

Chief Executive

Candidate Information Pack November 2023

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Welcome from Dr Jim Elder-Woodward OBE

Chairperson, Glasgow Centre for Inclusive Living

Thank you for your interest in the role of Chief Executive of Glasgow Centre for Inclusive Living (GCIL).

Glasgow Centre for Inclusive Living (GCIL) is a disabled people led organisation. We deliver a range of high-quality services, which aim to equip disabled people with the information, skills, and support necessary to control their own lives and participate in society as equal citizens.

We strongly believe that disability is caused by the barriers that people with impairments meet in everyday life. This belief is central to everything that we do. As a disabled people led organisation we are run by disabled people, working for and with disabled people. GCIL works to the principles of inclusive living; freedom of choice and control over one's life and life supports; freedom from domination; dignity; and equality.

We provide a variety of services that directly support disabled people in Glasgow, East Dunbartonshire and, North and South Lanarkshire. These include information, advice and assistance for people managing their own support arrangements by either employing their own Personal Assistants or engaging a care support agency (or a mixture of both!). We also provide housing information, advice, and advocacy; and employment and training opportunities for disabled people who are either unemployed or under-employed.

The impact of the global pandemic and the cost of living crisis has arguably been felt most severely by disabled people. We had to adapt and concentrate on maintaining core services as well as taking on new roles helping hundreds of people access advice, information, and equipment to remain safe, informed and digitally connected.

As we continue to navigate the new normal. We are looking for someone to lead GCIL, continue to build it as a resource, develop and implement its strategy and provide me, as Chairperson, and our Board of Directors with key information and policy recommendations. Leading an organisation like ours means making a real positive difference in disabled people's lives whilst being at the forefront of developing forward-thinking approaches to inclusive living. Are you up to the challenge?

If you feel you could bring your talents, skills, and belief in what we strive to do every day, and would like to be part of the leadership team taking Glasgow Centre of Inclusive Living to our next chapter, we'd love to hear from you.

I look forward to reading your application.

Dr Jim Elder-Woodward, OBE
Chairperson



Advertisement

We are seeking to appoint a Chief Executive who can lead our organisation in accordance with our values to effect positive change.

Chief Executive: Location: Glasgow (Hybrid)
Salary: £57,214 - £67,153

Glasgow Centre for Inclusive Living (GCIL) is a disabled people-led organisation committed to promoting inclusive living by assisting disabled people to develop more control and choices in their lives, and participate in the life of the community.

At GCIL, we believe that disabled people have the same human and civil rights as others, including the right to choose how we live and the right to self-determination.

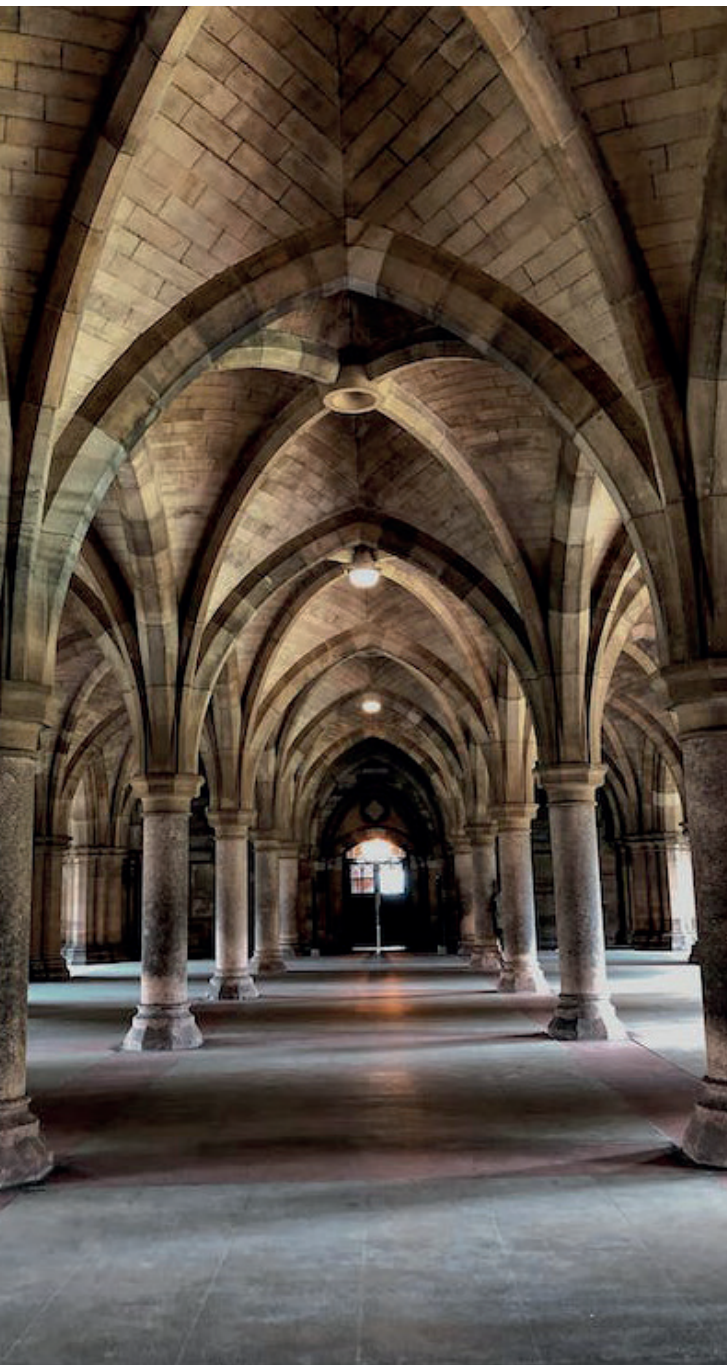
We are seeking to appoint a Chief Executive who can lead our organisation in accordance with our values to effect positive change. As Chief Executive, you will have responsibility for ensuring that GCIL links into the strategic planning and policy-making processes of local and national government, and other public, private and Third Sector partners in relation to independent living issues. You will continue to build GCIL as a resource, developing and implementing its strategy and providing the Board of Directors with key information and policy recommendations.

