



Our voices ■ Our choices

Head of Development and Programmes

Candidate Information Pack, August 2024

The logo for LHH, consisting of the letters 'LHH' in a bold, grey, sans-serif font. A blue triangle is partially visible on the left side of the page.

LHH



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Welcome from **Heather Fiskin,** **Chief Executive**

Thank you for your interest in the role of Head of Development & Programmes with Inclusion Scotland.

Inclusion Scotland is a national network of disabled people, their organisations and allies. Through our partnership we reach large numbers of disabled people across Scotland. We are a Disabled People's Organisation – run by disabled people themselves. This is important because disabled people know best what prevents our full inclusion into Scottish society and what needs to be done to remove the barriers we confront. We know this through our daily lived experience. But too often our voices are not heard.

Inclusion Scotland works to achieve positive changes to policy and practice, so that disabled people are fully included throughout all Scottish society as equal citizens. Supporting disabled people to be decision-makers themselves, promoting the equal representation of disabled people as policymakers and our right to make decisions about our own lives. We influence decision-makers, ensuring that disabled people are involved in developing effective solutions for policy and practice, that reflect our expertise by experience and meet our needs and aspirations.

I have been involved with Inclusion Scotland for over 14 years, and was appointed to the Chief Executive role earlier this year. It is an honour to lead an organisation that proudly says, Our voices: Our Choices.

In recent years, we have made significant inroads in policy and change; we have pushed hard alongside our members, against the rising tides of discrimination, austerity, the pandemic and most recently the cost-of-living crisis.

As we look to the future, we continue to strengthen our impact and influence, and I am looking to work with a focused and determined leader who can bring their talents and skills to identify business development opportunities which will improve experiences for disabled people across Scotland. As an organisation determined to do more, you will generate ideas for income, either new, creative or innovative and support funding applications.

If you believe in what we strive to do every day, and you would like to be part of the leadership team taking Inclusion Scotland to our next chapter, I would love to hear from you.

For, together we are stronger. Together we can challenge and defeat. Together we can heighten the status disabled people's rights, within, what is, after all, our Scotland.

I look forward to reading your application.

Heather Fiskin
Chief Executive

Advertisement

Head of Development & Programmes. Inclusion Scotland is a national network of disabled people, their organisations and allies.

Location: Hybrid – working from home and office space

Salary: £39,186 - £44,222

Through our partnership we reach large numbers of disabled people across Scotland. At Inclusion Scotland, we believe that all disabled people should have the same freedom, choice, dignity, and control as other citizens at home, at work and in the community. It does not necessarily mean living by yourself or fending for yourself. It means rights to practical assistance and support to participate in society and live an ordinary life.

We are seeking to appoint a Head of Development & Programmes who can lead on business development opportunities and programmes. Using your knowledge, innovation and creativity, you will identify opportunities, including those which will increase or generate income. You will lead our existing programmes and deliver new ones. Working as part of the leadership team, your input will help to shape the future direction of the organisation as we deliver our mission.

You will share our passion for and commitment to ensuring the needs, rights and aspirations of disabled people are at the heart of everything Inclusion Scotland does.

As an experienced Leader, you will be a motivational communicator who will inspire others to live our organisation's values – and help to ensure that these values underpin everything we do.

If you have the leadership skills, drive and compassion to work with colleagues and your team to take Inclusion Scotland on the next part of our journey, we'd love to hear from you.

Applications in the form of a tailored CV and covering letter, highlighting your skills and experience pertinent to the role, should arrive no later than midnight **Sunday 15 September** to ScotlandExecutive@lhh.com

We are committed to supporting any adjustments that you may require for completing your application. If you consider yourself to be a disabled person and require any reasonable adjustment or communication support, please let us know

For a confidential, informal discussion about the role, or to request a Candidate Information Pack, please contact LHH Recruitment Solutions directly on **+44 (0)141 220 6460** or email the aforementioned address.



Who We Are

Inclusion Scotland believes in and is founded upon the social model of disability, we are disabled by the barriers we face rather than our impairments themselves.

Using the social model, we work to achieve positive changes to policy and practice, so that disabled people are fully included throughout all Scottish society as equal citizens.

We do this by

Influencing decision-makers, ensuring that disabled people are involved in developing effective solutions for policy and practice, that reflect our expertise by experience and meet our needs and aspirations.

