



the brain injury association

## Job description

<b>Title:</b>	Network Development Manager – Scotland
<b>Responsible to:</b>	Head of Network
<b>Main purpose:</b>	To extend the reach and awareness of Headway's services in Scotland. Building relationships with partners and communities to inspire and support others to ensure provision of sustainable, high-quality services for brain injury survivors in Scotland.
<b>Salary:</b>	£42,000
<b>Hours:</b>	35 hours per week, with requirement to work occasional evenings and weekends.
<b>Location:</b>	Home based with regular travel across Scotland
<b>Annual leave:</b>	25 days per annum excluding bank holidays, with additional days granted for long service.

## Key tasks

1. To map and monitor acquired brain injury services across Scotland, identifying patterns of changing provision and the potential for developing new projects and services.
2. To develop and maintain relationships with the Scotland Network Support Coordinator and the Public Affairs team, working together to maximise opportunities for development and growing awareness.
3. Identify existing and potential acquired brain injury specific networks, key stakeholders and working groups across Scotland, championing relationships to further awareness and involvement of Headway.
4. To work with the Head of Network and Director of Services to deliver Headway's strategy in Scotland.
5. To design and oversee projects that align to Headway's strategy, to expand the services currently being provided to people affected by brain injuries in Scotland.
6. To work with health and social care professionals across Scotland to improve the pathways for people with brain injury, their families, and carers.
7. To increase the awareness and uptake of Headway UK's services in Scotland, including the Emergency Fund, the helpline, training, the Approved Provider scheme, and brain injury identity cards.

8. Develop a clear understanding of the work of the Headway UK network in Scotland and establish and maintain relationships with the network of 13 local Headway charity partners.
9. To build relationships within the brain injury community in Scotland, including representing Headway at the Scottish Acquired Brain Injury Network (SABIN) and other networks and forums.
10. To work with colleagues in the communications team to raise awareness of Headway in Scotland.
11. To produce detailed reports for the Head of Network and Director of Services or others as required.
12. To work with the Scotland Network Support Coordinator and volunteer committee to ensure effective delivery of the annual activity weekend for people with a brain injury, their families, and carers.
13. To develop and maintain a good working knowledge of the issues affecting survivors of a brain injury, their carers, and families.
14. To act as an ambassador for Headway UK across Scotland.
15. To remain informed of, and compliant with, Headway's policies and procedures.
16. Carry out such other reasonable tasks, as necessary, to support colleagues and to promote the interests of the organisation.

### **Person specification**

#### **Essential**

1. Significant experience of working in the voluntary sector within Scotland.
2. Outstanding organisational and project-management skills.
3. To be highly organised and a self-starter with the ability to prioritise tasks and work under pressure to meet deadlines.
4. To be enthusiastic and able to work both independently and as part of a team.
5. Excellent communication skills, with the ability to articulate and present ideas clearly, coherently and with passion and conviction.
6. Awareness of the current challenges and policy changes within adult social care in Scotland, NHS Scotland, and the Scottish government.
7. Working knowledge and understanding of social and health care commissioning in Scotland.

8. Ability to gain the trust, confidence and respect of staff and volunteers, within the Headway network and external organisations.
9. Full driving licence and use of own car.

**Desirable**

1. Prior experience of working or volunteering in the field of acquired brain injury.
2. Experience of working in a third sector organisation with a network of local groups.
3. Experience of working with politicians at a local or national level to lobby for change.