

**Chief Executive Officer**

This is an exciting opportunity to lead Scotland’s most innovative legal charity and to have a lasting impact on changing lives and contributing to a more just and fair society. We are Scotland’s legal centre for justice and human rights. We use the law to defend and extend people’s rights.

We know that there are gaps in access to justice which lead to discrimination and disadvantage. Our work, based on inclusion and social justice, aims to bridge those gaps. We share resources and work with lawyers, non-lawyers and those with lived experience of the problems to develop models for providing expert legal advice and information, efficiently and effectively.

We provide legal services directly to individuals as well as working to improve outcomes for our clients by contributing to policy and research and delivering training and outreach.  We aim to test new models for leveraging our legal expertise within these collaborations and sharing what we learn along the way.

We operate **four** **centres of legal excellence**:

1. Scottish Refugee and Migrant Centre
2. Scottish Women’s Rights Centre
3. Scottish Anti-Trafficking and Exploitation Centre
4. Scottish Just Law Centre

Our legal services are delivered through **JustRight Scotland LLP** (as required by Scottish solicitor regulation).

Our policy, research and training hub, **JustRight for All,** responds to policy consultations and writes policy briefings on issues that matter to our clients. We also offer public legal education, speak at outreach events, and contribute to academic research and to joint monitoring and policy reports, as well as to best practice resources in the areas in which we work.

Finally, our new social enterprise, **JRS Knowhow**, aims to increase public understanding of equalities and human rights issues by creating accessible, inclusive, engaging and fun digital learning experiences.

Everything we do is driven by our core values:

* Bringing expert legal skills and bringing the lived experience of our clients and others to all our work
* Being inclusive, and communicating and delivering our services in ways tailored for our clients
* Being strategic and finding new ways to use the law to increase social justice
* Building relationships of trust with our clients and partners, and making principled decisions about what we do, and how we do it

Transformation has framed the JRS journey since we were established in 2017. Our turnover has increased 325% since our first year of operation. We have built new partnerships and collaborations, developed new projects and even a social enterprise. Our staff team has doubled in the last 18 months alone. We have now secured a range of new funding to underpin our development work and our challenge in the next 2-3 years is to strike the balance between stability, sustainability, and opportunity.

Our founding leadership team now need to focus on the provision of services that led them to create JRS in the first place. We need an exceptional CEO to lead JRS as it continues to evolve, heading our leadership team and developing and delivering a vision for the future.

**Leading JRS**

The next couple of years will be focussed on consolidating what has been built already. You will be responsible for JRS’s day to day operation, leading the entire staff team and ensuring that we deliver on our strategy and will be hands-on in terms of operational management and driving change. We need you to be:

* An inspirational leader who shares our values and who will continue to foster the culture of collaboration both within our team and with our partners
* Experienced at financial management and able to secure our financial position in an ever-precarious funding environment
* Able to ensure we achieve our goals, being particularly focussed on ensuring that we have the staff, expertise, and resource necessary to deliver our strategy and meet our objectives
* Able to work in partnership with our Board of Trustees and leadership team to ensure that we continue to be a centre of excellence and a standard bearer
* Adept at managing staff to ensure that plans are delivered, and we operate effectively and remain a highly attractive and collegiate place to work, with staff who are supported to reach their full potential, and
* Committed to equality, diversity, and inclusion.

**Delivering a strategy**

You will work with the staff team, Trustees, the leadership team of JRS Knowhow and other stakeholders to deliver and set strategy for JRS and to ensure that that strategy is planned, resourced, and delivered. This will include:

* Listening to our clients and partners and finding ways to use their lived experience to challenge our thinking and to influence our strategic objectives, making sure that we always challenge ourselves to do more, to do it in ways that people need, to help more people and to have greater impact
* Ensuring that our 2021-2024 strategy is reflected in robust, achievable, and measurable plans, setting out short, medium, and long term objectives and key results
* Developing a reporting practice which ensures that the staff and Board know where we are against achieving our objectives and can challenge us to do more and understand how each of them can better contribute to achieving our vision, and
* Beginning the process for developing our future strategy, ensuring that our work remains relevant and impactful.

