDATE INFORMATION PACK

CHIEF OFFICER

Introduction

Thank you for your interest in Scottish Independent Advocacy Alliance (SIAA). SIAA is the national intermediary organisation supporting, promoting and defending independent advocacy across Scotland. SIAA represents advocacy organisations at various levels and raises awareness and understanding of independent advocacy across Scotland.

We work with our members and other stakeholders to influence policy and legislation developed by the Scottish Government and the Scottish Parliament. Our aim is to raise awareness about the value and impact of independent advocacy and influence decision makers, ultimately, with a view to widening access to independent advocacy for all who need it in Scotland.

We are a member of a range of different working groups and parliamentary cross party groups, providing an opportunity for MSPs from across the political spectrum, organisations and members of the public to meet and discuss a shared interest in a cause, legislation or specific issues.

We regularly hold roundtables with members to inform members about current policy issues, identify emerging issues and create meaningful opportunities for engagement and participation in policy work. SIAA aims to identify different member perspectives and expertise on policy issues and communicate these views to policy and decision makers. SIAA facilitates the sharing of best practice among members. This includes providing training and toolkits for members, and setting agreed quality standards. For SIAA the key piece of work in this area is the [Independent Advocacy Principles, Standards & Code of Best Practice \(2019\)](#).

The SIAA Board is now seeking to appoint a new Chief Officer to lead the organisation and provide strategic direction. We are looking for a remarkable individual to take the helm of SIAA; someone passionate about promoting advocacy; who has proven experience in leading strategic business operations and who is keen to play their part providing a strong voice for advocacy in Scotland. It is a challenging environment and so the post demands an experienced leader able to navigate the landscape and help shape the organisation for the future.

Reporting to the Board, the Chief Officer will:

- Lead the staff team to deliver on strategic objectives as approved by the Board
- Work within the limits of authority set by the Board
- Be a figurehead for independent advocacy

We can offer you an exciting opportunity to develop your career, competitive terms and conditions of employment, continuing support and guidance and access to a wide variety of development opportunities.

If you believe you have the vision, skills and, above all, the personal qualities the post demands then please do submit an application.

Applications should be emailed to recruitment@siaa.org.uk. Please complete the diversity monitoring form via the survey monkey form

<https://www.surveymonkey.co.uk/r/SIAAequalitiesmonitoring2021>.

Indicative Recruitment Timeline

We will endeavour to adhere to the timeline below but please be advised this may be subject to change. Applicants will be advised of any delays to the published timeline. Please note that location of interviews will be subject to Scottish Government guidance on COVID19 at that time and may be held remotely.

Advertise	20 th October
Closing Date	8 th November 12 noon
Candidates informed of application outcome	12 th November
Interviews the week of	15 th November
Candidates informed of interview outcome	24 th November

We look forward to hearing from you.

Tracey McFall

Chair of the Board

Job Details

Job title	Chief Officer
Position Type	Senior Management
Salary	£42,000
Responsible to	Board of SIAA
Contract	Permanent. 35 hours per week but we are open to discussion on flexible working including considering job-share
Annual Leave	Up to 28 days per annum (dependent on length of service) plus 12 public holidays
Pension	5% employer contribution

Job purpose

As our most senior employee, the Chief Executive provides leadership, vision and integrity in the delivery of our strategic and operational objectives. In partnership with the Board and the independent advocacy movement, the Director leads and develops SIAA as the national organisation promoting, supporting and defending independent advocacy in Scotland.

Guiding Values and Principles: SIAA requires that every member of staff is committed to promoting the values of inclusion and the equality of opportunity. SIAA expects that all members of staff hold central to their practice the ethos and principles of Independent Advocacy in all its diverse forms. These principles are outlined in the [Independent Advocacy Principles, Standards & Code of Best Practice \(2019\)](#)

Key Outcomes:

SIAA has a clear strategic direction and policy framework. The director leads strategy development and implementation by:

- Working with the Board and others to develop a rolling three-year strategic plan that is supported by an annual business plan
- Reporting to the Board on the delivery of strategic and business plans
- Scanning the horizon, keeping abreast with the advocacy landscape in planning the future direction
- Ensuring our strategic plan aligns with relevant local and national policy
- Ensuring compliance with legislation and policy guidance
- Leading a rolling review of policies to ensure compliance and best practice

The governance at SIAA operates in in line with legislation and best practice. The director supports the Board to carry out their duties by:

- Working with the board to prepare papers/ reports; organise board meetings and the annual general meeting
- Providing up-to-date information and guidance on governance matters
- Providing regular reports to the Board of Trustees
- Liaising with the Chairs of all subgroups, facilitating meetings and producing agenda and minutes
- Conducting an annual skills audit and evaluation
- Working with the Chair ensuring there is a succession plan in operation
- Supporting the recruitment, induction and on-going training of Trustees.

