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Job Description

Job Title: Chief Executive Officer (Interim)

Employer: AdvoCard, 525 Ferry Road, Edinburgh. EH5 2FF

**Responsible to:** AdvoCard. Management Committee, Edinburgh Carers Council

**Salary:** £33,119 to £36,052 (pro-rata)

**Working Hours:** 24 hours per week pro rata

**Location:** Great Michael House,14 Links Place, Edinburgh EH6 7EZ.

Currently working in a blended way between the office at Links Place and homeworking.

##### Background

Edinburgh Carers Council is an advocacy organisation for carers of people with mental health difficulties, dementia, learning disabilities, traumatic brain injury, autism and physical disabilities. Edinburgh Carers Council also provides peer support services including, 1:1 peer support, a carers peer support group and a peer support service for carers of adults with an eating disorder.

We aim to represent carers’ needs and views both individually and through collective advocacy.

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##### Main purpose of the post

The main purpose of the post is to lead and manage the organisation, to ensure a focus on carers’ needs and views, and encourage and support staff and volunteers working for ECC. The CEO will ensure the development and delivery of individual and collective advocacy services, peer support services and representation for carers, working with existing groups of carers as well as helping to identify and develop new groups, which are issue-based. They will represent the collective expressed views of carers at partnership and planning meetings and to the Board of Trustees.

##### Main tasks

##### The CEO has lead responsibility for:

* Providing leadership and direction to the organisation in line with the ECC strategic aims and priorities
* Directing and planning work priorities in line with the responsibilities outlined in related service contracts
* Ensuring that all staff members receive appropriate supervision and support.
* Providing reports, routine monitoring statistics and accounts where needed relating to outcome measures for contracted work
* Liaising with partner organisations in line with agreed working processes
* Reporting to and attending Board of Trustees meetings
* Ensure the annual return and audited accounts to OSCR
* Supporting Trustees to hold an Annual General Meeting

Other responsibilities:

* Recording and reporting advocacy work and contact with carers in line with Data Protection legislation
* Providing and recording relevant information for monitoring systems
* Working within prescribed boundaries of confidentiality at all times
* Working within AdvoCard’s policies and procedures
* Attending other relevant meetings, groups and events
* Building and maintaining effective partnerships with other service providers, agencies and professional bodies and liaising with advocacy and carers organisations networks
* Contributing to capacity-building of professionals, including raising mental health and carers awareness for service providers
* Carrying out any other duties deemed relevant to the post
* Preparing an annual receipt and payment accounts for ECC

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**Person Specification**

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| **Qualifications** | **Essential**   * Education to degree level or equivalent professional qualification relevant to the role |
| **Knowledge and Experience** | **Essential**   * Senior management experience with responsibilities including staff recruitment, management and support * Business planning, funding and procurement, contract compliance, monitoring and evaluation * Strategic planning and negotiation skills   **Desirable**   * Knowledge of the wide range of impacts of caring for unpaid carers, demonstrated commitment to supporting carers * Knowledge of statutory, private, third and social enterprise sectors, and local and national organisations relevant to carers needs and interests. * Understanding of Scotland’s devolved political landscape within the context of the Carers (Scotland) Act 2016. |
| **Leading and supporting teams** | **Essential**   * Supervising and developing staff * Leading and motivating teams   **Desirable**   * Experience of collaborating with a range of local and national agencies |
| **Communication Skills** | **Essential**   * Ability to communicate complex information to a wide range of partners. * Experience of presenting to groups and external audiences * Digital skills across a range of systems and software |
| **Professionalism** | **Essential**   * Ability to establish and maintain relationships and develop partnerships. |

For more information about Edinburgh Carers Council: [www.edinburghcarerscouncil.co.uk](http://www.edinburghcarerscouncil.co.uk)

For enquiries about the position, please contact: [ruth@edinburghcarerscouncil.co.uk](mailto:ruth@edinburghcarerscouncil.co.uk)

or 0131 322 8480

Edinburgh Carers Council, Great Michael House, 14 Links Place, Edinburgh, EH6 7EZ

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