**Policy and influencing**

Our place in the wider political, social, and legal ecosystem is critical to our effectiveness. Along with other members of the senior leadership team, you will represent us and engage in policy debate and development. You must:

* Ensure that we have a clear and impactful communications strategy built around our strategic and operational objectives, especially in the context of public policy development and influencing stakeholders and partners
* Along with the senior leadership team, represent us to the world, working with the media, governmental, charitable, and other stakeholders to influence the debate (and lead it if possible) in ways which help us achieve our vision
* Be credible, comfortable, and compelling in the way you communicate, creating clarity and focussing minds, and
* Ensure that we continue to be seen as a sector leader and an effective partner.

**Finance and fundraising**

The third sector is under-funded and such funding as this can be cyclical. You will manage our financial sustainability and ensure that funding is always sufficient to deliver on the strategy set. You will have to be very hands-on in terms of financial management and fundraising. This will include:

* Leading on financial management and fundraising, being primarily responsible for day-day-financial stewardship and relationships with auditors etc.
* Working with the leadership team and trustees to set realistic and achievable budgets and forecasts and then managing against them, ensuring value for money but also maximum impact
* Working with the team to develop a robust and realistic fundraising strategy and then working with funders and commissioners to ensure that funding is realistic and sustainable, and
* Ensuring that financial reporting is understandable, robust, and transparent.

**Compliance & quality**

JRS is a registered charity linked to a legal LLP (managed by 2 partners on the charity leadership team where the relationship between the 2 entities is set out in a service level agreement). Alongside this, JRS Knowhow is a separate but linked legal entity with its own Board and reporting requirements. JRS is therefore highly regulated, and you must ensure that the charity operates with appropriate policies, procedures, safeguards, and controls, including oversight of the operation of its linked activities. This will include:

* Ensuring that the way we operate is compliant with all relevant law, regulation, and best practice
* Creating systems and processes which embed and underpin both excellence in client service but also compliance with regulatory requirements
* Dealing with feedback and complaints to ensure that we always focus on continuous improvement, and
* Understanding, evaluating, and managing risk to ensure that we are ready for whatever is around the corner.

**Governance**

At the heart of JRS is its Board of Trustees. Strong and effective governance underpins everything that we do. You will be accountable to the Board and line managed by the Chair. You will:

* Report to the Board in a way which allows them to continue to provide highly effective governance, ensuring that JRS is compliant and accountable
* Ensure that directives of the Board are implemented
* Ensure that our Board of Trustees is supported and that our volunteer trustees recognise the impact of their contribution, and
* Ensure that accounts and other notices are produced in accordance with our constitution and filed in accordance with the law.

**What we are looking for**

**Essential Criterial**

To be our perfect candidate you must:

1. Be a leader, capable of inspiring staff and stakeholders
2. Share our vision and values and be committed to equality, diversity, and inclusion
3. Have experience of working as part of a skilled management team leading an organisation
4. Have sufficient knowledge and understanding of financial management that you can take responsibility for it within JRS
5. Be an experienced operational manager, able to ensure that an organisation delivers on its strategy
6. Be comfortable leading on strategy development and be adept at planning and budgeting
7. Be comfortable leading change and helping an organisation stay agile in an ever-changing environment
8. Be focussed on risk and compliance and able to create policies, procedures, and safeguards to protect JRS, our staff and clients
9. Be able to communicate an organisation’s vision and purpose to the public, media, government, funders, staff, and other stakeholders in a compelling and credible way
10. Know how to work with a Board to deliver effective governance

**Desirable Criteria**

We would love you to also have one or more of the following:

* Experience of working in the charity sector
* Experience of fundraising and funder relations
* Experience of working in the legal or social change sectors
* Lived experience of one or more of the issues that JRS exists to tackle and understand how to use the lived experience of our clients to influence what we do
* An understanding of solicitor regulation (and in particular the Scottish LLP model)