

**over a hundred years of connecting people**

**Introduction**

Thank you for your interest in Birthlink. We are looking to recruit a Chief Executive Officer to lead the organisation www.birthlink.org.uk

The agency originated in 1911 as the Eastern Branch of the National Vigilance Association, its aim being to protect vulnerable women and girls. It subsequently developed to reflect demand, changing its name three times: in 1941 it became The Guild of Service, in 1978 it became Family Care after registering as an Adoption agency in 1975, in 1984 it became Birthlink after being contracted by the government as the holder of the Adoption Contact Register. Throughout its 111 years of operation, we have worked according to the same value base.

This is a new and exciting role to take forward the organisation’s Strategic Plan. Birthlink has grown and developed over the past 3 years, and we are looking for the right person to take us forward into the next stage.

This is a brand-new role to provide strategic leadership and take the organisation into the next phase of its development. The Chief Executive will shape, build, and lead on developing the organisation’s ambition to be innovative, effective, and continuously improving.

We are looking for someone with a background in social care who has experience, ideas, a systematic approach, and strong values that will fit with Birthlink. You will have experience in developing services, working in a leadership role, have a clear and systematic approach and values that guide decisions you make and the way you work with others. You will understand the needs of people who use our services.

As CEO you will provide leadership to the teams and work collaboratively with the Board of Directors and across organisations.

Birthlink is in a strong position with the ambition to grow and reach more people. If this role appeals to you, we would love to hear from you.

**ABOUT US**

**Who are we?**

Our vision

We support adults with a Scottish connection who have experienced care, adoption, or separation from family members

Our mission

To empower people with information about their past and support their present to make decisions about their future

Our values

In delivering our services we provide:

* Care
* Compassion
* Empathy
* Respect
* Inclusiveness

Our unique role

Birthlink has 3 areas of work:

Post Adoption Support - we support adults affected by adoption and offer the following services:

* Adoption Contact register for Scotland:
* Held by Birthlink for Scotland
* Established in 1984 It is for adopted people, birth parents, birth relatives and adoptive parents and people can register with a view to contacting each other

After Adoption Information Line

* Is for anyone seeking more information or advice about post adoption support including professionals

Scottish Adoption Registry

* Birthlink can search this index of adoption records and establish where those records may be held

Court Process Papers

* These legal papers can be accessed by adopted adults or Birthlink can be authorized to view and transcribe them an adoptee’s behalf

Search Service

* We have professional volunteer searchers who will seek public records to locate family members

Mediation Service

* We can act as a go between for family members prior to meeting to safeguard privacy and support the process at a pace that suits everyone

Care Connect – we are in partnership with the Future Pathways Alliance to support adults who were abused as children whilst in care in Scotland. We offer the following services:

Locating records

* We can help people locate their care records and help make sense of those

Search Service

* We have professional volunteer searchers who will seek public records to locate family members

Mediation Service

* We can act as a go between for family members prior to meeting to safeguard privacy and support the process at a pace that suits everyone

Redress Support - we are in partnership with Scottish Government and others to assist adults who were abused in care in Scotland as children to seek Redress. We offer the following services:

Locating Records

* We do this by providing support to access records and supporting documentation that is needed for Redress
* We will support people to read and make sense of those records
* We will refer people to other agencies for additional support if required



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**CHIEF EXECUTIVE OFFICER**

**BIRTHLINK**

**JOB DESCRIPTION**

Number of Hours Full Time

Salary Scale £39,278 - £43,335

Location of Post 21 Castle Street, Edinburgh, EH2 3DN

**Main Tasks and Responsibilities:**

1. **STRATEGIC DEVELOPMENT**

a. To represent and positively promote the work of Birthlink to key external stakeholders and to influence their thinking by participating in working groups, conferences, and other forums.

b. To work with politicians, government, and other appropriate organisations to publicise and improve the quality of evidence of what works best.

c. To ensure that Birthlink's strategic milestones are reached and reviewed on a regular basis.

d. To work with the Board on a three yearly review of Birthlink's Strategic Plan.

