**Job Description and Person Specification**

**Job title:** **Head of Corporate Services**

**Reporting to: Chief Executive**

**Hours of work: 37.5 hours per week**

**Duration: Permanent**

**Salary: £46,800 per annum (pay review pending)**

**Holidays: 36 days including public holidays**

**Location: Highly flexible home/office with ability to travel to our offices across Edinburgh, Glasgow, and Inverness**

**About Waverley Care**

**Scotland is on track to be one of the first countries in the world to achieve zero HIV transmissions, and Waverley Care will play an essential role in getting us there.**

A positive HIV diagnosis still has the power to knock people off their feet and impact every part of their lives. People living with HIV still carry the burden of decades of discrimination and misinformation about HIV. HIV is treatable, but the stigma and shame surrounding HIV holds people back and makes it different to other life-long conditions. Stigma and the fear of an HIV diagnosis still prevents many people at risk getting a test and knowing their status.

Our vision is for a Scotland where no one faces HIV alone, we will achieve this by fighting stigma and empowering people living with HIV to live full and healthy lives.

Waverley Care is Scotland’s leading HIV and hepatitis C charity, and everything we do is guided by the experiences of the people we work with – this ranges from shaping the services we deliver through to how we influence national policy around sexual health and blood borne viruses.

We are at an exciting point in our history as we strive to reach the goal of zero transmissions by 2030. We are in the first year of an ambitious new strategic plan, and we are investing in digital transformation, communications, and policy, and we have aims to significantly increase our fundraising to invest in strengthening our support and prevention work across Scotland.

We have launched an ambitious strategy 2022-27 which sets out 5 key priorities:

* Zero new HIV transmissions
* Elimination of hepatitis C
* Leading the way in advocacy, support and advice
* Spotlight on the needs of the most marginalised
* Effective and transformational fundraising

There is much work to be done, but as an organisation we are driven to create lasting change for everyone in Scotland living with, or at risk of HIV or hepatitis C.

You can find out more about the work we do at our websites:

*•* [*www.waverleycare.org*](http://www.waverleycare.org/)

*•* [*www.s-x.scot*](http://www.s-x.scot/)

*•* [*www.wavehighland.com*](http://www.wavehighland.com/)

**About the post**

This is a senior and important role within one of Scotland’s most well-known charities, with the Head of Corporate Services providing vital leadership on our journey to ensure Scotland ends new HIV transmissions by 2030.

You will play a critical role in helping to set the strategic direction for the organisation, leading the organisation’s financial, fundraising and people plans. You will deputise for the Chief Executive and be a key part of the executive management team (alongside the Chief Executive and Head of Health Improvement and Innovation), reporting to the Chief Executive and Board.

In this role, you will have overall responsibility for our key finance, fundraising and people functions, and you will have direct line management responsibility for our Fundraising Development Manager and a Head Office Manager. You will lead and shape the organisation’s financial strategy and drive its long-term financial sustainability, ensuring it has robust financial planning processes in place, as well as ambitious income generation strategies.

Production of our management accounts and our payroll is outsourced to our accountants Azets. While they produce the management accountants, you will work with them to coproduce the accounts and provide a high-level commentary for the Chief Executive and Board. You will oversee our Fundraising Team at an exciting time in the evolution of income generation at Waverley Care. We are about to embark on a journey which will see us significantly increasing our unrestricted income over the next 5 years. As Head of Corporate Services, you will provide the leadership expertise and development momentum needed to achieve this significant growth. You will set key performance indicators to ensure progress is met and you will develop an investment programme to ensure we have the resources to achieve our fundraising ambitions.

You will focus on innovation and develop new ways for the organisation to work more efficiently and effectively. You will help to establish new ways of working and you will make use of technology to help the organisation adapt as it moves into its fourth decade.

You will lead on our People function ensuring the charity is an attractive and competitive employer, with effective human resources systems to promote equality and diversity, high performance and learning and development.

**About the person**

* A highly credible and dynamic leader with a strong understanding of charity management and governance
* A demonstrable understanding of charity funding and financial strategy
* Financially literate with experience in planning and managing budgets
* A strong communicator who can build effective relationships and inspire and motivate colleagues
* An openness to new ideas and innovation from outside the charity
* Someone who thrives on challenges
* A focus on delivering results and continuous improvement

**Responsibilities and duties**

**Strategic Leadership**

1. To provide vision and leadership to the organisation and ensure the charity’s finances, fundraising and people management processes support our strategic and operational objectives
2. To report credibly to the Chief Executive and Board to highlight key financial and operational risks and measures to mitigate them.
3. To work alongside the Chief Executive in supporting communications and change processes
4. To deputise for the Chief Executive in the running of the charity

**Finance**

1. To be responsible for drafting an annual organisational budget that is balanced and sustainable
2. To work with our accountants to coproduce bimonthly management accounts and highlight key issues to the Chief Executive and Board
3. To work with the Treasurer and Board to ensure regular review of the charity’s investments, pensions and reserves strategy
4. To work with our Head Office team to ensure the organisation has effective financial processes including payroll, invoicing, and payment of expenses
5. To lead the organisation’s audit process and work alongside the auditors and accountants to ensure this is effective

**Income generation**

1. To oversee our fundraising team and set fundraising targets for our team that meet our ambitious strategy and help us deliver income growth and diversification
2. Set and monitor KPIs across fundraising functions
3. Produce regular reports on progress made against our income generation strategy for our senior team and board

**People and resource management**

1. To lead on the organisation’s people strategy and implement policies and practices which ensure we recruit and retain the best employees possible
2. To ensure we have effective human resources and health and safety practices and policies in place
3. To promote equality and diversity across the charity’s operations

**Governance and regulatory**

1. To report to the Finance and Fundraising subgroup and Board highlighting key risks and solutions
2. Develop and maintain a productive relationship with the Board, particularly the Treasurer
3. To be a leading member of the charity’s consultation forums to promote effective relationships with all staff and recognised trade unions
4. To lead on GDPR and act as the charity’s data controller
5. To ensure the charity complies with all relevant legislation and regulatory requirements

**Person Specification – Head of Corporate Services**

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| **Skills and Experience** | **Essential** | **Desirable** |
| Management or project management qualification |  | x |
| Experience of managing and setting budgets | x |  |
| Experience of managing financial systems and processes | x |  |
| Understanding of the strategic and financial challenges facing charities |  | x |
| Successful track record in senior management in a charity or other setting | x |  |
| Experience in overseeing growth and development within their organisation | x |  |
| Ability to digest complex information and communicate this to senior stakeholders in a clear and unambiguous way | x |  |
| Numerate and analytical with the ability to financially appraise strategic and operational decisions | x |  |
| Communicate effectively with colleagues and board members | x |  |
| Ability to make decisions and set direction | x |  |
| Ability to work at pace | x |  |
| Strong problem-solving skills | x |  |
| IT skills | x |  |
| **Values and behaviours** |  |  |
| Able to take a pro-active, creative and solution focused approach | x |  |
| Ability to inspire and motivate staff | x |  |
| Resilient and able to take a high level of personal responsibility and making decisions independently and appropriately | x |  |
| Committed to the values and aims of Waverley Care | x |  |