SIAA has a clear Membership Engagement plan. The director leads effective, meaningful and regular engagement with SIAA members by:

- Responding to the needs of the members
- Sourcing training, development and information sessions for members that improves practice across the sector.
- Leading in the development and production of resources that improves knowledge and practice for members across Scotland
- Gathering local intelligence to evidence demand in influencing future policy
- Overseeing and facilitating positive networking across the sector
- Identifying and agreeing with the Board the key alliances to support the development and delivery of our strategy
- Representing SIAA on agreed partnership structures
- Agreeing and managing staff involvement in strategic partnerships
- Developing relationships and working with public sector agencies to extend and expand our influence

SIAA is at the forefront of representing independent advocacy across Scotland. The director is expected to:

- Keep up to date with Scottish government policy development in relation to health and social care and lobby policy makers for the inclusion and benefit of independent advocacy.
- Represent the independent advocacy sector within Government processes; Cross Party Groups etc.
- Respond to consultations where the provision of independent advocacy would add value to the process.
- Represent independent advocacy within expert working groups, advisory groups, regulatory groups.
- Meet regularly with associated organisations to improve the influence of independent advocacy in Scotland.
- Work with policy and procurement to secure the development of new independent advocacy services in line with legislative requirements
- Work with the Board and the Membership in contributing to the development of independent advocacy principles, policy and practice in Scotland.

The key business functions comply with legislation and best practice (finance, IT, human resources, volunteering). The director is responsible for developing and implementing the key business functions by:

- Demonstrating financial prudence, efficiency and effectiveness
- Managing all aspects of financial performance, systems and reporting
- Liaise with bookkeeper to ensure timely production of reports
- Day to day financial management; banking; payroll
- Plan and arrange annual audit and prepare information as required
- Ensuring sustainability and business continuity
- Oversee the collection of membership fees
- Prepare funding applications in line with strategy and organisation need
- Managing funding agreements against which we will deliver agreed outcomes
- Ensuring human resource policies and practice are up-to-date and meet legislative requirements
- Establishing and monitoring contracts with other organisations for example IT providers and purchased HR expertise
- Arrange appropriate insurance in relation to Building, content, public liability

The day-to-day operational functions are well managed. The director is responsible for the day-to-day operational and general management of the organisation including:

- Recruiting, supporting and managing the performance of our staff
- Monitoring operational performance against agreed plans
- Ensuring effective internal and external communication systems
- Monitoring and evaluating
- Providing leadership and support for staff
- Developing and implementing training and continuing professional development programmes to ensure appropriate skills for successful operational delivery
- Lead on the information and communication responsibility of the organisation; Bulletin, website etc.
- Oversee the Enquiry function provided by SIAA to the general public
- Liaise with landlord & fellow tenants.
- Adhering to human rights principles, diversity, ethical standards and relevant legislation

Specific Demands: Educated to degree level OR with relevant equivalent experience, the ideal candidate will have the enthusiasm and commitment, together with the interpersonal skills, to lead the organisation successfully. The post holder will demonstrate a commitment to the on-going development of personal skills and knowledge in order to perform effectively. This commitment will require experience and skills in:

Communication - States the position of SIAA clearly and concisely. Demonstrates openness and honesty. Listens well. Asks others for their opinions and feedback. Asks questions to ensure understanding. Exercises a professional approach with others using all appropriate tools of communication. Uses consideration and tact when offering opinions.

Co-operation - Works harmoniously with others to get a job done. Responds positively to instructions. Works well with staff and Board. Shares information with everyone involved. Sets a tone of co-operation. Values working relationships

Decision Making - Establishes the types of decisions made and delegates appropriately. Provides advice or recommendations. Gathers information before making decisions.

Problem Solving – Anticipates problems. Sees how a problem and its solution will affect others. Adapts well to changing priorities, deadlines and directions. Is willing to take action, even under pressure. Notifies Board of problems in a timely manner.

Management competencies

Vision - Seeing how best to make a difference, communicating and promoting vision, promoting a public service ethos, thinking and planning strategically.

Leadership - Demonstrating and adapting leadership, improving own leadership, demonstrating and promoting resilience, challenging discrimination.

Motivating and inspiring others - Inspiring people by personal example, recognising and valuing the contribution of others, driving the creation of a learning and performance culture.

Empowering - Enabling leadership at all levels, driving a knowledge management culture, involving people in development and improvement

Collaborating and influencing - Leading partnership working, influencing people, understanding and valuing the perspectives of others

Creativity and innovation - Seeing opportunities to do things differently, promoting creativity and innovation, leading and managing change.

Planning and Organising – organisation of own workload, that of other people, and the allocation and use of resources

Additional Requirements: The particular duties and responsibilities may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. There is the occasional requirement to work in the evening and weekends.