



Wellbeing-Empowerment-Employment  
Integrating Ethnic Minority Women in Scotland

## Saheliya CEO

An exciting opportunity to support a unique organisation flourish and grow amid the challenges of climate change, global uncertainty, widespread gendered abuses, and injustice.

Saheliya's outstanding staff team provide pathways to wellbeing, citizenship and employability for over 1,000 racialised women from 51 countries each year, through wrap-around services in 11 languages, and through employment in our social enterprises.

We welcome applications from women with the passion, skills, and enthusiasm to support our work, our ethos and our cause.

**JOB TITLE:** Saheliya CEO (\*Female)

**JOB HOURS:** 35 hours per week (negotiation possible)

**WORKING DAYS:** Monday – Friday, 9 am – 4.30 pm

**LOCATION:** Edinburgh and Glasgow

**LINE MANAGER:** Chair of the Board of Directors

**SALARY:** £54,500 to £59,500 (depending on experience)

**HOLIDAY ENTITLEMENT:** Generous 25 days increasing to 30 days after 5 years of continuous service + 15 public holidays

**OTHER BENEFITS:** Initial enrolment for the auto enrolment pension scheme subject to eligibility criteria. After 6 months of employment generous 8% of salary employer pension contributions

### MAIN PURPOSE OF THE JOB:

To ensure the effective and efficient running of the organisation including financial and environmental sustainability, maintaining a strategic presence to disseminate our unique knowledge, and ensuring the Saheliya ethos is upheld in all areas.

### MAIN DUTIES

- To oversee all areas of Saheliya's work ensuring best practise including service delivery and employment

Head Office: 125 McDonald Road, Edinburgh EH7 4NW Tel: 0131 556 9302

St Rollox House, 130 Springburn Road, Glasgow G21 1YL Tel. 0141-552-6540

Email: Edinburgh: [info@saheliya.co.uk](mailto:info@saheliya.co.uk); Glasgow: [admin.glasgow@saheliya.co.uk](mailto:admin.glasgow@saheliya.co.uk); Website: [www.saheliya.co.uk](http://www.saheliya.co.uk)

Saheliya is a registered company (SC209861), recognised as a charity (SC020069), and regulated by the Care Inspectorate CS2004080698

- To ensure financial sustainability across the organisation through grant, contract, and self-generated income
- To lead on organisational development so that service delivery meets the changing needs of our increasingly at risk and diverse service user group
- To support and supervise lead staff working in all front-line services, in HR & Compliance, finance, fundraising and income generation, childcare, social media and information dissemination.
- To lead on the strategic development of Saheliya to raise our profile and build recognition of the specific additional needs of our service user group, in Scotland and – as appropriate – in the rest of the UK and Europe, disseminating information generated by Saheliya services to policy makers and mainstream service providers to develop policy and services to ensure the needs of our service user group are better met, and that Saheliya is appropriately represented
- To liaise with the Board of Directors providing comprehensive and timeous information to ensure they can make fully informed decisions

#### **GENERAL DUTIES:**

- Participate in regular support and supervision sessions with the Board of Directors.
- Attend Board of Directors meetings
- Attend staff meetings in Edinburgh and Glasgow and full staff meetings, as well as senior management team meetings
- Maintain a professional profile on behalf of Saheliya in all contact with other agencies and in all areas of the role
- Participate in continuing professional development, including in-house training
- Undertake any other relevant duties that further Saheliya's aims and objectives

#### **PERSON SPECIFICATION**

##### **ESSENTIAL**

- Extensive and demonstrable in-depth knowledge of the additional, specific issues faced by women in racialised communities
- Demonstrable commitment to equalities, social justice, and human rights
- Demonstrable track record in making an impact on policy development at a strategic level in health services, gendered abuse, equalities, or human rights
- At least five years' experience of working at a strategic level in health services, gendered abuse, equalities, or human rights
- Demonstrable extensive track record of multi-agency working
- Excellent written and oral communication skills
- Demonstrable track-record of reporting to funders
- Experience of overseeing budgets
- In depth understanding of how funding and self-generated income in the voluntary sector operates
- Demonstrable in-depth experience of the public and voluntary sectors
- Experience of working in a multi-lingual working environment
- Demonstrable experience of a trauma-aware workplace supporting mental well-being

- Knowledge of immigration and asylum legal systems
- Demonstrable track record of leadership
- High level of professional and personal integrity
- Track record of line-management
- Track record of collegiate working
- Demonstrably strong track record of project management
- Excellent planning and self-management skills
- Ability to work to numerous tight deadlines
- Ability to prioritise tasks
- Ability to use a wide range of IT applications
- Track record of fundraising in the voluntary sector
- Track record of developing social enterprise income generation

#### DESIRABLE

- Lived experience of the issues our service users face
- Ability to speak one or more of the languages spoken in Scotland's racialised communities
- Track record of developing and submitting tenders for contracts
- Track record of over-seeing capital refurbishment projects

Please email completed applications to: [info@saheliya.co.uk](mailto:info@saheliya.co.uk)  
or post to

Recruitment, Saheliya 125 McDonald Road, Edinburgh EH7 4NW

Closing date for applications: Friday 8<sup>th</sup> March 2024, 12 noon  
Interview dates: TBC

### **CVs will not be accepted**

***\* The Equality Act 2010 (part 1, Schedule 9) applies to the above posts. Applications are therefore restricted to female candidates only. All posts are subject to enhanced checks by Disclosure Scotland.***

