

## Job Description – Director for Scotland



*This job description serves to illustrate the type and scope of what is required for the post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or level of responsibility entailed.*

### Section 1 - Job Details

<b>Job title</b>	<b>Director for Scotland</b>
<b>Directorate area</b>	<b>CEO</b>
<b>Department/Team (if applicable)</b>	<b>Scotland</b>
<b>Reports to</b>	CEO (via Lead Country Director)
<b>Direct reports</b>	[6]
<b>Job Location</b>	<b>Office based in Edinburgh, Scotland with flexibility to work remotely</b>
<b>Contracted hours are agreed locally with line managers</b>	

### Section 2 - Job Purpose

*To provide leadership and management of the MS Society's work in Scotland to deliver the MS Society's strategy and plans. To act as the principal representative and spokesperson of the MS Society in Scotland. To actively contribute as a member of the MS Society's senior leadership team.*

### Section 3 - Key Responsibilities/Accountabilities

	Responsibility/ Activity
1	Leading on the delivery of MS Society strategy and plans in Scotland
2	Representing the MS Society and engaging with senior stakeholders to actively influence policy and support for the MS community in Scotland in line with the MS Society's key campaigns and priorities.
3	Building and maintaining successful strategic partnerships with charitable, not for profit organisations, private organisations and individuals in Scotland in line with the corporate strategy, business plan and budget
4	Developing strategies for effective stakeholder engagement and management
5	Acting as an inspiring and articulate spokesperson to all key audiences, including Local Groups, the wider MS community, supporters, donors, and policy makers, ensuring consistency of messaging with the MS Society's policies and objectives
6	Overall general management and/or co-ordination of all activities and operations of the MS Society in Scotland. This includes line management of relevant staff; supporting the Executive Director of Engagement and Income Generation (who is responsible for all UK-wide income generation) with the development and implementation of fundraising plans in Scotland to provide optimum income, lifetime and long term sustainable income; and supporting the Executive Director of Services and Support (who is responsible for all UK-wide service delivery at national, regional and local level) with the development and implementation of a service and support offer that responds to the needs of people in Scotland
7	Actively contribute to corporate planning, organisational development, risk and operational management of the MS Society and hold collegiate responsibility for the effective management and operations of the organisation as part of the senior leadership team.
8	Leading, motivating and developing a high quality team in Scotland, ensuring that employees and volunteers all work in accordance with required standards, policies and procedures.

9	Commitment to supporting people affected by MS to achieve positive outcomes in the best and most effective way.
10	Modelling and promoting the MS Society's values and leadership behaviours

#### Section 4 – Dimension of the role

Resources	Prepare and be accountable for the efficient management of budgets and plans in Scotland, including monitoring delivery and reporting on progress.
Staff/Volunteers	Line management of [6] staff focused on policy, campaigns/communications, press/PR and community development Overall co-ordination with the Scotland fundraising staff that are line managed by ED Engagement and Income Generation Key contact for volunteers in Scotland
Budget	Setting and managing Scotland budget (approx. £430k in 2024)
Key relationships	Board of Trustees Chief Executive and Executive Directors (Executive Group) Other Country Directors, Leadership Group Wider Staff Volunteers Senior policy makers, decision makers, professionals, external partners, supporters and donors in Scotland
Information security/ data governance	Responsibility for undertaking relevant actions and responsibilities according to the role assigned by the MS Society

#### Section 5 – Key deliverables

	Measures of success
1	Increased numbers (and increased diversity of) people in Scotland who are aware of the MS Society
2	Increased numbers of people who are accessing and benefitting from the MS Society's information, services and support offer
3	Increased numbers of people in Scotland who are supporting the MS Society's work through campaigning, volunteering and income generation
4	Evidence that key policies in Scotland reflect and respond to the needs and priorities of the MS community

#### Section 6 – Competencies and contribution

Competency	Level required (see below)	B	E	A	T
Fosters co-production	5		X		X
Open to change and innovation	5	X		X	
Sound decisions	5		X	X	
Collaborative working	5				X
Effective communication	5			X	X
Outcome focussed	5	X			X
Inclusivity	5				X
Accountability	5	X	X	X	X
Tech savvy	5	X		X	

