

## Job Description and Person Specification

Job title:	Head of Programmes and Development
Reports to:	Chief Executive
Salary and Pension:	£39,186 - £44,222 + 8% employer pension contribution
Weekly hours:	35
Location:	Hybrid – working from home and office space
Fixed term/permanent:	Permanent
Annual holiday:	35 days, including 10 days for public holidays

### Role Purpose

The Head of Programmes and Development works as part of the senior leadership team, focused on strong leadership and collaboration to enable the organisation to deliver, innovate and serve its membership to achieve the vision of disabled people being fully included throughout all Scottish society as equal citizens.

They will identify business development opportunities which improve experiences for disabled people across Scotland, and lead on implementing agreed income generation activities.

They will lead on ensuring high quality programmes are delivered and continuously improved and will identify opportunities for new projects which aim to increase the inclusion of disabled people.

They will contribute to the development of organisational strategies and those involving programmes and business development and lead their team to deliver those strategies.

# Key Responsibilities and Tasks

## Leadership and Governance

Work with the Board, CEO and Senior Leadership Team colleagues to provide leadership to the organisation so that it can effectively achieve its mission.

Develop and maintain a productive relationship with the senior leadership team and Board.

Work with the CEO and Board to provide the information they need to fulfil their governance responsibilities.

Participate in the planning and delivery of the Annual Conference and other events.

Lead the Programmes and Development team

Recognise and highlight any perceived risks within your areas of work and effectively use the systems in place to manage these.

Ensure systems to identify, manage and report risk are effectively used by others in your areas of responsibility.

Embody the organisation's values and lead with authenticity, fostering a culture where people can thrive and excel in their roles.

## Organisational Strategy and Development

In conjunction with the CEO and Board, develop strategies for programmes and business development, involving relevant colleagues and stakeholders.

Contribute to the development of wider organisational strategies and ensure these are implemented within your area of responsibility.

Oversee the implementation of the programmes and business development strategies, keeping these under review and recommending adjustments when needed.

Identify opportunities for future work and contribute to funding applications to resource these.

## Financial Planning and Management

Contribute to the budget setting process.

Ensure finance procedures are followed and work with finance colleagues to enable accurate, timely finance reporting.

Review management accounts for your areas of work and identify any issues, taking action to rectify issues as needed.

## Monitoring and Evaluation

Ensure that documented evidence of Programmes and Development work is maintained.

Monitor progress against objectives on an ongoing basis and identify any areas of underperformance, ensuring action is taken to address these without delay.

Continuous improvement of existing, and innovation of new areas of policy and engagement work.

Undertake ongoing evaluation, identifying areas for improvement and implementing these.

Prepare reports which include progress towards outcomes for programmes funders.

## External Focus and Relationships

Build and maintain effective strategic relationships with members, politicians, government officials, non-governmental organisations, policy influencers, partners and other stakeholders to advance Inclusion Scotland's priorities.

Represent Inclusion Scotland at external events and other publicity opportunities, chair meetings, conduct media interviews to enhance Inclusion Scotland's reputation and profile when required.

Represent Inclusion Scotland in policy development processes, including advisory groups, including those relating to the National Care Service.

Communicate effectively and sensitively with members, government, funders and the wider public, seizing opportunities to influence and advance organisational priorities.

Be a lead point of contact for Inclusion Scotland's programmes and development work.

Lead work to gather disabled people's lived experiences and views, from both individuals and disabled people's organisations.

## Organisational Management and Internal Communications

Lead on project planning, quality assurance, evaluation and reporting for your areas of responsibility, working collaboratively across the organisation.

Provide line management for team members.

Ensure operations are compliant with legislation, regulation, guidance, rules and standards.

Comply with organisational policies and procedures in all aspects of your role and ensure compliance within your areas of responsibility.

Ensure that all work is undertaken in line with safeguarding principles and procedures.

Maintain good internal communications across the organisation to maximise engagement; facilitating and participating in meetings, events and networks, as required.

Encourage a culture of high performance, learning and inclusivity.

Carry out any other responsibilities as may reasonably be required from time to time.

# Person Specification

## Personal Qualities

A demonstrable commitment to the Social Model of disability, human rights and the philosophy of Independent Living, and passion for supporting disabled people to be decision makers.

Commitment to diversity and ability to apply awareness of diversity and intersectional issues to all areas of our work.

A resilient approach to work and clear strategies for self-management as well as the ability to request support when needed.

Commitment and proactive approach to your ongoing learning and development.

Lived experience of being a disabled person is desirable.

## Experience

Track record of leadership with management experience at a senior level.

Experience of working effectively with Boards in an organisation registered as a charity is desirable.

Experience of influencing at a senior level, including government and key decision makers.

Experience of effectively engaging with disabled people.

Experience of public speaking and representing an organisation externally.

Fundraising experience including identifying potential opportunities is desirable.

Experience of developing social enterprises is desirable.

## Skills and Abilities

Highly effective communication skills, particularly including encouraging and responding to the contributions of others, and the ability to communicate clearly and assertively with a wide range of audiences using a range of communication methods.

Strong presentation skills.

Collaborative leadership style that motivates and inspires and builds a positive and inclusive culture.

Excellent interpersonal skills to enable positive relationship building and effective collaborative working, internally and externally.

Ability to plan and manage a complex workload across a range of subject areas, meet deadlines and respond to unplanned demands.

Proficient in the use of Microsoft Office products (Outlook, Word, Excel, PowerPoint, SharePoint).

## Knowledge and Understanding

Comprehensive understanding of the issues and inequalities faced by disabled people.

Knowledge and understanding of the social, economic and political environment in which the voluntary sector operates and of the social policy issues which impact Inclusion Scotland's work.

Knowledge of how charities are governed and the Board's role.

Understanding of quality assurance and improvement and monitoring and evaluation techniques.

Understanding of how to create an accessible and inclusive workplace.

Understanding of regulatory and legislative requirements for Scottish charities, including those relating to employment, health and safety and data protection.

## Other Requirements

It is anticipated there will be some evening and weekend work which is supported by Inclusion Scotland's flexible working policy.