



JOB DESCRIPTION

Job title:	Chief Executive
Location:	Edinburgh
Responsible to:	The Trustees through the Chair of the Board
Line management:	Director of Charity Services (Deputy Chief Executive) Director of Finance & Operations Head of Resources Director of Community Services Director of Social Enterprises

Background:

Brian Sloan leaves Age Scotland shortly having after ten successful years as CEO and having led the Charity through the challenges of the Covid pandemic where Age Scotland has played a vital role supporting Scotland's older people. To succeed Brian, the Charity wishes to appoint an exceptional leader as its next CEO, a confident and experienced person who is visible, impact and outcome focussed and who is as comfortable working with a highly experienced Executive and Board as they are interacting with and serving the interests of the most important of our stakeholders, our older population in Scotland. We need someone who can balance our social purpose and charitable goals with strategic capability, business planning and sound discipline based on good financial, risk management and governance approaches.

We seek to appoint a CEO who will assess and prioritise the opportunities to develop and innovate and allow us to serve more of our older people in Scotland. This inspirational leader will develop and support the excellent capability and capacity in our team and our Charity while operating with our values very much front and centre.

Job Purpose:

The CEO provides leadership to the Senior Management Team (SMT) and the wider organisation, advising the Trustees on strategic options and priorities and, together with the Senior Management Team (SMT), implements the Board's plans and priorities in order to achieve our Vision and Strategy, with its key objectives. The key goal of Age Scotland is to promote the interests of and serve the needs of Scotland's older people whilst addressing issues and implications of age and ageing.

The CEO will identify and lead on commercially viable activities, devising, delivering and growing a voluntary income generation and funding strategy that supports the delivery of the charity's services.

The CEO will lead and inspire Executive colleagues and ensure that Age Scotland is a great place for all our team to have the opportunity to make a real contribution.

Scope of the role:

Leadership and Culture

- Lead by example, providing inspiring and inclusive leadership to develop and promote a high performing team culture that is consistent with Age Scotland's values led approach.
- Encourage and maintain a positive approach to good governance, risk management and financial discipline.
- Through effective setting of objectives and goals, and supportive management of senior team and staff, work to harness the capacity and capability of the Age Scotland team.
- Be comfortable and confident, transparent and open to meaningful dialogue with key opinion formers, Government, funders and all key stakeholders.
- Working with the Board, ensure Age Scotland's vision and strategy is achieved while ensuring compliance with statutory and regulatory responsibilities are met.
- Promote a culture of diversity at Age Scotland where colleagues can be themselves and appreciate the many benefits a diverse charity generates, particularly in terms of supporting and reaching out to older people.
- Maintain a culture where diversity is valued and championed.

Strategy

- Support the Board's strategic planning process, involving Executive colleagues, staff and key stakeholders, to develop, agree and implement a plan which will build on and sustain Age Scotland's success and impacts.
- Implement Age Scotland's strategy and associated plans, setting appropriate targets and reviewing and reporting on progress.
- Identify and secure the resources-financial, human and material-required to deliver Age Scotland's objectives.
- Play a key role in leading the review of Age Scotland's National Partnership with Age UK and how it could and should develop, assess partnership and other options for our future development in Scotland and how we ensure our strategy is sustainable and relevant to the needs of older people in Scotland. Shape and lead our discussions with key partners.
- Develop and review Age Scotland's strategic options and the areas that we could and should focus on for the future, educated but not restricted by experiences of the past.

Governance

- Work with the Board to develop and progress Age Scotland's strategy.
- Work with the Chair to ensure that the Board has an appropriate mix of experience and skills, taking account of Age Scotland's current and future priorities.
- Establish and maintain a strong working relationship with the Chair and Trustees, supporting them in their governance duties by providing necessary and timely information and advice.
- Work with the Chair and key Committee and subsidiary Chairs to ensure our system of governance is effective, facilitates the right conversations and consideration of issues and reflects the open and transparent way in which we wish to operate.
- Ensure that the Trustee Board receives advice and information in respect of regulatory and legal requirements and ongoing compliance with all relevant legislation.

- Provide the Board with appropriate Quarterly Business Review reporting which highlights progress against the Strategy and operational plans ensuring that Trustees are kept up-to-date and well informed of all aspects of the organisation.
- Ensure that financial controls and systems of risk management are robust and defensible, working with auditors and other regulatory bodies to ensure continued development and improvement.

Management and Operational

- Ensure that the necessary and effective operational procedures are in place to meet our legal and contractual obligations together with practices and procedures that create safe, healthy, diverse, inclusive, values-led and innovative working culture and environment.
- Ensure good financial control and compliance with corporate financial requirements and procedures and that our delegated authority framework is suitable, robust and is implemented appropriately. .
- Oversee development of income generation options and strategies to support Age Scotland's funding model.
- Ensure that there is an effective and fair framework of staff policies, procedures and terms and conditions of employment which support the recruitment and retention of committed staff and enable development and capability.
- Ensure compliance with employment and equality legislation and good practice.
- Identify and evaluate strategic opportunities, taking action to make the most of opportunities while mitigating risks.
- Ensure we develop and implement a strategy for Commercial and Social Purpose Services, including operational plans, budgets and KPIs.

Public relations

- To be an effective and authentic ambassador for Age Scotland at all times ensuring that older people's issues and the organisation's interests and goals are represented and safeguarded as far as possible.
- Promote Age Scotland, developing positive relationships with our partners and stakeholders.
- Be a first class ambassador for Age Scotland, developing and sustaining external relationships with Government, statutory bodies, funders and supporters and other public, commercial and voluntary organisations.

Person Specification

Experience and Background Requirements:

- Educated to degree level (important although not essential depending on record of achievement); degree discipline flexible.
- Proven leadership track of inclusive and effective leadership at a senior level and success in working with Boards and Committees. The candidate must be able to demonstrate at least 5 years senior experience at CEO or Executive leadership level.
- Ideally a good working knowledge of the Scottish Political Structure, with understanding of government and statutory structures in Scotland and the rest of the UK.
- A successful track record of leading people at a senior level and demonstrable experience of working effectively with Board or Board of Trustees and other senior stakeholders.
- The ability to formulate strategic options and to deliver and drive strategic plans.
- Excellent line management skills to develop the confidence and capacity to develop key Senior Management Team members
- Capability to effectively interact with, influence and manage relationships with national and local press and media.
- Experience of developing and implementing resource and financial plans.
- Experience of / ability to fulfilling legal and constitutional responsibilities on behalf of the Board of Directors.

Personal Qualities & Skills:

- Energetic and dynamic with a genuine enthusiasm for the role.
- Strong teambuilding skills, effective listening and influencing skills which will facilitate the on-going motivation of a team; proven people development capability; 'customer focussed' orientation.
- Flexible and able to encourage a team to embrace new ideas and ways of working.
- Entrepreneurial approach – ability to identify commercial opportunities and possessing the commercial awareness and creative ability to realise appropriate potential.
- Financial acumen.
- Excellent strategy and business planning skills.
- Strong communication skills and ability to be an affective public voice and representative of Age Scotland.
- Resilience and resourcefulness to work effectively under pressure and to tight deadlines; flexible approach to working hours (i.e. to include regular weekend working and out of hours working).
- Excellent interpersonal, negotiation and communication skills; ability to build rapport and develop strong relationships at all levels, both internally and externally.
- Politically astute, with highly developed influencing skills, persuasive, and with the personality and presence to mix with people at all levels.
- Values-driven and highly motivated to make a difference to communities and the life-chances of older people.