1. **SERVICE DEVELOPMENT**

a. To implement the values and philosophy of Birthlink, articulating the current aims and operational priorities.

b. To lead on innovation, business plans, risk management and change management for the staff and organisation.

c. To take a strategic lead on service development and implement the Birthlink financial and operational plans.

d. To drive a culture that embraces open communication, ambition, innovation, and future thinking that supports our beneficiaries now and, in the future,

e. Ensure that Birthlink complies with all its legal, contractual, and constitutional obligations.

f. To report to the board, enable governance and accountability and ensure that Birthlink is operating at the forefront of good practice.

1. **MANAGEMENT OF STAFF**

a. To lead the Birthlink team on the attainment of successful outcomes for service users and funders.

b. To directly supervise the Practice Managers and the Office and Finance Manager

c. To ensure that the staff receive appropriate induction, supervision, appraisals, and development, enabling them to carry out their duties in a way that reflects Birthlink's values and approach.

d. To liaise with our Social Work Consultant on various strategies, research, and media articles.

1. **INCOME GENERATION AND FINANCIAL MANAGEMENT**

a.To review opportunities for income diversification, and ensure the maintenance and security of financial assets, property, and operational assets.

b. To devise, implement and oversee a development plan that ensures that the Thrift Shops remain on a secure financial footing.

c. To manage Birthlink's finances and physical resources, ensuring the organisation's financial security and continued growth and development.

d. To work closely with the Finance Manager and Thrift Shop Manager to ensure clear financial management and reporting to the Board on a quarterly basis.

e. To engage with the auditors on an annual basis and support the auditing process.

**PERSON SPECIFICATION**

**QUALIFICATIONS**

**ESSENTIAL**

1. A professional qualification in social work, social care, education, or health, particularly relating to working with adults who have experienced trauma
2. Registration with SSSC if appropriate
3. Minimum of 5 years management level experience gained in a similar role or environment.
4. A proven track record of effectively advising and influencing Boards on complex issues, including strategy, people issues, or organisational development.
5. Experience of risk management with a knowledge of how to develop appropriate risk tolerance levels and associated management.
6. Experience of working with and/in the Health and Social Care sector.
7. Ability to create energy, momentum, and joy amongst others to promote and support excellence and improvement.
8. Experience of change management and transformational change.
9. Demonstrable experience of financial management, including budget setting and monitoring.
10. Disclosure Scotland clearance.

**DESIRABLE**

1. A recognised degree and management qualification is desirable.

**KNOWLEDGE AND EXPERIENCE**

1. A sound knowledge of current developments in social care practice.
2. A knowledge of key issues affecting service provision in the voluntary sector.

**SKILLS, ABILITIES AND APTITUDES**

1. To provide clear and decisive leadership that enthuses and motivates others.
2. To be able to positively promote Birthlink through networking and building collaborative relationships.
3. To have effective written, oral, and social media communication skills that will reach a wide variety of audiences.
4. To be able to problem solve by analysing issues clearly and to be able to respond to challenges including financial.
5. To have strategic management skills that are forward looking and flexible when considering new developments.
6. To be able to manage change sensitively and effectively.
7. To have an active interest in individual and organisational development that focusses on providing a high-quality service.
8. To be able to translate strategy into broad outcomes and to ensure evaluation is carried out.

**HOW TO APPLY**

If you would like to apply for this post, please send us your CV and, using the job description and person specification, please send us your covering letter regarding any information about your interest in the post not contained within your CV and email to fionam23@hotmail.co.uk, For a confidential discussion please contact Angela Harris, Chair of the Board on 07979728005.

Closing Date is 28th September at 12 noon.

Interviews will take place on the Monday 24th and Friday 28th October and you may have to attend on both days

**Organisational Structure**

Birthlink

Chair

Senior Administrator

Administrator

Redress Administrator

Shop Staff

Sessional Staff

Volunteers

Volunteer Searchers X 5

Social Workers X 4

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Redress Support Workers X 3

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Future Pathways and Post Adoption Support Practice Manager

Sally Lynch

Finance & Office Manager

Chief Executive Officer

Shop Managers

Redress Practice Manager