



Job Description

Job Title: Head of Performance and Development
Responsible To: Chief Operating Officer
Supervisory Responsibility: Business Development Manager, development support team

Purpose of the Post:

Sacro's Vision: Scotland will be a place of safety, inclusiveness, and wellbeing for everyone.

Sacro's Mission: To deliver life changing services that empower people, give hope and protection, and help to build safe communities.

To help to fulfil Sacro's mission by:

- Ensuring that Sacro develops its capability and capacity to respond to opportunities to develop new business and builds its evidence base for impact of the quality outcomes it can deliver for people and communities.
- To ensure that we closely monitor and manage organisational performance and quality of our work.
- To ensure that Sacro has the right tools to deliver in performance capability.

Duties and Responsibilities:

- To ensure that Sacro is ready to respond to business opportunities as they arise and is well positioned to address the challenges of a competitive environment.
- To maintain an overview of performance management and innovation in Sacro, to recommend improvements and opportunities to the Board and Executive.
- To provide guidance, support, tools and techniques to managers on service performance and how to support their team members to have a positive performance culture.
- To lead the Business Development Team to make the most of the commercial opportunities that arise and to help to identify alternative sources of funding.
- To measure and communicate the benefits, return on investment and reporting on key performance measures, including service levels and tendering processes.

- To monitor and interpret wider environmental changes that will impact on Sacro's business and keep the Leadership Team aware of the implications of change.
- To assist the Chief Executive to embed business-like culture in the organisation whilst retaining a social heart.

People:

- To manage, motivate and develop direct reports in line with Sacro's values, applying Sacro's policies in relation to support, supervision and performance management.
- To support team members to develop their skills and coach and mentor them as required.
- To supervise and manage the performance of team managers and effectively communicate organisational policy and implement strategy and plans.

Resources, Risk Management and Accountability:

- To be responsible for delegated budgets and ensure effective budget management in all teams and monitor capability and timeliness.
- To have an overview of risk management and input to the control process.
- To ensure that Sacro's Health & Safety Policy and Procedures are implemented in directly managed teams.

Partners and development

- To ensure a strategic approach to new business opportunities based on the strategy and strengths of Sacro.
- To build strong relationships and networks across the sector that promote and support Sacro's objectives.
- To maintain an excellent understanding of Sacro services to ensure opportunities for best fit with new business are realised.
- To support the business development team in the tender process and to meet their deadlines and targets.
- To report on the performance of the organisation to the Executive and Board.

Leadership and strategy

- To be an active member of the Leadership Team.
- To report to the Executive Team on key developments in services.
- To work closely with colleagues to deliver the strategic plan.
- To report to board as required.

Other:

The place of work for office purposes is flexible and Sacro has a Hybrid working policy. Some travel will be expected.

Sacro is committed to creating a culture in which diversity and equality of opportunity are promoted actively and in which unlawful discrimination is not tolerated. Sacro recognises the organisational benefits of having a diverse community of staff and to this end, is working towards building and maintaining an environment which values diversity. It is the individual responsibility of every member of staff to maintain an environment which values diversity.

All employees are required to adhere to Sacro's Health and Safety policy and to implement this in their working environment and practices.

Teamwork is a vital aspect of Sacro's work and post holders are also expected to take an active part in meetings, as required and, where possible, to cover for colleagues.

Outline of Main Terms and Conditions of Service

Salary:	SCP 45-50, £42,913 - £48,084 per annum
Leave Entitlement:	31 days annual leave plus 6 fixed public days.
Hours of Work:	37.5 hours per week. Some out of hours on call work may be required.
Condition:	This post is subject to a satisfactory PVG membership.
Travel:	There will be a requirement for some travel throughout Scotland in this role.
Pension:	Sacro employees are automatically entered into the Sacro Group Personal Pension Scheme or membership of current scheme continues.
Work Base:	Flexible base at Glasgow, Edinburgh, Aberdeen or Kirkcaldy Hub. Sacro has a hybrid working policy but every employee is expected to attend offices as required. Sacro reserves the right to change office base location within reasonable parameters.
Notice:	12 weeks, in writing
Benefits:	<ul style="list-style-type: none"> • Policies and family friendly. • Generous annual leave entitlement. • Employee wellbeing scheme. • Pension scheme and death in service. • Learning and development, progression and qualifications. • Opportunity for growth and development. • Enhanced company sick pay. • Cycle to work scheme. • Flexible and hybrid working. • Work-life balance. • Additional annual leave day for birthday. • Employee discount scheme.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Degree or equivalent	X	
Management qualification		X
Project management/quality management qualification		X
Experience		
Business development in a non-profit organisation	X	
Project management on a significant scale	X	
Management in a third sector/public sector context		X
People management and HR processes	X	
Successful budget management	X	
Stakeholder and relationship management	X	
Risk management – working knowledge	X	
Planning and project management – working knowledge	X	
Bid and tender writing		X
Skills and knowledge		
Project management	X	
Performance management	X	
Quality management	X	
IT and Digital developments	X	
Communication both written and verbal	X	
Team building and people management	X	
Stakeholder management	X	
Planning services	X	
Project management	X	
Use of MS Office tools	X	