**June 2024**

# Applicant Information: Chief Executive

Thank you for your interest in this post. This application pack consists of tips on how to apply, the job description, the person specification, background information on the post, the application form, and the equal opportunities monitoring form.

In order to apply you will need to fill in and send us

* the application form which is in the form of personal information and references, a supporting statement and a CV (or CV style questions)
* the diversity monitoring form. (This does not form part of the selection process but helps us monitor our processes).

You can find out more about Evaluation Support Scotland on our website at [www.evaluationsupportscotland.org.uk](http://www.evaluationsupportscotland.org.uk). If you would like an informal discussion please contact me, Diarmid Hearns, Convenor on 07834 688050 or email [diarmidhearns@yahoo.co.uk](mailto:diarmidhearns@yahoo.co.uk).

Completed applications should reach us no later than **9am Monday 8 July 2024**. We plan to conduct a first round of online interviews in week commending 22 July 2024 and second, in-person interviews in week commencing 5 August 2024.

Please send your application by email to [ceo@evaluationsupportscotland.org.uk](mailto:ceo@evaluationsupportscotland.org.uk) with ‘Chief Executive application’ in the e-mail header.

We will shortlist the people whose applications demonstrate the strongest fit with the person specification. We are unable to give feedback to candidates who are not shortlisted. Unsuccessful interviewees will be able to ask for phone or email feedback.

I look forward to receiving your application.

Yours sincerely

Diarmid Hearns

**Convenor**

**Chief Executive, Evaluation Support Scotland**

**The organisation**

Evaluation Support Scotland is a unique organisation in the Scottish third sector. It is a leading body that supports charities in evaluating their work, improving their performance, and explaining their impacts to funders, supporters and service users. Since its inception in 2005 ESS has played an important role in increasing capability and understanding about evaluation among charities, funders and government.

Without good evaluation, our sector risks being undervalued and overlooked. With good evaluation evidence, we can help Scotland’s third sector be understood, supported and effective.

**The search**

Evaluation Support Scotland has been led successfully by Steven Marwick for over 18 years, gaining support from the Scottish Government, and from a range of third sector funders and actors. Steven now feels the time is right for a change of leadership at ESS creating space for fresh ideas and new opportunities.

We are now looking for a Chief Executive who can take on this vital role of supporting evaluation practice in the Scottish third sector.

ESS is a well-run, impactful charity with a supportive, experienced and ambitious board, a talented, respected and expert staff team, and strong stakeholder and funder relationships. This is a rare and exciting opportunity to lead a well-established charity into a new phase of activity.

**The role**

The Chief Executive provides leadership for the Evaluation Support Scotland team, promoting our work to sponsors, working with other sector leaders, and helping shape developments in the sector and wider political environment.

While being an expert in evaluation is not an essential requirement, we are looking for a leader who is interested in organisational learning and development, values the sharing of knowledge and practice and who cares about the third sector.

We would like to hear from compelling communicators with excellent team leadership skills and the ability to build and maintain stakeholder relationships. Our ideal candidate will also be experienced in financial and strategic planning with the ability to identify opportunities for ESS to develop, thrive and continue to innovate in the years ahead. We welcome applicants from a range of backgrounds, including experienced CEOs as well as experienced senior leaders who may be considering a CEO role for the first time.

**Job Description – Chief Executive**

**35 hours a week (5 days)**

**Summary**

The Chief Executive of Evaluation Support Scotland (ESS) has overall responsibility for the strategic and operational management of the organisation. The Chief Executive reports to the board of trustees and manages other staff.

