



**Can you help us achieve our vision: ‘a Scotland where all parents and families are valued and supported to give children the best possible start in life’?**

**This an exciting opportunity to join a small yet powerful charity dedicated to influencing policy and practice for parents, children, and families.**

**Salary:** £42,000 a year

**Hours:** 37.5 hours a week

**Holidays:** 40 days (including public holidays)

**Location:** Edinburgh office base, with potential for remote working

**Reporting:** chair and board of trustees

**Contract:** Permanent (note that currently funding for the role is secured until 31 March 2025)

## Background

Parenting across Scotland (PAS) supports children and families through its network of member organisations. We work together to realise our vision: a Scotland where all parents and families are valued and supported to give children the best possible start in life.

Together with our member organisations we ensure that parents and caregivers are valued and supported to raise Scotland’s children. We bring the parent voice to national and local policymakers and to service providers, setting and illuminating the agenda for what needs to change, and catalysing improvements in policy and practice.

Our operational activities include:

- bringing the diverse voices of parents into the policymaking arena through research and consultation
- identifying, analysing, and highlighting how and where decisions in any sector affect parents
- working with our member organisations to strengthen collective knowledge and reach

- enabling, supporting and reporting on innovation and tests of change relevant to parents and families

We achieve our operational activities by linking closely with PAS member organisations and the wider sector. We currently outsource some central services such as finance and communications.

## Job purpose

The purpose of the chief executive role is to ensure PAS has the required leadership to meet its charitable objectives.

The chief executive works closely with the board of trustees to meet PAS strategic aims and objectives, and to secure the necessary resources to sustain the organisation.

The chief executive is responsible for the day-to-day running of the charity, ensuring all legal obligations are met as well as developing longer-term sustainability.

The chief executive needs to make their mark quickly, identifying and generating new sources of income, including potential commercial/unrestricted income.

## Main responsibilities

### Strategic development

- Lead strategic development of PAS in consultation with the PAS board and staff to develop high-quality business strategies and plans that align with short- and long-term objectives.
- Maintain in-depth knowledge of the policy and operating environment relevant to the PAS strategy and plans.
- Develop new income streams consistent with the PAS strategy that offer longer-term financial autonomy and sustainability and reduce reliance on public sector and grant funding.

### Governance

- Ensure adherence to legislation and the requirements of regulatory bodies, including OSCR.
- Ensure PAS has up-to-date internal policies and procedures to maintain the organisation's compliance and ethical standards.
- Support the PAS board to recruit, induct and provide ongoing support and training for trustees.
- Support board decision-making by producing timely and relevant information, reports and advice.
- Service and attend board meetings.

## Financial management

- Retain overall responsibility for managing and controlling the day-to-day finances to ensure financial objectives over the longer term.
- Work with the board to set and monitor the annual budget and to ensure the financial health of the organisation.
- Produce financial reports for the board, funders and project partners as required.

## Representation and partnerships

- Represent the interests of PAS at strategic partnerships and forums at local, regional, national and international levels.
- Build relationships with, and act as the main point of contact for, PAS partners and stakeholders including funders, intermediary bodies, support agencies, regulatory and other public sector bodies, the private sector, MSPs and MPs.
- Respond to national and local consultations.
- Oversee relationships with consultants and sub-contractors.

## Operational management

- Oversee all operations and activities, developing or commissioning new projects/work as necessary, to ensure they produce the desired results and are consistent with the overall strategy, vision and mission of PAS.
- Lead employees to encourage maximum performance and dedication, setting goals for performance and sustainability.
- Establish policies that promote a positive organisational culture and vision.

## Promotion and communications

- Lead and supervise communications, including digital opportunities.
- Produce high-quality briefings, blogs, press releases and so on for a range of audiences.
- Respond to press enquiries and requests.

## Person specification

### Essential

- A proven ability to work independently at a senior level
- Demonstrable record of achievement at senior level in a third or public sector organisation
- Evidence of building and managing relationships with key policy makers and public bodies and key stakeholders in Scotland
- Demonstrable track record of providing direction and leadership in a way that inspires confidence and encourages ideas and initiative from others
- Experience of efficient and effective management of risk, financial resources, and staff to achieve excellent outcomes
- Ability to confidently represent a high-profile organisation in the public sphere

- Demonstrable record of achievement of generating income from diverse sources and effective management of donor relationships.
- Strong leadership skills and a natural collaborator
- Strong critical thinking and influencing skills with the ability to utilise data and information to influence others
- Strong prioritisation and planning skills to ensure both strategic objectives and operational demands are met
- Exceptional communication and interpersonal skills underscored with emotional intelligence

#### Desirable

- Experience of working with a board of trustees, and knowledge of good governance.
- Experience of partnership working.
- Experience of responding to public consultations.
- Experience of commissioning and managing research projects.

#### Procedure

**Interviews:** to be held in person in Edinburgh

**How to apply:** send a covering letter outlining your previous experience and suitability for the post, along with your CV, to Margaret Gibb, interim CEO: [margaret.gibb@parentingacrossscotland.org](mailto:margaret.gibb@parentingacrossscotland.org)

**Closing date:** 5 June 2023 at 13.30

If you would like to have an informal discussion about the role, please contact Margaret Gibb, interim CEO: [margaret.gibb@parentingacrossscotland.org](mailto:margaret.gibb@parentingacrossscotland.org)