

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults



# Job Description

## CEO

Edinburgh

**Salary:** £53,000 - £55,000 per annum for full time 35 hour working week

**Employer:** Home-Start Edinburgh

**Accountability:** Board of Trustees

**Direct Reports:** Managers, Finance & Administration Officer, Fundraiser (external)

### **Job Purpose:**

This is a full-time position, leading and managing a team of staff members and volunteers. As Chief Executive, you are responsible for the day to day running of the charity, which supports young families from diverse communities in Edinburgh, within the national Home-Start framework. You will report to the Board of Trustees and support them in the Charity's continuing development.

Within this role, you are responsible for working with Trustees to develop, and thereafter implement, Home-Start Edinburgh's strategic plan, ensuring that this aligns with the Charity's vision, purpose and values.

You are responsible for the effective day to day management of a high-quality family-centered service; leading, developing and supporting staff and volunteers; working in partnership with other organisations; managing administrative and financial systems; and making use of information to assess the Charity's impact.

### **Main Responsibilities:**

#### Strategic Development and Delivery

- Reporting to and supporting the Board of Trustees to deliver the current 5-year strategic plan, responding to developments in needs of families and the external environment.
- Ensure the effective monitoring and evaluation of all services, providing information on outcomes to the Board of Trustees and relevant stakeholders.
- Promoting Home-Start Edinburgh, its profile, ethos and practice through effective communication.
- Representation and networking within Home-Start Edinburgh's communities, building effective relationships, and developing collaborative working with key partners
- Acting as principal spokesperson for Home-Start Edinburgh, representing the Charity to a high standard in a wide range of contexts with a range of stakeholders.
- Ensuring fundraising required to support the Charity's current and future budget.
- Contributing to the development of Home-Start locally, in Scotland, and in the UK.

#### Leadership and Operational Management

- Lead, support and motivate the staff team, ensuring effective service delivery, commitment to Home-Start Edinburgh's vision, mission and values and adherence to Strategic Plan.

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- Enable the charity to work according to its values, ensuring these are consistently applied and modelled.
- Day to day management and support of staff, ensuring wellbeing, support, supervision and opportunities for learning and development.
- Ensure all aspects of staff and volunteer recruitment procedures are developed and conducted in accordance with accepted good practice and in line with Home Start UK Policies.
- Increasing diversity to help reach the families needing Home-Start Edinburgh's support the most.
- Ensure all policies and procedures are implemented and reviewed, and respond to day-to-day staffing matters in accordance with the Charity's policies
- Promoting strong team working and active participation of staff in the development of the Charity.
- Maintain oversight of staff and volunteer training, including the delivery of the Home-Start Prep Course, including supporting the monitoring, evaluation and continuous improvement of training.
- Identify continuous improvement to practices and processes across the charity to enable increase effectiveness and efficiency.
- Development, Management and evaluation of Advisory Group, ensuring that we continue to provide a relevant, fit for purpose and high-quality family-centered service.

#### Support for Families

- Undertake the strategic lead and designated responsibilities to safeguard and promote children's welfare.
- Support the work of staff and volunteers by maintaining an overview of systems, quality and impact
- Support staff to develop both individual family and group work approaches.

#### Managing the Service and Good Governance

- Manage all operational activities, monitoring and reporting to the Board on performance against objectives.
- Analysing and using data for performance management, improvement, reporting and review.
- Ensure the Charity's policies and procedures are implemented and reviewed, in line with the Home-Start Agreement and Quality Assurance Standards.
- Ensure compliance with all relevant employer responsibilities and liabilities.
- Ensure organisation wide compliance with internal policies and procedures, carrying out reviews, implementing updates and new policies as required.
- Ensuring effective administration and financial systems are in place.
- Ensuring good financial management, control and reporting of the budget.
- Implementing the organisation's online monitoring processes, so that impact of services can be assessed.
- Ensure all activities and services are conducted safely and are compliant with the Health and Safety Executive guidelines.
- Ensure all major risks are identified and regularly reviewed, and that systems and procedures are in place to mitigate all such risks.
- Act as Home-Start Edinburgh's Company Secretary and supporting the Chairperson and Board to ensure good governance of the organisation.
- To work with the Chairperson and Board to plan board meetings, providing a written and verbal update on staffing, finances, services delivery, developments, and any other relevant matters.
- To work with the Chair of the Board to recruit and induct new members to the Board of Trustees.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above. The post holder will be required to work flexibly, with some evening or weekend work and occasional residential training. Additional time worked will be given as Time Off In Lieu (TOIL).