

Job Description Director - Part Time

| | |
|------------------|---|
| Accountable to: | Chair of Achievement Bute Board of Trustees |
| Salary: | £41,932 FTE |
| Hours: | 24 hours per week to be worked flexibly by mutual agreement including some work in the evening and at weekends. |
| Purpose of post: | To provide leadership of Achievement Bute, and hold responsibility for the charity's impact, development, management, and sustainability. |
| Disclosure: | Enhanced |

This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where applicable, this post also requires an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.

Main Tasks

1. Develop, oversee, promote and direct Achievement Bute's projects, events and activities working with the Trustees, Care Manager, Activity Coordinator and families to identify and respond to evolving needs in the local community.
2. Provide Achievement Bute's Trustees with regular progress reports and attend bi-monthly Trustees Meetings.
3. Lead the collegiate process of preparing the Annual Development Framework for Achievement Bute.
4. Have responsibility for preparing the Funding Strategy, liaising with Finance Administrator and other staff as required to make funding applications.
5. Have responsibility for preparing the Annual Budget and Cashflow liaising with the Finance Administrator and Treasurer.
6. Liaise closely with other agencies and organisations to develop Achievement Bute's services in a way which complements other services on the island.
7. Lead regular leadership team meetings and attend some general staff meetings.
8. Liaise closely with Care Manager to ensure all projects are devised to operate seamlessly with the registered Care Service.
9. Have responsibility for the promotion of Achievement Bute's activities, including oversight of content of website, social media and all forms of communication for the organisation.
10. Provide supervision and management of the Care Manager.
11. Provide supervision and management of Finance Administrator, project-based staff and freelance workers.
12. Recruit new staff as required in line with Annual Development Framework. This will include dealing with references, interviews, contracts etc involving Trustees, parents and young people in accordance with Achievement Bute's Recruitment Policy and Participation Strategy, liaising closely with Care Manager as required.
13. Have responsibility for ensuring all Achievement Bute staff receive values-based Induction Training, liaising with the Care Manager and external training providers.
14. Have responsibility for evaluation, monitoring and reporting of Achievement Bute's activities including preparation of Achievement Bute's Annual Report and reports for the Office of the Scottish Charities Register (OSCR) and funders including Argyll and Bute Council's commissioning team.

Person Specification

We are looking for an enthusiastic, pro-active individual who is knowledgeable, well-organised, self-motivated and committed to Achievement Bute's values and principles.

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| Experience | | |
| • Relevant experience in a similar or related leadership role, working with children and young people, demonstrating development and progression. | <input checked="" type="checkbox"/> | |
| • Experience of leading and managing individuals and teams with demonstrable evidence of outcomes achieved. | <input checked="" type="checkbox"/> | |
| • Experience of prioritising and managing a complex workload including project management and reporting. | <input checked="" type="checkbox"/> | |
| • Experience and a proven track record in strategic planning, preparing and monitoring annual operational plans and budgets. | <input checked="" type="checkbox"/> | |
| • Experience of sourcing and applying for funding with demonstrable evidence of outcomes achieved. | <input checked="" type="checkbox"/> | |
| • Experience of writing reports for a wide range of audiences. | <input checked="" type="checkbox"/> | |
| • Experience of monitoring and evaluating projects. | <input checked="" type="checkbox"/> | |
| • Experience of developing and maintaining external partnerships and relationships. | | <input checked="" type="checkbox"/> |
| • Experience of developing and implementing office systems to support effective and efficient administration. | | <input checked="" type="checkbox"/> |
| • Experience of charity governance. | | <input checked="" type="checkbox"/> |
| Skills | | |
| • Excellent interpersonal skills, with the ability to build and maintain strong working relationships internally and externally. | <input checked="" type="checkbox"/> | |
| • Excellent written, oral and presentation skills with an ability to communicate with a wide range of people and organisations at all levels. | <input checked="" type="checkbox"/> | |
| • Excellent organisational and time management skills. | <input checked="" type="checkbox"/> | |
| • Ability to assimilate, understand and articulate complex information clearly and succinctly. | <input checked="" type="checkbox"/> | |
| • Ability to work quickly, efficiently and accurately with Microsoft Office applications (Outlook, Word, Excel, PowerPoint, etc) | <input checked="" type="checkbox"/> | |
| • Highly numerate with an ability to understand and interpret financial and management accounts. | <input checked="" type="checkbox"/> | |
| Knowledge and Understanding | | |
| • Knowledge and understanding of the issues that affect families of children with disabilities. | <input checked="" type="checkbox"/> | |
| • A working knowledge and understanding of the policy, legislation and regulatory frameworks that apply to organisations providing services to children and young people. | <input checked="" type="checkbox"/> | |
| • A working knowledge and understanding of the policy, legislation and regulatory frameworks that apply to organisations that employ staff. | <input checked="" type="checkbox"/> | |
| • A working knowledge and understanding of the policy, legislation and regulatory frameworks that apply to charities. | | <input checked="" type="checkbox"/> |