

rock trust

ENDING YOUTH HOMELESSNESS

Job Pack



hello@rocktrust.org



0345 222 1425



rocktrust.org



@RockTrust

Who we are

We are Rock Trust and our vision is an end to youth homelessness in Scotland

For 30 years we have been working to prevent youth homelessness and to support young people to build better futures.

We aim to ensure that every young person in Scotland has access to expert youth specific services to assist them to avoid, survive and move on from homelessness. We work to ensure that the public, policy makers, commissioners and practitioners understand the issues, make decisions and take action which will help us to end youth homelessness.



Over 600 young people supported last year

Now working in Perth, Fife, Glasgow, East Lothian, West Lothian and Edinburgh

“

As well as providing routes away from homelessness and into secure housing options, we also support young people with their mental health, employability and independent living skills.

Every young person is different and no single version of support is appropriate for every person.

We want to prevent young people experiencing homelessness at all, but where this isn't possible, we're determined to make sure that any experiences of homelessness are brief and non-recurring.

Kate, CEO



Kate Polson
Chief Executive

Life at Rock Trust

Safety Fairness Respect Positivity

These are Rock Trust's values and they exist for our staff, volunteers and the young people we work with. They underpin everything we do, including how we measure success and reflect on our work.

When we interview new potential colleagues we always ask them to talk to us about these values and their personal relationship to them. This really helps us get to know people, and see how they might fit into Rock Trust. Crucially, we've had feedback that it also helps break the ice and show people what working at Rock Trust is like because of what is important to us.



“

I love building and nurturing relationships to allow young people to feel safe and heard, it's a privilege and honour to support them.

Each day I'm growing and learning and always feel supported by my colleagues around me who are brimming with knowledge, empathy and compassion.

Caitlin, Art therapist



“

I've always had an urge to help save the world, and working at Rock Trust scratches that itch!

They put so much emphasis on their own evolution, and as a member of the Equalities Group, I get to help guide that change.

Chris, Support Assistant



What we can offer

We pride ourselves on being an inclusive and welcoming organisation, building on everyone's strengths, and working together. By investing in and supporting our teams we can get the best outcomes for the young people who need us.

Talent Development. Colleagues are encouraged to become leaders and to grow and develop

Core and individual training opportunities

Employer Pension Contributions

Employee Assistance Programme (EAP)

£50 eye care voucher every 2 years

Benefits Platform with access to online discounts and freebies

Interest free season ticket loans

Enhanced Maternity, Paternity and Adoption Leave

Life Assurance of 3 x your annual salary

Annual Leave purchase scheme - opportunity to buy an additional 5 days Annual Leave

Flexitime

A funded Social Committee responsible for organising social activities for everyone

Cycle to work scheme



Flexible working with a healthy mix of time at home and in the office has allowed me to fit my part-time hours around the children's school day.

It's really made all the difference to my work / life balance.

Pete, Management Accountant

Our teams

- Senior Management Team



in Kate Polson
Chief Executive



in Jack Killie
Director of Operations



in Alistair MacDermid
Assistant Director



in Gary Neil
Assistant Director

- People and Business Support Team
- Finance Team
- Services | East and South Teams
- Services | West and North Teams
- Services | Youth Development Team
- Properties and Facilities Team
- Communications and Fundraising Team
- A Way Home Scotland Coalition

“

Rock Trust haven't just supported me to develop in my role, they've helped me through a bereavement, through a pandemic (!), and through starting my own family.

They understand that work is just one part of life and everyone is dealing with different things.

Maddy - Communications & Fundraising Manager

Job Description

Job Title:	Assistant Director - Corporate Services
Contract:	Permanent. 36.25 hours per week (flexible working considered. Please contact us to discuss any flexibility requirements before applying)
Grade:	6
Location:	Edinburgh or West Lothian with some home working and/or travel to other Rock Trust locations across Scotland as required
Salary:	£38,330 - £42,473 per annum (depending on experience)

The role:

This key leadership role will support the CEO to implement strategy, ensuring that regulatory standards are met, and policies and procedures are implemented.

The primary function of this role is the effective management and delivery of the organisation's business operations. Part of a small, ambitious and highly collaborative team, the Assistant Director – Corporate Services works closely with the CEO, Assistant Directors, Finance and People's Teams.

Reporting to:

CEO

Person Specification

Key Responsibilities:

People services:

- With the CEO, create and lead the implementation of the People Strategy.
- Line manage the People and Business Support Manager.
- Ensure the team are supported to maintain a centralised People service, being available for the team to escalate HR related issues.

Business Support:

- Fulfil the Company Secretary role working with the CEO and Chair.
- Lead the IT consultant to complete the digital transformation.
- Work with the Property Manager to manage office buildings.
- Lead the contract management process for suppliers.
- Ensure Customer relations activities are delivered at a high standard.
- Oversee Quality Management system and ISO9001.

Financial Management:

- With the CEO create and lead implementation of the Finance Strategy.
- Line manage the Finance Manager.
- Oversee the resource planning process to ensure that finances are appropriately and efficiently managed.
- Work with the finance team to develop internal processes that bring added value to the rest of the organisation.

Leadership and Development:

- As part of Senior Leadership Team, provide effective and professional leadership, supporting and promoting the activities of Rock Trust and contributing significantly to building a high performing organisation.
- To provide visible leadership and motivate staff to ensure that delegated responsibilities are achieved, and effective communication maintained.
- Nurture a culture of Respect, Safety, Positivity and Fairness, that allows our colleagues to thrive, take appropriate risks and learn from mistakes.
- Identify and make recommendations for improvements to contribute to the continuous operational improvement of the organisation.
- Work with the Management team to analyse, plan and implement new business strategies including the Digital strategy.

Person Specification

Essential

- Professionally qualified/relevant degree (or equivalent qualification at SCQF Level 9), in Business Management/Development, Housing Management or Communications/Fundraising
- Experience in a similar or related role(s) to this one
- A management qualification (SCQF Level 8 or above)
OR
Significant vocational experience demonstrating development through involvement in a series of progressively more demanding work/roles – highlighting relevant transferable skills.
- Demonstrable experience leading one of the following areas:
 - Finance and financial planning
 - Customer services
 - Business Development
 - Human resources/People/Organisational Development
 - Fundraising and Communications
 - Property & Facilities
- Demonstrable knowledge of Project Management methods / techniques.
- Demonstrable knowledge of business development methods, techniques and processes at a leadership level.
- Proven experience in a management role that evidences involvement in Strategy development, Internal and External Stakeholder engagement.
- Demonstrable experience of managing and motivating diverse, multi-disciplinary teams to achieve their goals.
- Demonstrable experience of managing a department budget.
- Ability to take initiative and lead complex problem solving activities, bringing and inspiring others with you on the journey.
- Willingness and ability to work unsocial hours.

Desirable

Full, UK driving licence and access to a car

How to apply...

Please submit a CV and Cover Letter

- Your cover letter should contain the same information as a personal statement - why have you applied, what can you bring to the role and how does your skill set meet what we're looking for, as set out in the job description / person specification
- Your CV should contain contact details, full job history – with gaps explained, qualifications, and references
- Please also complete an Equal Opportunities and Criminal Convictions Declaration form
- Submit your documents via the appropriate vacancy portal link on our website

If you don't have a CV, please fill out an application form instead.

We will review applications daily and will be in touch as soon as possible if we'd like to invite you for interview. If you would like to speak to someone about the role in more detail, or if you face any obstacles to completing an application, please get in touch.

[Application Form](#)

[Equal Opportunities Form](#)

[Criminal Convictions Declaration](#)

www.rocktrust.org/vacancies



Good Luck!