



Integrity | Compassion | Empowerment



Medics Against Violence

Chief Executive Officer

Base Location Our office in Glasgow's East End which benefits from nearby bus and rail links and free on-site secure parking.

This post may on occasion require additional travel across Scotland including occasional overnight stays, for which expenses will be reimbursed.

Reports To Board of Medics Against Violence

Line Management Responsibility Senior Management Team and Administrative team

Hours of Work Full time, 35 hours per week. There will be occasional requirements to attend board meetings in the evening

Pay and Benefits **Salary:** £60,000-70,000 per annum depending on experience

Expenses: All reasonable business expenses will be reimbursed. Home to base travel will not be covered.

Pension scheme: Employees are enrolled into a workplace pension scheme unless they choose to opt out.

Annual leave: 25 days paid holiday per year, plus 10 statutory public holidays, 4 of which are fixed, and the remainder may be taken flexibly.

Flexible working: At Medics against Violence we value the positives of a healthy work/life balance. We will consider requests for flexible working. The following types of flexibility are usually possible: flexible hours, an element of working from home, compressed hours, less than full time working. We are not able to support full time home or remote working.

Cycle to work scheme Available to all employees.

Development: We are very invested in the development of our whole workforce. All employees benefit from access to appropriate development opportunities where funding allows. Our front-line teams attend bi-monthly in-house development days.

Wellbeing: All employees can access counselling if needed via our confidential counselling service

Contract Type Initial fixed term for 24 months from the start date. Subject to a 6-month probation period. Extension of the post will be subject to performance review, measured against key targets, and the availability of continued funding. A PVG check will be required.



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BACKGROUND TO OUR ORGANISATION

- Medics against Violence is a health led charity founded in 2008 by a group of passionate clinicians with professional lived experience, determined to change the outcomes of people we treated and those like them who were injured as a result of violence. Our unique selling point is the involvement of clinicians at every level of our work, and this is something we aim to retain.
- We are a charity registered in Scotland and a company limited by guarantee.
- As an organisation we have grown considerably since our inception, expanding into the areas of primary, secondary and tertiary prevention and taking an evidence-based public health approach to tackling violence and its root causes. We work in hospitals, schools and within communities and with a wide range of professionals and community members.
- We now have an annual turnover of £1.4M. Our reach and reputation extends across Scotland. As one of the Scottish Government's core Safer Communities programmes we have ambitious plans for growing the scale and impact of our work which till now has been led by our very active Board and founding board members.
- We receive funding from multiple sources including the Scottish Government, Scottish Health Boards, Alcohol and Drug partnerships and CORRA. A small proportion of our income is fundraised through the discretionary efforts of our supporters.
- Our team includes both paid staff who work in our support programmes, Navigator, Youth Navigator and Pathfinder and volunteers, mainly clinicians, who lead, develop and deliver our work in schools and training around domestic abuse.
- For more information please see our website at www.mav.scot

THE JOB PURPOSE

- We are seeking to appoint a CEO who shares our vision for a Scotland intolerant of violence, and our values of Integrity, Compassion and Empowerment, to work collaboratively with us to support Medics Against Violence (MAV) in the next phase of its development.
- The Chief Executive role provides an opportunity to work with the Board, our staff, our volunteers, partner agencies, and the people we support to deliver MAV's mission and vision.
- The Chief Executive will be accountable for delivering our strategy, our operational activity and for managing MAV's staff team and resources. Responsibility for annual delivery plans, our sustainability plan, developing our financial systems and budget will sit with the CEO supported by the staff team, board and our accountants.
- We are seeking someone with a strong record of achievement and who has experience of working with, or on behalf of, people in one or more of the following categories: marginalised or vulnerable groups, those experiencing domestic abuse, addiction, sexual violence, violence prevention, youth work, youth justice, or a related area,



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- The ideal candidate will be ambitious, person-centred, trauma-informed, collaborative and motivated to build on our success to date and develop new opportunities. You should also have a clear practice focus.

KEY TASKS AND RESPONSIBILITIES

Strategic Leadership and Governance

- Work with the Board of Trustees to ensure effective development and implementation of MAV's existing strategy and governance arrangements.
- Assume responsibility for ensuring good safeguarding, organisational risk management, data protection, compliance with GDPR, financial, legal and other areas of good practice, policy and compliance are maintained throughout the organisation.
- Developing and working with the staff team, board and volunteers to develop and deliver MAV's project work plans. Empower and support each team member to grow and take ownership of their own work.
- Oversee planning, monitoring, resourcing and reporting.
- Work with partners to ensure work is evaluated and impact is measured and shared in a timely manner.
- Explore opportunities to work in partnership with organisations who share our values, both in pursuit of the aims of the Violence Prevention Framework and to support the organisation's sustainability.
- Lead in ensuring MAV has appropriate accommodation, equipment and resources to deliver its workstreams.
- Ensure security, including cyber security, health and safety, and business continuity policies, processes and plans are in place.
- Provide the Board of Medics against Violence with reports and updates particularly relating to projects, finances, and organisational progress to allow strategic decision making.
- Ensure the voice of those we support and work for including service users and young people is at the heart of everything that we do.

