



Stirling & District Women's Aid

Chief Executive Officer Information & Application Pack

Thank you for your interest in working with Stirling Women's Aid



Thank you for your interest in working with Stirling & District Women's Aid.

We are delighted that you are considering applying for the role of Chief Executive. This is a challenging and incredibly rewarding position—one that offers the opportunity to make a meaningful and lasting impact on the lives of women and children experiencing domestic abuse.

We're looking for someone who is passionate about our mission, who brings energy and purpose to their leadership, and who can inspire and motivate both our dedicated team and our valued stakeholders. You don't need to be perfect, but you do need to believe in what we do and be ready to lead with compassion, confidence, and clarity.

Yours sincerely

Jo Macdonald

Jo Macdonald
Trustee and Chair
SDWA



Job Title: Chief Executive Officer

Responsible to: Chair of the Board of Trustees

Salary: £38,150

Working Hours: 35 hours per week, though slight variations may be considered for the right candidate, flexible working and occasional home working will also be considered.

Location: Stirling Women's Aid main office - Unit 7, Stirling Arcade, FK8 1AX.
Stirling Women's Aid refuge office - undisclosed

This pack contains guidance on how to complete your application form, as well as information about our service and our recruitment process. We recommend that you read the pack carefully before applying. If you have any questions or would like to arrange to speak to someone for further information, then please email recruitment@stirlingwomensaid.co.uk. This email address will be monitored daily during the application window.

We do not accept CV's in place of any section of this application.

Please submit your application by email to recruitment@stirlingwomensaid.co.uk by **12pm on Thursday 24th July**. Applications will be reviewed immediately after the closing date. Applications submitted after this date will not be considered.

Recruitment timeline:

Closing date for applications: Thursday 24th July at 12pm

1st Round interview: Tuesday 5th August

2nd Round Interview: Wednesday 6th August

Interview structure:

1st interview (approx. 60 mins) – panel-based interview. Interviewees will deliver a 10 minute presentation to a panel consisting of staff, board members and stakeholders, followed by value and competency based interview questions compiled with input from staff and stakeholders.

2nd Interview (approx. 60 mins) – Panel based interview with a focus on whole service delivery, strategic development and management. Panel consisting of Chair of the Board of Trustees, Internal and External management representatives.

Please let us know at your earliest convenience if you will be unable to make these dates or require any additional support to attend. We endeavour to be as accommodating as possible.

INFORMATION ABOUT SDWA



About us:

Stirling and District Women's Aid provides support to women, children and young people who are experiencing or have experienced domestic abuse.

We provide support to more than 1,000 women a year and around 100 children. We are open to all women irrespective of race, religion, age, sexual orientation, gender identity, political beliefs, social background or disability.

Stirling and District Women's Aid has been in existence since 1976, initially as part of Central Region Women's Aid and then becoming an Independent Scottish Charity with our own constitution in 1977.

Our first refuge accommodation was opened in April 1977 and in the following year the organisation provided temporary accommodation for 25 women and 50 children.

We now provide services to many more women and children with a custom-built refuge, outreach and drop-in services, independent domestic abuse advocacy (IDAA), a children and young persons' service and a prevention service.

Our vision is for no women or their children to be subjected to physical, emotional, or sexual abuse by their partner or former partner and that domestic abuse is recognised by everyone in society as NEVER being acceptable.

We provide a specialist team to stand with you, to listen, inform and guide.

You can find out more about us and what we do by reading our most recent annual report here <https://www.stirlingwomensaid.co.uk/latest-news.php>

JOB DESCRIPTION



This role is open to women applicants only and is covered by the occupational requirement exemption under the Equality Act 2010.

Responsible to	SDWA Board of Directors
About the board	The Board of trustees provide strategic direction for the organisation and ensures effective governance of The Board oversees the work of the management team, supports strong leadership, and holds responsibility for the overall performance and accountability of our service delivery.
Direct reports	Family Outreach and Children and Young Person's Service Manager Refuge and Women's Services Manager Prevention & Communications Worker Business Support Officer
Primary Purpose	The CEO is accountable to the Board of Trustees and provides leadership and vision for the organisation. Together with the Board, the CEO sets the strategic direction, ensures the effective use of resources, and upholds the values and mission of Stirling Women's Aid. The CEO is responsible for the overall management of the organisation, including service delivery, staff leadership, financial oversight, partnership development, and compliance with legal and regulatory requirements. This work is delivered in collaboration with a skilled and committed operational management team.
Key Responsibilities	<ul style="list-style-type: none"> • To lead the Management team in delivering all aspects of SDWA's work, including service delivery, staffing, resources, strategic planning, fundraising, business and partnership development, facilities management, and in conjunction with the board of directors, ensuring legal compliance with the organisation's constitution and policies/procedures • To support a positive, women-centred culture in all aspects of the organisation's operations, placing person-centred care and recovery at the heart of our service delivery • To ensure compliance with legal requirements and delivery of good practice in all aspects of the organisation's work including accounting to funders and meeting all requirements of funding • To manage the staff and volunteers, facilitating clear communication and providing regular planned and structured support, supervision and appraisals to direct reports; identifying and addressing training, development, and support needs • To work to raise the profile of SDWA with external stakeholders and to represent SDWA to a high standard at all times • To lead and support the organisation to grow and develop as a provider in excellent services for women and children, identifying and championing new opportunities and partnership development • To influence and represent the organisation at a high level including the Scottish Women's Aid network, National Government, and Local Government. To build effective relationships with others who align to our values and ethos