Supporting disabled people to be decision-makers themselves, promoting the equal representation of disabled people as policymakers and our right to make decisions about our own lives.

Developing capacity, awareness and engagement, of disabled people, disabled people's organisations and the organisations and institutions that affect our lives.

Who We Serve

Inclusion Scotland is a national network of disabled people, their organisations and allies. Through our partnership we reach large numbers of disabled people across Scotland.

Inclusion Scotland is a Disabled People's Organisation – run by disabled people themselves. This is important because disabled people know best what prevents our full inclusion into Scottish society and what needs to be done to remove the barriers we confront.

We know this through our daily lived experience. But too often our voices are not heard.

We need allies and supporters. We need those in power to listen to disabled people's voices and work with us to achieve inclusion, equality and social justice.

Our Values

We believe that all disabled people should have the same freedom, choice, dignity and control as other citizens at home, at work and in the community. It does not necessarily mean living by yourself or fending for yourself. It means rights to practical assistance and support to participate in society and live an ordinary life. This is how we define Independent Living.

- We subscribe to the social model of disability. We understand disability to be the disadvantage or restriction of activity caused by a contemporary social organisation, which takes little or no account of people who have impairments.
- We passionately support the principles of independent living which empower disabled people as active citizens in our own right, with rights and responsibilities of our own.
- We believe in Lived Experience as disabled people themselves are best placed to speak on the issues that affect them.



- We recognise the value of partnership working.
- We seek to promote a rebalancing and sharing of power through coproduction.
- We believe in social justice for disabled people, based on effective human rights, and rights to independent living, so that we have freedom and control over our own lives.
- We recognise the importance of reaching disabled people in all our diversity.

Our Goals

- To ensure disabled people in Scotland are fully included in all aspects of society.
- To ensure the membership is at the forefront of our decision making and actions.
- To ensure Inclusion Scotland operates a self-sustaining business model.
- To operate as a low impact (Climate) organisation.
- To be set the example on how disabled people organisation should operate.



Head of Development and Programmes



Role Purpose

The Head of Development and Programmes 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.

A key focus of the role is to identify business development opportunities which improve experiences for disabled people across Scotland and generate income:

- Lead on implementing agreed income generating activities.
- Contribute to the development of organisational strategies and those involving programmes and business development and lead their team to deliver those strategies.
- 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.

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 business development and programmes, 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 business development and programmes 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.

Head of Development and Programmes



Monitoring and Evaluation

- Ensure that documented evidence of Development and Programmes 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 development and programmes work.

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

Leadership, Development and Communication.

This person specification sets out the essential and desirable, minimum qualities that are needed to carry out the role of Head of Development & Programmes. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

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 income generating 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







Conditions & Remuneration

Salary

£39,186 - £44,222

Location

Hybrid – working from home and office space

Timescales

Closing date for applications: Sunday 15 September

Interviews

First Stage Interviews Monday 14 October

Second Stage Interviews Wednesday 23 October

Benefits

- Annual Holiday: 35 days, including 10 days for public holidays
- Pension: 8 per cent employer contribution



How to Apply

To apply for the post, please send a tailored CV and covering letter to ScotlandExecutive@lhh.com

We are committed to supporting any adjustments that you may require for completing your application. If you consider yourself to be a disabled person and require any reasonable adjustment or communication support, please let us know.

To apply for this post, please send your tailored CV and a cover letter no longer than two pages by email, highlighting in the subject heading 'Head of Development & Programmes' to scotlandexecutive@lhh.com.

If you would like a confidential, informal discussion about the role then please contact LLH on **+44 (0) 141 220 6460** or send an email to the above-mentioned address.

British Sign Language Users Contact us by using [contactscotland-bsl](#)

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We count innovators, creatives and leaders among the professionals we work with, and our clients and candidates span a diverse range of sectors and functions. From procurement and supply chain, medical, engineering, project management, accountancy, legal, transport and business transformation, to banking, the arts, government, technology, marketing and communications, not-for-profit and HR, our expertise is wide-reaching and our reach unparalleled.

We pride ourselves on our ability to give clients and candidates a competitive edge while making the recruitment process smooth, straightforward and – dare we say it – enjoyable. Whether you're taking the next step on the career ladder or building a bespoke and targeted recruitment strategy, our Scottish team will work hard to deliver a first-class service that meets your exact requirements.

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