



# Chief Executive Officer

Position Profile



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**Photo A:** LCiL offices over at Norton Park, Edinburgh



# The Organisation

LCiL has its origins in the work of the Lothian Independent Living Group (LILG), a consumer group of disabled people, and the Lothian Coalition of Disabled People (LCDP), the former Lothian-wide campaigning organisation for disabled people. Both groups were concerned with equality for disabled people and subscribed to the Independent Living philosophy. In 1989, LILG and LCDP recognised the importance of establishing an organisation that would provide a range of services based on needs directly identified by local disabled people, that would adhere to the social model of disability, and that would be directly accountable to disabled people.

Three people had already convinced Lothian Region Social Work Department that they should be given money directly to employ their own Personal Assistants and were operating their own independent living schemes as a pilot. At the same time, they (and other people) were inspired by the work of CILs in Hampshire, Derbyshire and abroad, and were determined to set up a similar organisation in Lothian.

In 1991, LCiL became the first organisation of its kind in Scotland, with a basis firmly rooted in the national and international disability movement.

## How do we make a difference?

- The Grapevine Service is an independent, up-to-date, disability information and advice service. In 2019-2020, we responded to 2,742 enquiries.
- The Welfare Matters Project extends our welfare support to include PIP appeals. In 2019-2020, we responded to 289 enquiries, supporting 68 individuals.
- The Grapevine Home Visiting Service, in partnership with NHS Lothian, helped 62 patients with Chronic Obstructive Pulmonary Disease (COPD) to access disability and rights information in 2019-20.
- The Independent Living Service (ILS) provides information and one-to-one support to help disabled people to recruit and employ Personal Assistants. In 2019-2020, the team worked with 716 people, enabling them to live a full and independent life in the community.
- Payroll and Financial Management Services provide wages processing/administration for disabled people who employ Personal Assistants, reducing stress and increasing confidence around being an employer. In 2019-2020, the services helped 666 people.
- The Peer Support and Learning Service offers learning, capacity building and peer support workshops. In 2019-2020, 161 people attended our workshops/groups. Increasing people's confidence, skills and knowledge to assert their rights and live independently, reducing isolation and loneliness.

- The Champions programme provides training and support to volunteers with lived experience of disability to share their experiences and 'tell it like it is' to peers, professionals and policymakers to inspire and educate on the benefits of independent living. 19 champions have attended over 100 external events since 2013.

## **The main aims of the Lothian Centre for Inclusive Living are:**

- Provide a range of services to support Independent Living, developed and managed by and for disabled people.
- Support the right for disabled people to live independently and take control of their own lives.
- Provide the opportunity for disabled people to further their own personal and professional development, including through peer support.
- Challenge the attitudes, and the physical and social barriers that create disability
- LCiL can help you with all aspects of Self-Directed Support (SDS)
- LCiL provides payroll and financial management support to people who use a direct payment
- In Edinburgh only, LCiL provides advice and information about anything which relates to disabled people, people with long-term conditions and older people
- LCiL provides capacity building, workshops, and training opportunities through information sessions and peer support.
- LCiL provides a quarterly newsletter with information on current news and events. If you are interested in receiving this, please get in touch via the contact details to arrange delivery

The new Chief Executive will build on the legacy of the past 25 years, changing many more lives. The incumbent will be responsible for ensuring that LCIl contributes to the strategic planning and policy-making processes of local and national government, and other public, private and Third Sector partners in relation to independent living issues.

Reporting to the Board, the Chief Executive Officer will be responsible for the leadership and management of the operational and financial affairs of the organisation. The CEO will also assist the Board to develop strategies and plans, before taking responsibility for implementing such into practice/ operation.

## **Key Priorities include:**

- Work with the Board and key stakeholders to shape the future direction of LCIl, including the development of key strategic priorities.
- Ensure LCIl continues to play a leading role in developing and shaping policy. At the moment, this includes involvement in the Scottish Government's conversation on developing Scotland's 1st National Care Service to secure better outcomes for disabled people, but it will include the full array of support for independent living, ranging from personal assistance to leisure activities.
- Build networks to develop and maintain strategic partnerships to promoting equality objectives into practice and ensuring LCIl continues to enable disabled people to assert more control over their lives and support systems, to fulfil their rightful role equal citizens.

