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**AS A FORCE**  
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**SMART  
WORKS**

## **SMART WORKS SCOTLAND**

### **Head of Smart Works Scotland**

Salary: £44,000 - £50,000 FTE, depending on experience

Closing date: Friday 19th April 2024

# ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses, coaches and empowers unemployed women for success at their job interview. After visiting Smart Works, 69% of clients secure a job within a month.

The Smart Works service is delivered in 11 centres across the UK. Over the past ten years, Smart Works has helped over 35,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre. More information about who we are can be found on our website [here](#).



## ABOUT THE ROLE

Smart Works is volunteer-powered and exists to empower all women who need help getting into work. As such, a fantastic opportunity has arisen for a proactive self-starter with outstanding leadership skills to take on the pivotal role of being the Head of Smart Works Scotland. Reporting to the Chair of the Trustee Board, the role is responsible for developing and delivering our core strategies and for the overall operation of our two centres in Glasgow and Edinburgh.

In practice, this involves leading a small staff team to thrive in their roles and deliver outstanding results, with direct line management responsibilities for 3 team members out of 8. It also includes representing our charity to a range of stakeholders across the region, contributing to our ambitious client targets and unlocking vital funds to deliver the Three Year Plan.

A major focus of this role will be to deliver, and support team members to aid delivery, of our annual fundraising target (c. £400k) via, grants and trusts, corporate partnerships, fundraising events, and identifying new income streams.

The Head of Smart Works Scotland must build strong working relationships with the staff team and Board of Trustees, foster excellent collaborations with a variety of stakeholders and have significant experience across multiple fundraising streams.

Whilst the successful individual will be supported by the Chair, Board of Trustees and colleagues in other centres, they will be expected to work autonomously and confidently in carrying out their duties. There may be occasional evening and weekend work in order to support fundraising, networking and key events as required.

The role will be based in our Edinburgh or Glasgow centre, and flexible working options are available.

If you are passionate about supporting women, are flexible, have excellent organisation and prioritisation skills and can liaise confidently and successfully with a broad range of stakeholders, then this is an ideal opportunity.

# DUTIES AND RESPONSIBILITIES

- Leading a staff team of 8 across two centres, ensuring all team members are thriving in their roles and continuing to develop their skills.
- Supporting each direct report with project deliverables and identifying continuous improvement opportunities in our ways of working.
- Oversee the smooth running of both centres, ensuring all client and service delivery targets are on track and all protocols such as safeguarding and governance are adhered to.
- Setting and delivering our core strategies, across all functional areas.
- Working with various staff members on targeted campaigns and corporate partnerships, providing guidance and support on the annual fundraising target c. £400k via our three revenue streams - Corporate, Community and Events, Grants and Trusts.
- Manage the day-to-day costs of the budget, contributing to timely process reconciliation with the Board Treasurer and Group Finance Team.
- Delivering financial activities to target, maintaining an up to date database with relevant income tracking and pipeline information to facilitate regular financial reporting to the Board of Trustees and timely process reconciliation with the Board Treasurer and Group Finance team.
- Supporting the team to raise awareness of our charity and increase our supporter community through social media campaigns and in-person events throughout the year.

# SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES

## Essential criteria

- Outstanding interpersonal and team management / leadership skills.
- Significant experience of generating income from a variety of sources, including Events, Trusts, Foundations, Community and Corporate sponsorship.
- Demonstrable experience of securing new business and onboarding new partnerships.
- Experience of managing four figure+ partnerships across the following activities: employee fundraising, sponsorship, commercial or grants.
- A strong networker, with relationship management experience across seniority levels and sectors.
- Strong presentation skills, with prior experience delivering engaging sessions to large audiences.
- Experience of balancing changing priorities and responding to delivery needs.
- Proactive approach to problem solving, with an entrepreneurial attitude towards fundraising strategy.
- Ability to work autonomously and also have a strong team focus and ethic.
- Good working knowledge and experience using Microsoft Office, Excel, Word, CRM systems.
- Target driven, with excellent organisation and time management skills to meet deadlines and monthly / quarterly KPIs.

## Desirable criteria

- An understanding of the employment and skills landscape in Scotland.
- Experience of working collaboratively with volunteer teams and / or in the not for profit sector.
- Financially aware, able to interpret basic financial accounts for reporting purposes.

# BENEFITS, TERMS, AND CONDITIONS

- Salary of £44,000 - £50,000 FTE, depending on experience.
- 25 days annual leave, plus bank holidays.
- Company pension.
- Positive, supportive working environment with opportunities for practical training and progression.
- Full-time role, based across our Scotland centres. These are in Edinburgh and Glasgow. Happy to discuss alternative working location / hybrid working at interview.
- Monday - Friday with typical working hours 9am - 5pm in line with centre opening times.
- All successful applicants must provide two satisfactory references and complete a Basic DBS check.

## HOW TO APPLY

Please submit a CV and answer the following questions via our recruitment portal [here](#) by 19th April.

- Why do you want to work for Smart Works Scotland? (Max 200 words)
- In your opinion, what is the biggest challenge and biggest opportunity for Smart Works Scotland to develop new corporate partnership opportunities? (Max 300 words - bullet points are fine)
- What experience do you have managing and motivating a team? Please be specific about the number of people in the team and what results were delivered (Max 200 words)
- Tell us about a time when you have generated income from a fundraising stream. Please clarify the amount raised and the specific contributions you made. (Max 300 words - bullet points are fine)

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact [recruitment@smartworks.org.uk](mailto:recruitment@smartworks.org.uk) about submitting a manual application.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).

Smart Works promotes equity, diversity, and inclusion in our workplace. We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of unemployment as we would like to increase the representation of these groups at Smart Works.