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| **A black and white logo  Description automatically generated with medium confidence** | **Job Title Executive Director**  **Grade Management 2**  **Salary £38,000**  **Location Currently home working** |

**JOB DESCRIPTION**

**1**. **Introduction and background**

Connect is the trading name of SPTC, a registered charity, company limited by guarantee and the only membership organisation for Parent Councils and other parent groups in Scotland.

We have a board of directors comprising nominated parents and teachers, and appointed business people who bring expertise in specific areas. The Directors are ultimately responsible for the governance of the organisation and for its staff, eg directors have responsibility for Connect policy, define staff salaries and are responsible for the organisation’s compliance with charity and company law. However operational matters are the responsibility of the Executive Director under delegated authority.

There is a small staff team, currently working flexibly from home.

This role is very much hands-on, requiring rapid responses and effective communications in a fast-changing policy context. Making sure the voices of parents and Connect’s Members are heard at national and local level is the key driver of Connect’s mission. You can read our Manifesto here

Charitable Objectives

*The objects of the Charity are to advance education by encouraging the fullest co-operation between home and school, education authorities, government and all other interested parties and bodies.*

Our Values

* *We are a membership organisation committed to treating all members and stakeholders with respect, honesty and integrity.*
* *The Directors and staff work tirelessly and passionately to create productive, creative partnerships which support positive educational outcomes for all young people.*
* *We engage with our employees respectfully and flexibly, supporting their learning and progression and encouraging their enthusiastic involvement in the development of the organisation.*
* *We support parents and carers to be involved in the way that is right for them: with their own child’s learning; the local school; local authority or at national policy level.*
* *We are committed to equality and dignity for all parents, carers and children.*
* *We utilise evidence and research to advance our work and to support policy and practice.*

**2**. **Job context**

The role of the Executive Director is to lead the successful development of Connect by providing strategic direction to the organisation and its staff, managing its financial performance, recommending and implementing policy decisions and conserving the integrity and reputation of Connect. The post holder must demonstrate commitment to the organisation’s ethos and values and motivate others to do the same.

The Executive Director is responsible for business planning in agreed cycles and, on approval from the Board, its implementation. The post holder will, through delegated authority, be responsible for ensuring the organisation is compliant with all relevant legal requirements, financial wellbeing and for representing Connect to all external stakeholders.

**3. Job responsibilities**

The specific responsibilities of the Executive Director are:

1. Plan and implement agreed business development programmes for the continued effectiveness of the organisation
2. Safeguard and represent the interests of Connect in its engagement with all stakeholders by building strong relationships and positive collaborations with external organisations
3. Maintain the confidence of stakeholders and members by ensuring a strong focus on policy and practice relating to Connect’s core purpose and implementing effective policy decisions
4. Managing staff and office resources with integrity and to best effect, ensuring both legal compliance and a strong, collaborative ethos and shared purpose within the staff team
5. Ensure effective financial management and planning, ensuring the interests of the organisation and Connect’s reputation are safeguarded.
6. Maintain professional and technical knowledge by being responsible for own professional development
7. Ensure effective and open reporting to the Board, engaging with directors in ways which are positive and collaborative and recognising Directors’ legal responsibilities
8. Represent Connect in the media, maintaining overall responsibility for all the positioning of Connect across all media platforms
9. Promote and safeguard the interests of members by enhancing benefits of membership and the quality of their experience
10. Negotiation and management of Connect’s relationships with key suppliers

**4**. **Person Specification**

The Executive Director must be qualified to SCQF Level 8 (Higher National Diploma) or above and must have the following range of essential experience and skills:

1. Proven leadership skills
2. Willingness to work above and beyond
3. Proven success in business development
4. Proven skills in financial and organisational planning
5. First-class organisational skills, a flexible approach and the ability to respond effectively and positively to changing priorities
6. Excellent oral and written communication, presentation skills
7. Keen awareness and understanding of brand management
8. Influencing and networking skills at national and local level
9. Proven skills in communications across traditional and social media
10. Creativity and problem solving skills

**Desirable**

1. Knowledge of the Scottish education system and policy
2. Clean driving licence

**5. Direct Reports**

The Executive Director has responsibility for leadership and direction of all staff (currently six).

**6.** **Location/Accountability**

Under COVID, all staff are working flexibly from home and this will apply until further notice. Long term it is anticipated that the organisation will have office/desk space and the Executive Director will be responsible for ensuring this transition works for all staff. The post holder reports to the Convener of the Board of Directors. Flexible working is available and required.

**7.** **Major Terms and Conditions**

Full Terms and Conditions are set out in the Staff Handbook and each individual’s contract.

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Key features include:

**Salary**: £38,000 (Management 2 grade, £38-48,000)

**Hours:** 35 hours per week (reduced hours may be available for the right candidate)

**Annual leave:** 25 days plus 5 public holidays

**Contributory pension scheme:** Yes

**Probationary period:** 3 months

**Notice Period (either side):** 1 month for each year of service up to a maximum of three months.