



Livingston James



ENABLE
WORKS

POSITION PROFILE

Depute Director



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Welcome Note from Ashley Ryan, Director of ENABLE Works



Many thanks for your interest in our business-critical role of Depute Director.

ENABLE Works, is the largest specialist provider of employability, skills and training in Scotland delivering programmes supporting people who have barriers to work, for more than 35 years.

We are a dynamic and thriving organisation, with a reputation for excellence and a proven track record of success in pioneering innovative and inclusive programmes which support our clients to achieve well paid, sustainable careers.

ENABLE Works has grown significantly in the last five years and today delivers a diverse portfolio of programmes in education, skills, and employment, across the country, for people of any age.

Our values make us who we are and drive every decision we make. We want to achieve real societal change for every person in Scotland by unleashing potential in the workforce and challenging the perceptions of disability in the workplace. Working collaboratively with key decision makers we influence some of Scotland's leading employers to ensure Diversity and Inclusion is also at the heart of every decision they make.

The Employability landscape in Scotland is changing and as we implement our new strategy, entering this new and exciting phase, we are looking to identify a new Depute Director who will lead our ambitious growth plans, cultivating new and existing relationships to promote the work of ENABLE Works and develop and expand our reach. Focused on increasing both our profile and influence, you will ensure we continue to challenge perceptions and unleash potential to build a more equal society where no-one is left behind.

If you would relish the opportunity to join an ambitious, quality driven and values-based organisation focused on ensuring everyone has the chance to develop their skills and discover their talents and ambitions, we would love to hear from you.



Ashley Ryan
Director



ENABLE Works, part of the ENABLE Group, are the largest specialist provider of employability, skills, and training services in Scotland, supporting people with learning disabilities and other barriers to employment to obtain and sustain high quality and rewarding careers.

We believe that everyone deserves the chance to discover their talents and ambitions and develop their skills. Our vision of building a more equal society by challenging perceptions and unleashing potential, is more than just a mission statement, it sits at the core of everything we do.

Currently operating across 28 local authorities, our staff team of 125 support 4,500 people each year. Embedded in communities across Scotland, we provide employment, skills and training services to people of all ages and backgrounds; from working in schools, Colleges and Universities, to people who have never worked, or are returning to the workplace.

In addition, we support thousands of employers all over Scotland to welcome people who have additional support needs into their workforce. Our Diversity and Inclusion team support businesses to recruit new talent and offer each new employer a tailored package of support to ensure the experience is a rewarding one.

ENABLE Works has five core values which guide all activities:

- **Respect** – We respect our clients and each other at all times
- **Integrity** – We are always honest and truthful
- **Equality** – We always treat everyone the same
- **Ethics** – We always try to do the right thing
- **Ambition** – We always strive to improve the lives of clients and members, and create the best environment for co-workers

NB: The ENABLE Group embraces agile working and whilst our headquarters are in Motherwell, the successful candidate would not necessarily need to be based there full time.





Job Title: Depute Director
Reports to: Ashley Ryan, Director
Location: Flexible with expectation to be in the office 2-3 days a week



Position Overview

You will work closely with the Director of ENABLE Works to develop and deliver our strategic vision, navigate through a challenging but rewarding environment and lead the development of new and existing services that support disabled people to gain and retain employment.



Key Priorities:

- Devise a business development strategy to grow ENABLE Works' existing operations whilst also realising our ambition to deliver services across all 32 local authorities in Scotland
- Build networks and develop and maintain strategic partnerships with key stakeholders and corporate partners to promote the work of ENABLE works, leading to tangible opportunities for growth and ensuring a more equal society by challenging perceptions and unleashing potential
- Ensure the continued financial sustainability of the department; identifying opportunities to diversify income streams that are aligned to ENABLE Works' core mission
- Embed both a proactive and reactive approach to service development and delivery, anticipating the future and changing demand within employability and the needs of various client groups
- Maintain and enhance ENABLE Works' reputation, credibility and profile to ensure the organisation continues to play a leading role in developing and shaping both Scottish and UK policy and support for people who have learning disabilities in Scotland
- Ensure the continued delivery of high quality and compliant service provision across all programmes working with the Quality and Development Manager to monitor standards and confirm ENABLE Works' core values are reflected in everything we do

Key Responsibilities:

- Identify and secure growth of ENABLE Works operations through diversification of support into new service types and client groups
- Develop, implement and monitor performance against an annual business development strategy encompassing:
 - Replicating and expanding existing services across Scotland
 - Adopting a proactive and strategic approach to developing new and innovative services / programmes
 - Anticipating the future and changing demand within employability and the needs of client groups
 - Responding to the ever-changing external environment
 - Translating policy drivers into tangible opportunities and outcomes
 - Leading the effective implementation and integration of new services into ENABLE Works
 - Working across the wider Directorate team to support colleagues in the delivery of national initiatives
 - Embracing innovation, encouraging internal and external stakeholders to think differently



- Providing strategic leadership to 4 Operations Managers to ensure the continued success of contractual delivery and expectations of performance
- Lead our internal Quality Assurance team to monitor and ensure our high-quality standards are maintained throughout all aspects of our work
- As a key ambassador for ENABLE Works, promote and enhance the positive profile of the organisation and ensure recognition of its impact and influence on the employability sector across Scotland
- As an executive leader in the organisation, visibly demonstrate the values and principals of ENABLE Group





A proactive self-starter with relevant experience in service design, development and delivery, ideally within employability, you will be able to demonstrate strong evidence of success in business development (tenders, bids or direct sale) as well as direct involvement in strategic development, innovation and the identification and realisation of new opportunities.

An inspirational leader with the ability to work collaboratively to deliver success you will have a proven track record of building and maintaining strong and effective relationships with a wide range of stakeholders.

Knowledge and Experience:

- A broad awareness of employability and skills structures and systems in Scotland or the ability to quickly gain an understanding of policy landscape in education, skills and employability in Scotland
- Strong people management skills coupled with the ability to lead, inspire, motivate and develop both individuals and teams
- Direct experience of managing a range of programmes, setting objectives, monitoring delivery, compliance (contractual and legal) and quality assurance
- The ability to translate Government policy and strategic priorities into deliverable actions, programmes and services.
- Direct involvement in successfully driving change initiatives from inception through to conclusion
- The ability to demonstrate an entrepreneurial approach that embraces both innovation and creativity
- Previous involvement in building evidence, quantifying and communicating the positive impact of current / future services
- Exceptional planning and project management skills
- Direct experience of effectively managing resources and budgets, as well as experience of delivering long term financial sustainability and value for money
- Demonstrable awareness of the opportunities that emerging digital technology can have in delivering operational efficiencies and transforming service delivery
- A commitment to workplace diversity and an understanding of its benefits

Personal Qualities:

- A pragmatic problem solver
- Highly skilled negotiator with a record of achieving successful outcomes
- Strong intellect with the ability to interpret relevant information, analyse complex data, creatively review alternative solutions and come to speedy, well-informed conclusions
- A high level of interpersonal, communication (verbal and written) and influencing skills
- Significant personal drive and resilience
- Self-management skills and the ability to meet duties effectively
- A strong commitment to ENABLE Works' core mission and values



Salary: £65,000

Pension: Stakeholder Pension (Employee 4% & Employer 7% contributions)

Holidays: 32 days holiday (including stats)

The Recruitment Process

For more information, interested candidates should contact Douglas Adam, Head of Public and Not for Profit Practice, at Livingston James on 0131 220 2209.

Interested candidates should provide a tailored CV and covering letter, explaining your motivation for applying, to douglasadam@livingstonjames.com.

