



## **Chief Executive**

### **Home-Start Perth and Kinross**

#### **Purpose**

The Chief Executive will provide strategic and operational leadership for Home-Start Perth and Kinross, ensuring the charity delivers high-quality, safe and effective support for families.

The role is responsible for the day-to-day leadership and management of the charity, working closely with the Board of Trustees to strengthen governance, develop strategy, support staff and volunteers, maintain strong partnerships and ensure the charity is well-positioned for the future.

The Chief Executive will lead the organisation through a period of reset and development. This will include building confidence and clarity within the team, strengthening systems and reporting, developing external relationships, protecting and growing income, and ensuring that Home-Start Perth and Kinross continues to provide trusted, family-centred support within the wider Home-Start framework.

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#### **Main responsibilities**

##### **1. Strategic leadership and organisational development**

- Work with the Board of Trustees to develop, refresh and implement the charity's strategy.
- Provide clear leadership to staff and volunteers, ensuring the charity's work is aligned with its purpose, values and priorities.
- Support the Board to understand key opportunities, risks, performance issues and future choices.
- Lead the organisation through a period of positive reset, learning and improvement following recent change.
- Identify opportunities to strengthen the charity's impact, reach, sustainability and profile.
- Ensure Home-Start Perth and Kinross contributes appropriately to the wider Home-Start network in Scotland and the UK.

##### **2. Leadership of staff and volunteers**

- Lead, support and motivate the staff team, creating a positive, respectful and accountable working culture.
- Ensure staff have clarity about their roles, responsibilities, priorities and expected ways of working.

- Promote strong team working across services and projects, and encouraging shared responsibility for families and outcomes.
- Ensure appropriate supervision, support, wellbeing arrangements and development opportunities are in place for staff.
- Oversee the recruitment, induction, training and support of staff and volunteers in line with Home-Start policies and good practice.
- Model the values and behaviours expected across the charity.

### **3. Service quality, safeguarding and family support**

- Ensure the charity provides safe, high-quality, family-centred services.
- Maintain strong oversight of safeguarding, child protection and adult protection responsibilities, ensuring policies and procedures are understood and followed.
- Ensure service delivery is regularly reviewed, monitored and improved.
- Support staff and volunteers to provide effective support to families, including both individual family support and group-based work.
- Ensure the charity can evidence the quality, outcomes and impact of its work.
- Strengthen systems for case recording, monitoring, evaluation and learning.

### **4. Governance and Board support**

- Report to and support the Board of Trustees, providing clear, timely and relevant information to enable good governance and decision-making.
- Work closely with the Chair to plan Board meetings and ensure the Board has appropriate oversight of strategy, finance, risk, safeguarding, service delivery and people matters.
- Ensure the charity complies with relevant legal, regulatory, contractual and Home-Start requirements.
- Support the Board in maintaining and reviewing policies, procedures, risk registers and governance arrangements.
- Ensure significant risks, issues or concerns are escalated appropriately and promptly.
- Support the recruitment, induction and effective involvement of Trustees where required.

### **5. Finance, funding and sustainability**

- Work with the Treasurer, Board and relevant staff to ensure strong financial management, budgeting, reporting and control.
- Ensure the Board receives clear financial information and understands key financial risks and decisions.
- Support and oversee fundraising activity, working with the fundraiser and Board to protect and grow income.

- Develop and maintain strong relationships with funders, commissioners, donors and partners.
- Ensure funding applications, reports and monitoring information are accurate, timely and aligned with the charity's priorities.
- Lead work to demonstrate value, impact and outcomes to funders and stakeholders.

## **6. Partnerships, profile and external relationships**

- Act as a senior representative and spokesperson for Home-Start Perth and Kinross.
- Build and maintain effective relationships with Perth and Kinross Council, referral partners, funders, community organisations, Home-Start UK, Home-Start Scotland and other stakeholders.
- Promote the charity's work, reputation and profile across Perth and Kinross.
- Identify opportunities for collaboration, partnership working and service development.
- Ensure the charity is visible, credible and trusted by families, partners and funders.

## **7. Operations, systems and compliance**

- Ensure the effective day-to-day management of the charity.
- Maintain appropriate administrative, HR, financial, data and reporting systems.
- Ensure policies and procedures are implemented consistently and reviewed regularly.
- Ensure compliance with health and safety, data protection, employment, charity, company and other relevant requirements.
- Use data and evidence to support performance management, improvement, reporting and planning.
- Identify practical improvements to systems, processes and ways of working.

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## **General responsibilities**

The postholder will be expected to:

- Work flexibly, including occasional evening or weekend commitments where required.
- Undertake training and development relevant to the role.
- Work within Home-Start policies, standards and quality assurance requirements.
- Undertake other reasonable duties consistent with the seniority and purpose of the role.

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## Person specification

### **Essential**

The successful candidate will bring:

- Senior leadership or management experience in a charity, public service, community, family support, health, education, social care or related setting.
- Experience of leading and supporting staff teams through change or improvement.
- Strong understanding of safeguarding, risk, governance and accountability.
- Ability to work effectively with a Board of Trustees.
- Financial awareness, including budgeting, reporting and use of financial information to support decision-making.
- Experience of building relationships with funders, commissioners, public bodies or partner organisations.
- Ability to use data, evidence and reporting to demonstrate impact and improve services.
- Excellent communication skills, including the ability to represent the charity externally.
- A values-led, calm and collaborative leadership style.
- Strong judgement, discretion and emotional intelligence.
- Commitment to the mission and values of Home-Start.

### **Desirable**

- Experience in family support, early years, child development, parenting support or community-based services.
- Knowledge of the voluntary sector in Perth and Kinross or Scotland more widely.
- Experience of fundraising, income generation or contract management.
- Experience of volunteer-led service delivery.
- Experience of quality assurance, service improvement or organisational development.
- Knowledge of the Home-Start model or similar community-based support models.