

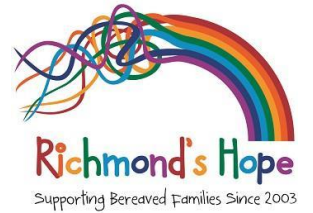
Chief Executive Officer Pack



MAKING A DIFFERENCE TO THE LIVES OF
BEREAVED CHILDREN AND YOUNG PEOPLE



Our Vision



To provide a safe place for children and young people to work through their grief both verbally and non-verbally, to preserve memories of the person who has died, to explore their feelings, to develop coping strategies and to understand the impact the bereavement has had on their lives.



Introduction



We celebrate our 20th anniversary in 2023 and are looking for a remarkable person to be our new Chief Executive Officer who will take on and develop this unique service and lead Richmond's Hope in its desire to be the best child bereavement service in Scotland.

Our new CEO will join Richmond's Hope at a time when the charity is looking to expand "over the water" into Methil in Fife.

The CEO will join a dedicated, passionate and experienced team providing excellent and effective support for bereaved children and young people in Scotland.

The successful candidate will need to embrace our values, provide inspiring leadership to our staff and build on the strong working relationship which exists with the Board of Trustees and lead the organisation as it seeks to move forward.

If you share our vision and passion and believe you have the experience and skills we require then this could be an exciting and rewarding opportunity for you and we would love to hear from you.

Completed Application Forms should be emailed to I.henderson@richmondshope.org.uk or posted to FAO L Henderson, Richmond's Hope, 227 Niddrie Mains Road, Edinburgh, EH16 4PA

For more information about the role please contact the Board Chair:
I.henderson@richmondshope.org.uk

Closing date for completed applications forms is **17 October 2022**

Only shortlisted candidates will be invited for interview

Interviews for successful candidates will be held on **2 November 2022**

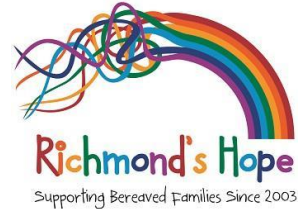
Interviews will be held in Edinburgh

Please note CVs will not be considered as part of your application for this post.

Further information, including the application form, can be found at:

[Current Vacancies | Richmonds Hope](#)

Job Description



The job holder will be responsible for the strategic management of the work of Richmond's Hope, leading the staff team and maintaining excellent communication links between the Board and the staff, all in pursuit of the aims of the organisation.

Job Description

Salary	£27,054(FTE £42835) plus pension contribution of 5%
Hours	Part-time – 3 days per week (Tuesday plus 2 other days) 24 hours per week
Responsible to	The Chair of the Board of Trustees
Accountable to:	The Board of Trustees
Key Working Relationships	Board of Trustees, Management Team (4 people)
Location	Based in Edinburgh or Glasgow but regular travel to Glasgow or Edinburgh and other bases will be necessary
Annual Leave	15 days per annum plus 6.5 public holidays

Main Tasks

- **Overseeing the strategic direction of the organisation.** The CEO ensures that the strategic plan of the Board is implemented and appropriately developed.
- **Leading and supporting the Management Team.** The CEO is responsible for leadership in the organisation as a whole and offers direct management support to all members of the Management Team.
- **Engaging in media obligations and public relations.** Act as the face of the organisation in relation to external bodies, local and national government agencies and the media. This will include speaking at conferences, addressing the public on notable changes to the organisation and participating in community events.
- **Maintaining accountability with the Board.** The Board of Directors oversees the entire organisation's performance and holds the CEO accountable. The CEO reports to the Board, delivers updates on strategic plans and gets feedback from the Board regarding the overall direction of the charity.

Job Description (contd.)



- **Monitoring organisation performance.** The CEO is ultimately responsible for the financial performance of the organisation. The CEO will receive regular reports from members of the Management Team to gain a clear view of how each area in the organisation is performing and what strategic moves are required.
- **Establishing the working culture and environment.** The CEO is responsible for maintaining the values of the organisation and creating a culture and positive working environment best suited to achieving organisational goals

Key Areas of Responsibility

- To oversee the day to day running of the organisation in an efficient and accountable manner.
- To develop the organisation in line with Board policy, including initiating projects and establishing new areas where the organisation may be expanded to meet identified need.
- To ensure that all staff and volunteers are both aware of the charity's policies and procedures and comply with all regulations.
- To create strong partnership working with all hosting bodies, faith communities, third sector organisations, funding partners, governmental agencies and local government authorities.
- To ensure that data is gathered across the work of the service, enabling good analytics and evaluation of the work of the organisation.
- To prepare the Annual Report of the charity for consideration and adoption by the Board.
- To assume responsibility for ensuring that appropriate partnerships are developed with other relevant organisations, particularly those who provide support to bereaved children and young people.
- To support staff and volunteers in a fair, positive and encouraging way and to ensure good communication is maintained.
- To provide leadership and supervision to the Management Team and ensure that staff receive appropriate training and regular opportunities for development.
- To oversee the annual cycle of appraisal for all staff.