**Main responsibilities of the post**

1. To lead ESS to support third sector organisations and funders to measure their impact and use learning to improve practice and inform policy. That means leading the team to deliver well-respected, friendly and accessible evaluation support services that fit our mission and strategy and our [good evaluation principles](https://evaluationsupportscotland.org.uk/ess-principles-for-good-evaluation/#:~:text=ESS%20is%20clear%20that%20there,considerations%20like%20time%20and%20resource.).
2. To lead the team to develop new resources and services that continue to improve third sector evaluation and learning in response to need.
3. To oversee and enable the delivery of evaluation support that results in useful and meaningful evaluation processes for the clients you support.
4. To lead the development and implementation of ESS strategy – our [current strategy is 2023-28](https://evaluationsupportscotland.org.uk/wp-content/uploads/2023/04/ESS-strategy-2023-28.pdf).
5. To make sure that ESS is financially healthy. This means identifying income generation opportunities and making them happen. It means reviewing management accounts, budget and charging policies with the Finance and Business Manager and ensuring ESS is financially compliant.
6. To make sure ESS is well governed. That means building a close working relationship with the Convenor and ensuring that trustees have the information they need to make sound decisions.
7. To ensure all staff are supported and supervised to do the best job they can and make sure that ESS is a good place to work.
8. To develop positive working relationships with other organisations including Scottish Government to build evaluation and learning into policy and decision-making processes and maintain our reputation as a good organisation to work with.
9. To be a voice of self-evaluation by finding creative and appropriate ways to share the learning from and about evaluation amongst ESS stakeholders. This is mainly achieved by building relationships but also includes overseeing our website and communication materials.

**Person specification**

1. **You can lead the team**

You have managed staff and have the skills to bring out the best in your staff.  You provide clear direction to the staff, but you also engage them actively in decision-making. You represent ESS values.   You facilitate staff members to work with each other.  You encourage and develop staff and praise good performance.  You tackle any problems effectively and promptly.

1. **You can inspire others about evaluation and build understanding of evaluation good practice**

You have a strong understanding of outcomes and measurement. You have a strong commitment to, and can convince others of the value of, self-evaluation and evaluation for learning.

1. **You can keep ESS financially healthy**

You have an excellent understanding of good financial management. You know how to review management accounts. You have experience of securing funding including through contracts and earned income. You will be able to generate income that helps ESS achieve our outcomes and pay the bills.

1. **You can work with Government**

You will be able to lead a constructive partnership between ESS and Government and, without needing to be an expert in any policy area, you are confident talking about and asking questions around a range of different government policies.

1. **You can build relationships with partner organisations**

You can work constructively with different organisations such as funders, public bodies and third sector organisations to promote the value of evaluation and address the challenges in building valuable and proportionate monitoring and evaluation systems.

1. **You set excellent service standards**

You want everyone who contacts ESS to have a good experience, to understand what we’re about and pass on positive messages about us. You have a friendly, supportive manner and use plain English. You make sure people with different needs or abilities get equal treatment.

1. **You keep on top of your busy workload**

Your work will get done because you’ve got time and project management skills that work for you and your colleagues. You can juggle priorities, make tough decisions quickly, anticipate problems and meet deadlines. You can use Microsoft packages and databases.

**Terms and conditions**

1. The salary is **£51,350.**
2. The post is **full time** – that is 5 days a week, 35 hours.
3. This is a permanent post. However, you should be aware that ESS is funded from time-limited grants and contracts, so the long term future of all posts rests on the continued success of our ongoing work and fundraising.
4. The post is entitled to 30 days annual leave. This includes public holidays **except** Christmas. You have **additional** paid holidays when the office is closed between Christmas and New Year.
5. There is a contributory pension with The Pensions Trust. ESS as an employer contributes 9% and employee contributes 6%.
6. ESS core office hours are 10am-4pm, and where possible it is expected that all staff are working during this time.
7. All staff are entitled to an annual training budget of £500 for professional development, up to £150 of this can be used towards personal wellbeing.

**Hybrid working**

This role is based in our office in Thorn House, 5 Rose Street, Edinburgh. However, our hybrid working policy means that staff work in the place that helps you **be your best at ESS**. For some staff that means working mostly in the office and others are mostly working from home.

All our files and the software we use are fully accessible from anywhere with internet access. We will provide you with a work laptop and monitor so you can work from home if you want to.

At the same time it’s important to be together regularly to maintain our culture of team learning and team working. For this reason, all staff are expected to be in the office one day a week – currently *Workmate Wednesday* but that day could change.