JOB DESCRIPTION cnt'd

Overall responsibilities	<p>Management</p> <ul style="list-style-type: none"> • Oversee the day-to-day provision of services to women and children • Create a culture of continuous improvement throughout the organisation with training and mentoring opportunities for staff and volunteers • Management of direct reports including support and supervision, training and personal development opportunities • Ensure all duties are met in regard to the SSC and Care inspectorate. • Address staffing matters in keeping with organisational policies • Ensure all policies are kept up to date and in line with national guidance • Ensure the annual report and accounts are submitted on time • Ensure the organisation meets all legal, statutory and regulatory requirements • Measure progress and impact of the service against key performance indicators and by hearing the voices of our stakeholders • Develop yearly budgets and fundraising strategy • Develop funding bids and positive working relationships with funders. • Develop and maintain procurement of funding / services and tenders as needed. <p>Strategic</p> <ul style="list-style-type: none"> • Build a positive and effective working relationship with the Board of Trustees • Strive to maintain and develop SDWA strategy to best reflect our vision and ethos • To communicate this strategy clearly to the management team and oversee the development and implementation of this strategy • Develop, support and conduct research and policy work as appropriate • Ensure that all relevant stakeholders, in particular survivors of domestic abuse have an opportunity to influence and participate in the work of SDWA <p>Personal skills and attributes</p> <ul style="list-style-type: none"> • An understanding and a commitment to the values of SDWA • Knowledge of in the impact that domestic abuse has on women, children and young people • An understanding of the feminist analysis of domestic abuse • Experience of building and maintaining relationships with policy makers within the women's sector • A successful leadership record with an appropriate organisation with a strong fundraising or commercial record • Experience in developing and implementing Service User Focused Organisational strategy • A track record of growth – building an organisation and increasing income • Experience in empowering, motivating and building teams through exceptional people leadership and interpersonal skills • Evidence of effective communication and relationship building with a wide range of stakeholders • Previous experience in the third sector
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JOB DESCRIPTION cnt'd

Duties

Leadership:

- To lead the organisation, creating and empowering a supported and happy culture which fully reflects the values and ethos of the organisation and supports and motivates staff to strive for excellence.
- To oversee all aspects of the leadership of the organisation, promoting high standards in all aspects of its work and creating a consistent and open leadership culture.
- To initiate, develop and sustain effective working relationships with all relevant organisations and individuals to both promote the work of the organisation and facilitate its strategic objectives
- To lead by example, creating a culture of inclusion and professionalism where performance is positively managed and individuals and the organisation learn and grow through reflective practice.

Governance and compliance:

- To ensure that the Board of Trustees is able meet its statutory requirements through the provision of good working relationships and availability of systems and structures that support this aim.
- To work with the Chair of the Board and to ensure that the Board of Trustees continues to grow and develop with an appropriate mix of skills and experience to oversee the organisation's operations and deliver its strategic objectives
- To communicate with the Board of Trustees, ensuring that the organisation's overall governance, policies and procedures are up to date, effective and adhered to, taking action and implementing changes where necessary, including managing risk across the charities functions.
- Attend all board meetings, prepare and disseminate a written report and accounts prior to the board meeting.
- Develop and maintain operational policies and process in all of the charity's functions, reviewing and updating scope and content to meet legal, regulatory and best practice requirements.