Job Description (contd.)



Additional Responsibilities

Health and Safety.

To ensure that the charity's policies and procedures are followed and a safe environment for service users, staff and volunteers is maintained.

Data Protection

To ensure that all data held pertaining to service users, staff and volunteers is kept in a fair and lawful way (under GDPR).

Equal Opportunities

The CEO holds overall responsibility for ensuring that the organisation's Equal Opportunities Policy is implemented, ensuring that all applicants and employees receive equal treatment regardless of their sex, race, colour, nationality or ethnic origins.

Additional Information

Protection of Vulnerable Groups (PVG) Checks

This is an excepted post under the terms of the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to have an Enhanced Disclosure under Part V of the Police Act 1997, for the purposes of assessing suitability for positions of trust. Richmond's Hope undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed. There is a written policy on the recruitment of ex-offenders, which is available for any applicant for a post requiring a Disclosure.

Unsociable Hours

There may be an occasional need to work unsociable hours, for example, attendance at events, meetings, conferences, training and presentations.

Confidentiality

All information concerning individual Service Users must be treated as strictly confidential at all times.

This Job Description is not exhaustive and is subject to change as indicated by the needs of the charity.

Person Specification

Chief Executive Officer

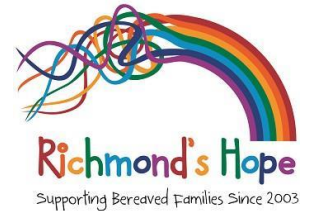


	ESSENTIAL	DESIRABLE
Qualifications	Qualified to degree level in a relevant discipline	Certified training in Bereavement/Trauma/Child Development or another area.
Experience	<p>Proven track record in a senior leadership role with experience in leading the development and implementation of strategic plans and leading change.</p> <p>Experience of short and long term strategy development</p> <p>Excellent track record in managing and delivering on Income and Expenditure budgets</p> <p>Experience in developing and writing proposals</p> <p>Experience of working in the Third Sector</p> <p>Proven experience in communication and in profile raising</p>	<p>Working for an organisation supporting children and young people.</p> <p>Experience of working in areas of multiple deprivation.</p>

	ESSENTIAL	DESIRABLE
Skills and Attributes	<p>Management Supervision skills</p> <p>Excellent interpersonal skills with the ability to form strong relationships</p> <p>Proven team building skills</p> <p>Networking skills</p> <p>Ability to analyse and interpret data to inform the development of future organisation strategy</p> <p>Knowledge of budget management</p> <p>Digital competence</p> <p>Financial awareness</p> <p>Ability to work to deadlines</p>	<p>Driving licence and own transport</p> <p>Clinical supervision skills</p>

The position is subject to Richmond's Hope Conditions of Service. All appointments are made subject to satisfactory references, PVG scheme membership and satisfactory completion of a 6-month probationary period

Who We Are



Richmond's Hope was established in 2003 in the Craigmillar area of Edinburgh by Rev Elizabeth Henderson, Mrs Jessie Douglas and the Kirk Session of Richmond Craigmillar church where the charity's main office is still based.

We provide bereavement support for children and young people aged 4 – 18 years where someone significant in their life has died. The work is based on therapeutic play and specialist grief activities and is delivered on a one-to-one basis.

We have bases in Edinburgh, Glasgow, Dalkeith, Haddington and soon to be in Methil, Fife.

To date, we have worked with over 5,000 children and young people

Here are some of the comments received from some of the children and young people and parents

"It's good. Go! You get to do stuff and you don't feel left out anymore and you have someone to talk to if things worry you"

"Everyone here is so nice. From very first contact you just felt something good was going to come out of it."

An amazing and unique service for children where they can open up to someone about their fears in a safe and trusted environment. Richmond's Hope is life changing."

"There is nothing I would change. It is such a wonderful place and the staff are kind and friendly and know how to get children to communicate their feelings"