Income generation and financial/resource management

- Manage a complex budget with a mix of grant awards from a range of funders.
- Develop MAV's annual budget with support from our accountants for approval by the Board.
- Monitor the Board-approved budget and manage daily financial operations with our administrative team and accountants to ensure maximum utilisation of resources.
- Drive income generation, maintain and develop current funding streams and explore opportunities for new funding and workstreams.
- Oversee our annual audit process.



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- Take steps to support MAV to reduce our environmental impact and become more sustainable and be able to demonstrate the impact of doing so.

External engagement and Advocacy

- Oversee delivery of Medics Against Violence's communications to develop a strong brand and voice. Along with the board act as a key ambassador for the organisation.
- Maintain and develop strong and effective relationships with key stakeholders in government, health boards, ADPs and other partners within the statutory and the third sectors.
- Manage the production of impactful MAV reports and insights and ensure these are widely disseminated.

Legal and Governance

- Maintain an organisational risk register and lead on organisational risk management.
- Ensure organisational compliance with key legislation, including Health and Safety, GDPR, Equality and Diversity and Charity Law.

Other

- Carry out any other reasonable duties that may be required to meet the needs of the organisation.

EQUALITY AND INCLUSION STATEMENT

Medics against Violence is committed to providing equal opportunities for all, irrespective of age, disability, race, sex, religion/belief, sexuality, gender identity, marital/civil partnership, pregnancy/maternity and working patterns.

HOW TO APPLY

To apply send your CV, accounting for any gaps in employment and a covering letter outlining in detail how you fulfil the requirements of the person specification to Executive.Recruitment@mav.scot.

Your CV should include the names of two referees, one of which should be your most recent employer. Any job offer will be subject to satisfactory references and PVG check. Referees will not be contacted unless an offer of employment is made.

Closing date 27th February 2024 at 4pm.

Interviews will be held in our Glasgow office in late March.



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Person Specification

	Essential	Desirable	Assessed
Experience	<ul style="list-style-type: none"> • Experience at a senior level within the charity sector • Experience of working collaboratively with a board • Experience of developing strategic objectives and developing and delivering programmes that have impact. • Experience of financial management, budgeting and income generation through grant applications and fundraising. • Experience of managing a complex funding structure with multiple stakeholders. • Experience of managing and motivating teams to produce high quality outcomes. • Experience of policy development 	<ul style="list-style-type: none"> • Experience of working in a setting where teams are delivering trauma-informed services. • Experience of working with marginalised communities, people with lived experience or in the areas of health inequalities. 	<ul style="list-style-type: none"> • CV, references, interview
Qualifications	<ul style="list-style-type: none"> • A relevant degree, or equivalent experience. 	<ul style="list-style-type: none"> • Relevant post-graduate qualification 	<ul style="list-style-type: none"> • CV
Knowledge	<ul style="list-style-type: none"> • Working knowledge of current HR best policy and practice to allow effective communication with our outsourced HR provider. 	<ul style="list-style-type: none"> • Knowledge of healthcare settings and the structure of NHS Scotland. 	<ul style="list-style-type: none"> • Interview, references



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	<ul style="list-style-type: none"> • Working knowledge of best practice in the charity sector • A thorough understanding of best practice in Equality, Diversity and Inclusion; Health and Safety • An understanding of charity finance to allow effective communication with our accountants 	<ul style="list-style-type: none"> • Knowledge of Alcohol and Drug Partnerships (ADPs) and territorial Health and Social Care Partnerships (HSCPs). 	
<p>Skills</p>	<ul style="list-style-type: none"> • A strategic and decisive thinker • Self-starter able to use own initiative. • Highly organised and able to work to tight deadlines. • A reflective, compassionate, and collaborative leader capable of working with a wide range of people and abilities. Able and willing to contribute to the development of our people. • Excellent communication skills both written and verbal. Able to adapt communications to reach a wide range of people including staff, board and stakeholders. • An ability to resolve complex issues and manage change positively. • Good data management skills • Proficient in the use of Office 365 programmes including 	<ul style="list-style-type: none"> • Experience of using Xero. 	<ul style="list-style-type: none"> • Interview, CV and cover letter, references



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	Word, Excel, PowerPoint, Teams and SharePoint.		
Personal attributes	<ul style="list-style-type: none"> • High levels of accountability, integrity, self-awareness, resilience, fairness and emotional intelligence • Self-motivated and committed to maintaining professional skills and knowledge. • Collaborative working with peers and team members to build relationships and get things done. • Commitment to highest quality in all they do. 		<ul style="list-style-type: none"> • Interview
Other	<ul style="list-style-type: none"> • Commitment to Medics against Violence values of Integrity, Compassion and Empowerment and willing to ensure they underpin all our work. 		

This job description is not exhaustive and is subject to review in consultation with the post holder and according to future changes/developments within the organisation.