You'll share our commitment to promote inclusive living by assisting disabled people to challenge barriers and make informed choices. As an experienced leader, you will be a motivational communicator who will inspire others to live our organisation's values – ensuring that these values underpin everything we do.

If you have the leadership skills, drive and compassion to take Glasgow Centre for Inclusive Living on the next part of our journey as we strive to improve the lives of disabled people in our communities, we'd love to hear from you. We are particularly keen to hear from disabled people, although this in itself is not an essential requirement.

Applications in the form of a tailored CV and covering letter, highlighting your skills and experience pertinent to the role, should arrive no later than midnight Sunday 19 November to ScotlandExecutive@lhh.com.

For a confidential, informal discussion about the role, or to request a Candidate Information Pack, please contact LHH Recruitment Solutions directly on +44 (0)141 220 6460 or email the aforementioned address.



Who We Are

We provide a variety of services, which directly support disabled people in Glasgow, East Dunbartonshire and North and South Lanarkshire.

Glasgow Centre for Inclusive Living (GCIL) is a disabled people-led organisation committed to promoting inclusive living by assisting disabled people to develop their own agency within their own life, and participate in the life of the community. We are run by disabled people, working for and with disabled people. GCIL is a registered charity and company limited by guarantee.

Based in Bridgeton, with satellite offices in Kirkintilloch, Hamilton and Airdrie, our team of dedicated staff provides a wide range of services for disabled people both to improve everyday living and to enable full integration into society. A Board of Directors, drawn from members, governs GCIL.

We provide a variety of services, which directly support disabled people in Glasgow, East Dunbartonshire, and, North and South Lanarkshire.

This work is based on the principle that the disabled person chooses the support they want rather than having to take what is offered to them. GCIL's services can include: information, advice and assistance for people managing their own support arrangements using direct payments; training for employers of Personal Assistants and their Personal Assistants, a payroll service offering a range of support, housing information, advice, and advocacy and our employment services for unemployed or underemployed disabled people.

We work closely with a variety of other organisations - public, Third Sector, and private - providing information, advice, training, and consultancy. We also provide accessible and barrier free premises, fully equipped and serviced for conferences, meetings, and training sessions.



Our Values

Rights, Choice and Control.

At GCIL, we believe that disabled people have the same human and civil rights as others including the right to choose how, where and with whom they live and the right to self-determination. We believe in the principles of the Independent Living Movement:

- That all human life is of value.
- That anyone, whatever their impairment, is capable of exerting choices.
- That people who are disabled by society's reaction to physical, intellectual and sensory impairment and to emotional distress have the right to assert control over their lives.
- That disabled people have the right to participate fully in society.

These key principles underpin what we do and why we do it. We also aim to be:

Empowering

The social model of disability recognises that the disadvantage disabled people experience can be removed by eliminating the barriers they meet in the world around them. GCIL is committed to working within this social model of disability - equipping disabled people with the information, skills and support needed to challenge barriers.

Inclusive

We will practice and promote Equal Opportunities in governance, in employing staff and in delivering services. We will communicate with our stakeholders in ways that are clear and accessible.