- Embed both a proactive and reactive approach to service delivery, anticipating the future and changing demand & the needs of service users
- Proactively raise awareness of LCiL as a disabled people's organisation and the support provided to disabled people whilst empowering such individuals to have a voice of their own
- Work with the board to maintain the organisation's ethos, culture and modus operandi.
- Ensure the continued financial sustainability of LCiL identifying opportunities to diversify income streams aligned to LCiL's core mission

## Key Responsibilities

### Strategic Application and Policy

- Work with the Board of Directors, to ensure that LCiL has a clear written strategic direction, with policy and plan informed by staff, members, and service users.
- Ensure that LCiL implements its Strategic Plan, and that key targets and performance indicators are met on time and within available resources.
- Have an overview of key local and national policy development relevant to LCiL's work and advise the Board of Directors and sub-committees.
- Liaise with the Board of Directors, the Management Team and, where relevant, members, service users and other DPOs to prepare policy papers and / or respond to policy and legislative consultations as required.

- Strategically represent and promote the aims and objectives of LCiL throughout Edinburgh, the Lothians, and the rest of the UK.
- Maintain links with the wider disability movement and to ensure that the work of LCiL is informed by it and other new initiatives.
- Direct the organisational management of LCiL in line with strategic aims and ensuring that provision of services is optimised.
- Plan and prioritise services and activities according to LCiL's policies and finances.
- Advise the Board of Directors (and sub-committees) on policy and resource issues arising from the implementation of LCiL's Strategic Plan.
- Contribute to staff recruitment and induction as required, ensuring the ethos of LCiL is communicated effectively.
- Liaise with the Management Team to identify, explore and develop new projects or services and new sources of funding.
- Supervise and co-ordinate funding initiatives and applications.
- Take responsibility for overseeing the implementation of LCiL's Health and Safety policy, ensuring that reporting employees are aware of and follow health and safety procedures within all aspects of their work and promoting a workplace culture that is positive to good health and safety practice.

## **Financial Management**

- Ensure that appropriate financial accounts are maintained in line with current legal requirements and recommended good practice.
- Take responsibility for line managing the Finance Officer, to ensure that LCiL manages its finances efficiently and effectively within budget and in keeping with high standards of financial probity.
- Authorise salary, invoice payments and contractual agreements using LCiL's online banking facility and / or credit card, in line with



the policies and authorisation limits detailed in LCiL's current Financial Management Policy.

- Ensure that overall expenditure is within budget by monitoring and reassessing as required.
- Proactively source and negotiate both grant and contractual funding to support existing services and develop and deliver new services.
- Ensure that LCiL's reporting structure is planned, maintained, and adhered to in accordance with Board and external stakeholder requirements.
- Ensure that Board and sub-committee meetings are convened as agreed, are properly managed with clear agenda points and that minutes are clearly detailed, distributed and followed up.
- Provide detailed reports to the Chairperson, the Board of Directors and committees as required and to LCiL's Annual General Meeting.
- Ensure that the Board of Directors and sub-committees receive accurate and timely written or verbal reports from other LCiL staff as required.
- Ensure that LCiL's AGM is organised efficiently.

## Managing Resources

- Take responsibility for planning and prioritising budgets over the financial year, monitoring and reassessing as required.
- Take responsibility for ensuring that overall income and expenditure are within budget.
- Take responsibility for the creative and flexible use of resources at a strategic level.

## Learning and Improving

- Take responsibility for supporting and supervising members of the Management team in relation to tasks, workloads and priorities.
- Line-manage specific members of staff with regard to setting objectives, professional practice and staff development.
- Build a supportive team structure and encourage and acknowledge staff involvement and development.
- Contribute to the professional development of others.
- Ensure that all staff understand and apply LCiL's policies consistently.
- Delegate responsibilities to identify training needs and promote the development of a more skilled workforce.
- Recognise potential in other people and allow opportunities for development.
- Ensure that staff receive appropriate professional training and development, in line with budgetary constraints to ensure
- Ensure that all staff understand and apply LCiL's policies consistently.
- Make presentations at events and conferences as required.
- Maintain links with relevant organisations within the public, private and Third Sectors.
- Take direction as necessary from the Chairperson of LCiL in relation to tasks, workload and priorities. Ensure that all services and activities are provided in accordance with LCiL's policies and procedures.
- Undertake such duties as may be required by LCiL's Board of Directors that are consistent with the overall aims of the post.
- Be a key holder for LCiL and ensure the general security of LCiL's property and belongings

## Core Competencies

### **Service User Care:**

Understands who LCiL's service users are, strives to deliver quality service, builds relationships with external organisations.