Strategy, planning and control

- To work with the board of trustees, and the team, to develop the organisation's strategic vision, mission, and values, and to take responsibility for leading the implementation of this with the support of the management and staff team.
- Ensure that effective processes are in place to monitor and meet strategic objectives and regularly provide reports to the board regarding the progress of strategic plans.
- Lead on the development and implementation of strategic goals, objectives, and financial plans to meet both the short- and long-term business plan aspirations. This includes clear objectives for staff, and the provision of services that align to both the strategy and purpose of the organisation.
- Identify strategic risks, issues, and opportunities, and hold responsibility for making any necessary changes and maintaining a risk strategy with associated mitigations.
- Identify and implement opportunities for innovation to ensure that SDWA remains at the forefront of positive change in its sector.
- Develop a culture of reflective practice and continuous improvement throughout all aspects of the organisation's work, encouraging a learning and growth environment where the voices of staff, volunteers and service users are heard, listened to and acted on through formal and informal feedback arrangements.



JOB DESCRIPTION cnt'd

Financial management

- Provide strategic financial oversight, ensuring the organisation's financial sustainability and alignment with its long-term goals.
- Lead the development, approval, and ongoing monitoring of annual and multi-year budgets in collaboration with the Board of Trustees.
- Ensure effective financial controls, systems, and procedures are in place, compliant, and consistently applied across the organisation.
- Work closely with the Board of Trustees and external accountant to ensure timely, accurate, and transparent financial reporting and forecasting.
- Develop and lead a comprehensive fundraising strategy, identifying, securing, and maintaining diverse income streams, including grants, partnerships, and commissioned services.
- Ensure high-quality, timely financial and narrative reporting to funders, commissioners, and regulatory bodies, maintaining strong relationships and compliance at all times.

Operations

- Develop and lead the operational management team ensuring the responsibilities are clearly understood and that collaboration and team work is encouraged and evidenced
- Deliver support and supervision to all direct reports and complete performance appraisals, ensuring all staff have the opportunity to have clear objectives and for performance to be assessed fairly.
- To agree annual CEO performance objectives with the Chair of the Board
- Other duties
- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the role

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PERSON SPECIFICATION

Qualifications – essential

You must hold both the Practice and Management qualifications that meet the requirements for our SSSC registration

Practice: SVQ Social Services and Healthcare SCQF Level 9

Management: SVQ Care Services Leadership and Management SCQF Level 10

OR Any award in management that is certified at or above SCQF Level 9 (min 60 credits) and mapped against the National Occupational Standards: Leadership and Management for Care Services SCQF 10

There is a list of alternative qualifications that are also accepted here: [Help with Register parts, fees and qualifications | Scottish Social Services Council](#)

Knowledge – essential

- Understanding and commitment to the organisation's purpose and charitable objectives.
- Knowledge and Understanding of Domestic Abuse issues and the subsequent impact of trauma.
- Understanding of the feminist analysis of domestic abuse.
- Knowledge, understanding, and commitment to equality and human rights law and good practice

Knowledge – desirable

- An understanding of the legislative background and criminal justice process regarding offences relating to domestic abuse and violence against women in Scotland.
- Knowledge and understanding of the voluntary sector in Scotland, including context, law, governance, regulation, risks and issues.

Skills – essential

- Proven leadership and management skills and ability to take a strategic approach to the future of the organisation.
- Proven written and communication skills.
- Proven financial skills in the preparation and control of budgets.
- Excellent organisational skills and the ability to manage and prioritise multiple tasks.
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Experience – essential

- Senior experience in a related role/sector.
- Experience of leading a strategic and business planning process; implementing a strategic or business plan.
- Experience of fundraising including preparation of grant funding applications and development of a fundraising strategy
- Experience of and a commitment to building and working in partnership with a wide range of stakeholders, at all levels (in particular, survivors of domestic abuse).
- A person-centred and trauma-informed approach that keeps well-being at the core of decisions made.
- Experience of working closely with a Board or equivalent, advising and guiding robust decision making.
- Experience of risk strategy and management.

Stirling & District Women's Aid, Unit 7, Stirling Arcade, FK8 1AX

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www.stirlingwomensaid.co.uk

recruitment@stirlingwomensaid.co.uk

Registered Scottish Charity SC010937/Company Limited by Guarantee SC398219



PERSON SPECIFICATION cnt'd

Experience - desirable

- Experience of managing and supporting staff working with a client group with complex needs.
- Experience of working in services supporting survivors of gender based violence, sexual violence or exploitation.
- Experience of working with people who have experienced significant trauma and require to be supported to access services to which they are entitled.

Other attributes – essential

- Driver's licence and access to your own car
- Strong team player
- Ability to lead by example
- Ability to work under own initiative
- Emotional intelligence and empathy
- Influencing skills
- The ability to coach and mentor staff

Other attributes – desirable

- Experience of developing and growing an organisation
- Experience of policy work – lobbying statutory bodies and responding to consultations
- Experience of research work and presenting reports both qualitative and quantitative