Professional

We will attract, support and develop our high-quality staff and welcome their contribution at all levels. We will maintain high standards of practice in organisational and financial management. We are also committed to respecting and promoting the confidentiality and dignity of people who use our services.

Open

We aim for transparency and accountability in all that we do.

Focussed

We aim to deliver high-quality, relevant services that make a difference to disabled people's lives and represent best value for funders and service users.

The Role

Plan and prioritise services and activities according to GCIL's policies and finances.

Overview

Responsible for leading GCIL as an organisation, continuing to build GCIL as a resource, developing and implementing its strategy and providing the Board of Directors with key information and policy recommendations. Responsible for ensuring that GCIL 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.

Accountabilities:

Strategic Application and Policy

- Work with the Board of Directors to ensure that GCIL has a clear written strategic direction, with policy and plan informed by staff, members and service users.
- Ensure that GCIL 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 GCIL's work, and advise the Board of Directors and sub-committees accordingly.
- 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.

- Building on and developing links and networks within UK and Scottish Governments, local authorities, CiLs and other stakeholders promoting the organisation's national and local credibility while sustaining both the Independent Living Movement and its precepts at all levels and parts of society.
- Maintain links with the wider disabled people's movement and to ensure that the work of GCIL is informed by it and other new initiatives.

Organisational Management

- Direct the organisational management of GCIL in line with strategic aims and ensuring that provision of services is optimised.
- Plan and prioritise services and activities according to GCIL's policies and finances.
- Advise the Board of Directors (and sub-committees) on policy and resource issues arising from the implementation of GCIL's Strategic Plan.
- Contribute to staff recruitment and induction as required, ensuring the ethos of GCIL 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 GCIL'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 Director, to ensure that GCIL 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 GCIL's online banking facility and / or credit card, in line with the policies and authorisation limits detailed in GCIL'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.

The Role

Recognise potential in other people and allow opportunities for development.

Report Management

- Ensure that GCIL'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 sub-committees as required and to GCIL's Annual General Meeting.
- Ensure that the Board of Directors and sub-committees receive accurate and timely written or verbal reports from other GCIL staff as required.
- Ensure that GCIL'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.
- Take a strategic approach to the effective use of ICT.

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 GCIL's policies consistently.
- Delegates 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 appropriate return on investment.
- Ensure that all staff understand and apply GCIL's policies consistently.

Grade Specific Accountabilities

- Ensure a high level of service is provided to both internal and external customers
- 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 GCIL in relation to tasks, workload and priorities.
- Ensure that all services and activities are provided in accordance with GCIL's policies and procedures.
- Undertake such duties as may be required by GCIL's Board of Directors that are consistent with the overall aims of the post.
- Be a key holder for GCIL and ensure the general security of GCIL's property and belongings.



Person Specification

Ability to inspire, motivate, manage and empower.

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.
- 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 strong financial skills and confident in budgeting and cost management.
- 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.
- 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.

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.
- Has some kind of direct experience of living with a disability.

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.

Conditions & Remuneration

Salary

£57,214 - £67,153

Location

Glasgow (Hybrid)

Timescales

Closing date for applications midnight
Sunday 19 November 2023

Interviews

w/c 04 December 2023

Benefits

Group Life Insurance

6% pension contribution

Incremental progression

25 days annual leave (increasing incrementally to
30 days after 5 years' service)

12.5 Public/general holidays

My work offers (employee discount scheme)

Access to an employee counselling service

Access to The Charity Learning Consortium

Free onsite parking





How to Apply

To apply, email scotlandexecutive@lhh.com

To apply for this post, please send your tailored CV and a cover letter no longer than two pages by email, highlighting in the subject heading 'Chief Executive' to scotlandexecutive@lhh.com

If you would like a confidential, informal discussion about the role then please contact LLH on +44 (0) 141 220 6460 or send an email to the above-mentioned address.

Glasgow Centre of Inclusive Living is committed to equality of opportunity and to no discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity. We are constantly reviewing our approach to ensuring equality and diversity in our applications and would be pleased if you could complete the attached Equalities Monitoring Form.

The data collected will only be used to enable GCIL to review and report on the effectiveness of our policy, and for no other reason. GCIL needs your help and co-operation to enable us to do this, but filling in this form is voluntary.

Should you require any modifications or wish to speak with a member of our team to discuss any particular circumstances, please email the above address.

LHH Recruitment, formerly Badenoch + Clark, is Scotland's leading Executive Search team. We connect Scotland's top businesses with exceptional candidates – and we do it really well.

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