Level	
5	<b>Strategic</b> – Senior management and/or strategic responsibility requiring wide advanced knowledge of organizational policies, practices and procedures across the organization or detailed theoretical, practical and procedural knowledge of a specialized area. Provides expert knowledge and insight on a range of subjects and/or groups relevant to MS and represents the MS Society externally. Translates vision, strategic aims and direction

	in clear terms that people can relate to and action. Makes significant and influential decisions and facilitates appropriate resources.
4	<b>Expert/ Recognised authority</b> – Responsible for managing significant resource (people, budget etc) associated with the function/activity. Demonstrates expert knowledge and relevant and appropriate professional leadership and influence. Colleagues consistently perform a task or activity to higher levels having an intuitive grasp of what is required to be delivered, how it impacts across other areas of activity and how it may be improved for the benefits of the MS Society. Colleagues have an in-depth understanding and focus upon building expertise, they are the go-to person and have a reputation for being knowledgeable in this area and are able to apply their existing skills and knowledge to new or emerging challenges.
3	<b>Complex</b> - Roles with or without line management responsibility where they are required to use knowledge gained through experience, professional or technical qualification on complex information or raw data for typically non-routine problems upon which own judgment needs to be applied without further instruction or guidance to work with others to overcome obstacles and deliver outcomes across teams/department.
2	<b>Enhanced</b> - Roles with or without line management responsibility but accountable for casework/ face to face service provision/ internal/external process and or people (including volunteers) e.g. first line managers of people or process. Colleagues have knowledge of requirements of a team/function, contribute to building and maintaining successful internal and external relationships and collaborate to deliver effective outcomes. Colleagues use knowledge and understanding to organise and/or manage work, tasks and processes, can solve routine issues and contribute to the development of new practices and procedures.
1	<b>Foundation</b> – roles make an individual contribution to the MS Society with no process or line management responsibility. Colleagues have a fundamental knowledge and understanding of what is required to carry out the role and how it connects to other roles and activities. Understand what is required to be carried out and has the competence and skills to carry out the activities.

## Section 7 - Learning & Development requirements

<b>Foundation (mandatory)</b>	
<b>Additional internal learning/ courses required for role</b>	
<b>Other professional training/qualification required</b>	

## Section 8 - Person specification (knowledge, experience, skills and attributes needed for the Job)

*Those that are marked as essential and will be tested at application stage (A) will be used as shortlisting criteria for determining who will be invited to interview. There should be no more than 7 shortlisting criteria.*

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>Tested*</b>
Qualified to degree level (or equivalent) and/or evidence of comparable level of work-based experience and continuous professional development	X		A
A proven track record of success in leading and managing a Nation-level operation preferably within an organisation that is geographically dispersed or a multi-site environment of comparable size and complexity		X	I
Able to take a strategic overview and work collaboratively and effectively with both Nation/local-level and organisation-wide teams to drive strategic delivery	X		I; P
Experience of working with relevant statutory and voluntary organisations, influencing policy, practice and managing stakeholders at the most senior levels		X	I; P

Experience of working in a senior team to develop a high level strategy and business plan, and work in unity with the team to communicate and implement the plan	X		A; I; P
Experience of budget management	X		A; P
Experience as a spokesperson for an organisation		X	I
Experience of managing and mitigating financial and operational risks	X		A; I; P
A track record of working successfully with disparate supporter groups and volunteers		X	I; P
Knowledge of public policy and health and social care agendas within Scotland		X	I; P
Knowledge of fundraising, marketing & communications		X	I; P
Have high level planning, programme and project management skills to control effective use of resources	X		A; I; P
Proven outstanding management and positive leadership skills.	X		A; I; P
The ability to focus on impact and deliver outstanding results in a team environment and contribute positively as part of a team	X		A; I; P
Communications – excellent written and verbal skills, with recognised experience of making presentations to diverse, high calibre audiences across different media.	X		I; P

\*Tested – A (application), I (interview), T (test or Assessment), P (through performance reviews including probation, 1:1's and PDR)

## Section 9 – Additional Information and Requirements

<b>Confidentiality</b>	Ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.
<b>Equality, diversity and inclusion</b>	Ensure all duties are carried out in a manner which promotes the MS Society's equality, diversity and inclusion policies and practices.  As a charity whose primary focus is to support and improve outcomes for disabled people. We expect all colleagues to be curious and innovative in identifying and removing any barriers experienced by disabled people whilst working with us. As well as adopting an inclusive approach and embedding EDI principles in their day to day work.
<b>Health &amp; safety</b>	Promote a health and safety culture, observe all health and safety rules and procedures and complete training courses, as required.
<b>Safeguarding</b>	MS Society are committed to recruiting with care and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and

	volunteers to share this commitment. Background checks and Disclosed Barring Service checks will not be required for this role.
<b>Digital, data and Technology</b>	Competently utilise technology to perform the role including internet-based voice and video calls, Microsoft Office applications, the MS Society intranet, human resource and finance systems, case management system software and other bespoke MS Society software and applications.
<b>Key contacts/ relationships</b>	Board of Trustees Chief Executive and Executive Directors (Executive Group) Other Country Directors Leadership Group Wider Staff Volunteers Senior policy makers, decision makers, professionals, external partners, supporters and donors in Scotland
<b>Unusual specific physical/mental demands associated with the role</b>	None
<b>Travel requirements</b>	To be prepared to be away from home overnight, as the job reasonably demands
<b>Unsocial hours</b>	Occasional evening and weekend work as required

**Last updated September 2024**