So the message you should take from this is that we are **flexible**. However, please note that contractually this is **not** a home-based post. In applying for this job, you should assume that you would be required to be in the office at least once a week and sometimes more frequently.

**Evaluation Support Scotland staffing structure**

Senior Training Officer

*Shona Watts*

Training Officer

*Jess Martinez*

Communications Officer

*Marianne Kirsop*

Finance and Administration Officer

*Wing Yen Yip*

Chief Executive

*Vacant*

Finance and Business Manager

*Felicity Cameron*

Deputy Director

*Martha Lester-Cribb*

Evaluation Support Manager

*Gary Walsh*

**Tips on completing the application form**

1. Make it easy for us! When we read your application, we are looking for evidence that you have the skills and experience listed in the **person** **specification (page 4)**. So please structure your supporting statement by providing a few sentences about each element of the person specification to explain how you meet that particular requirement. We may reject your application if you do not follow this approach.
2. Spell it out. For example, if you say that you have worked as a senior executive elsewhere we cannot assume you have the skills we need. You need to explain briefly the specific tasks and responsibilities you carried out and relate them to the skills we are looking for in our person specification.
3. Give evidence rather than assertions. A statement ‘I am great communicator’ is not evidence. What we are looking for, for example, is for you to describe in a few sentences a time when you communicated well and what other people did or said to show that you had communicated well. That way we can judge for ourselves if you have the skills we are looking for.

|  |  |
| --- | --- |
| **Position** |  |
| **Where did you find out about the position** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |

**Declaration**

I declare that to the best of my knowledge the information contained within this form is accurate and true **and** that there are no restrictions on my ability to work in the UK that would be prevent me taking up this post.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

**SUPPORTING STATEMENT**

Please explain how your previous experience and skills meet all elements of the person specification. Please use no more than **3 pages** (this box can expand over 3 pages).

**Referees**

**Please give the names and contact details of two professional referees who can comment on your suitability for this post. One must be your current or most recent employer.**

**First Referee Second Referee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Phone no** |  | **Phone no** |  |
| **Email** |  | **Email** |  |
| **Relationship** |  | **Relationship** |  |

Please attach your CV detailing employment and education history, **or** use the following pages to complete these details.

**Please return application form, along with your equal opportunities monitoring form to:** [**ceo@evaluationsupportscotland.org.uk**](mailto:ceo@evaluationsupportscotland.org.uk)

**All applications must be received NO LATER than the deadline time and date.**

**Previous employment**

Please list your employment history starting with the most recent.

Describe **briefly** your responsibilities in each post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position** | **Responsibilities** | **Dates** |
|  |  |  |  |

**Education**

|  |  |  |
| --- | --- | --- |
| **Institution/Awarding Body** | **Dates** | **Qualifications / Subjects** |
|  |  |  |

**Other relevant experience**

Please include details of voluntary work and membership of organisations.

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Position | Responsibilities & Achievements | Dates |
|  |  |  |  |

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**All applications must be received NO LATER than the deadline time and date.**

Diversity Monitoring Form

**ESS is committed to equality, diversity and inclusion in all our work. We collect information about people applying to be staff or trustees to help us monitor our equalities practice. You can help by completing this form.**

*Please note: This page will be separated from your application form and will not be seen by the selection panel.*

**1. How would you describe your ethnic origin?**

Prefer not to say

**2. Which one of the following best describes you?**

Female  Male  Other  Prefer not to say

**3. Do you consider yourself to be a trans person?**

Yes  No  Prefer not to say

**4. What age group applies to you? Please tick/check one:**

|  |  |  |  |
| --- | --- | --- | --- |
| under 29  40-49  60 or over |  | 30-39  50-59 |  |

Prefer not to say

**5. Are you disabled?**

Yes  No  Prefer not to say

**6. How would you describe your sexual orientation?**

Prefer not to say

**7. Please indicate your religion or belief, including ‘none’**

Prefer not to say