### **Delivers Results:**

Understands what needs to be done and stretches abilities to deliver results effectively, monitors, reviews, and evaluates to improve performance.

### **Managing Relationships:**

Supports the values of LCiL in practice, demonstrates mutual respect and understanding in all working relationships, taking into account other's views.

### **Management and Development of Team:**

Takes responsibility for team goals, inspires trust, supports team to achieve full potential, acts as role model, provides direction, communicates vision and longer-term strategic view.



### **Photo B:**

Independent Living Service Coordinator working with a service user

The new Chief Executive will be responsible for leading LCIl as an organisation, continuing to build LCIl as a resource, developing and implementing its strategy and providing the Board of Directors with key information and policy recommendations. Responsible for ensuring that LCIl links into the strategic planning and policy-making processes of local and national government, and other public, private and Third Sector partners in relation to independent living issues.

## Motivation and Outlook

- Understanding and commitment to the social model of disability and the philosophy of independent living.
- Commitment to the principle of equality of opportunity for disabled people to ensure they have full opportunities and choices to improve their quality of life and be respected and included as equal members of society.

## Skills and Experience

- Has significant senior management experience (5 years+)
- Can demonstrate a track record in setting strategy, developing business plans, and implementing them effectively to target.
- Has skills and proved record in sourcing finance / funding.
- Has proven competency as a strong financial manager, confident in budgeting and cost management.
- Has knowledge of charity accounting. (D)\*
- Experience of working with a Board, providing professional, accurate and strategic advice, and in implementing Board decisions.
- Is familiar with charity and company law and good practice in governance.

# Preferred Candidate Background

- Experience of creating networks and working in partnership across all sectors – public, private and voluntary sectors.
- Experience of assessing and successfully managing risk.
- Is politically astute, exhibits sound judgement and is able to read and react appropriately to situations.
- Can absorb complex material, strategise, prioritise, and action a wide and varied workload.
- Personal experience of disability as a disabled person. (D)
- High level of skill and experienced in utilising current office software including Microsoft programs, email, and the use of the Internet.

## Personal Qualities

- Can evidence a collaborative, collegiate approach.
- Ability to inspire, motivate, manage, and empower teams, and win the respect of colleagues and external stakeholders.
- A strong people person, with the ability to listen actively, and to understand and reflect the views of others.
- Able to engage with, inform and influence wide and diverse audiences.
- Displays honesty, integrity, and a strong sense of ethics in all decisions and actions.
- Can demonstrate a professional leadership style that commands respect and credibility.
- Is resilient and resourceful and remains calm under pressure.
- Can demonstrate flexibility and has the ability to create new approaches in adverse situations

**\*Listed criteria is essential unless specified desirable (D)**

## Qualifications

A degree level qualification or a relevant educational/vocational qualification. It is accepted that there may be circumstances in which people without formal qualifications may meet the requirements of the post. (D)

## Further package information:

The salary band for the role is £38,000 - £45,000.

Annual leave is 25 days per year.

This is in addition to 10 public holidays – equates to 7-week FTE. The office closes between Christmas and New Year and there is a requirement to use 3 days annual leave for this purpose.

- Pension contribution 8%.
- Death in Service Benefit: 3 times salary with eligibility to all staff aged between 18 and 70 following completion of 6 months service.
- Employee Assistance Programme.
- Statutory maternity and paternity pay
- Flexi and TOIL

## The Recruitment Process

LCiL is an equal opportunities employer. Applications from disabled people are particularly welcome. We are also a disability confident employer and as such, if you require any support during any part of the recruitment process, please contact [HR@lothiancil.org.uk](mailto:HR@lothiancil.org.uk). The successful candidate will require basic disclosure. Interested candidates can contact [HR@lothiancil.org.uk](mailto:HR@lothiancil.org.uk) for further details about the application process. If you wish to have an informal discussion about this role, please call Karen McFadyen on 0131 475 2350.