

## **The Scottish Cot Death Trust**

**Job title:** Executive Director

### **Main purpose of the job**

As Executive Director of the Scottish Cot Death Trust the postholder is responsible for achieving the Trust's aims and objectives as agreed with the Board of Trustees. The postholder will provide leadership to the staff team and will be responsible for managing the financial and legal obligations of the Trust.

### **Position in the organisation**

Reports directly to the Chairman and Board of Trustees

### **Scope of Job**

- Responsible for developing and implementing the Trust's strategies, as authorised by the board. This is currently being revised and the post holder will have a wonderful opportunity to help shape this process.
- Responsible for ensuring the delivery of education to the public and professionals.
- Ensure the delivery of the Trust's support services to bereaved families
- Work alongside the Trust's Scientific Advisory Committee to manage the charity's research programme.
- Responsible for setting and delivering on annual budgets and targets.
- Manage the fundraising activities in devising a fundraising strategy and developing fundraising opportunities including obtaining and administering grants, engaging sponsors and implementing other business opportunities agreed with the board.
- Initiate and maintain external relationships on behalf of the Trust.
- Promote the Trust's activities nationally and internationally including attending conferences and meetings where necessary, virtually and in person.
- Ensure the Trust fulfils all compliance requirements for legal duties eg OSCR.
- Conduct official correspondence and prepare and revise Trust resources using different formats.
- Plan and administer seminars, conferences and scientific meetings.

### **Dimensions and limits of authority**

- Traditionally based at the Trust's offices in Glasgow, currently hybrid working patterns are in operation and are reviewed regularly.
- Opportunities to travel nationally and internationally when required.
- Responsible for the strategic and financial management of the Trust.

## **Duties and Key Responsibilities**

### Strategic Development

- Devise three year business plan in cooperation with board members, service users and staff.
- Ensure implementation of annual operational plan
- Keep abreast of changes to external environment that could provide opportunities for the Trust

### Financial Planning and Management

- Develop and implement the annual budgets agreed by the Board
- Keep board informed with regard to performance of investments which are externally managed through a discretionary portfolio.
- Monitor day to day management of the Trust's finances
- Work with external accountant to ensure annual report and accounts are prepared for sign off and returns filed in a timely manner
- Act as a key signatory on Trust bank accounts

### Communications and Public Relations

- Revise and implement a communications strategy that builds strong profile for the Trust.
- Ensure strong internal communication with board members, supporters and volunteers.
- Responsible for strengthening the Trust's relationships and seeking opportunities with key external stakeholders from a variety of agencies.
- Act as media spokesperson.
- Review and revise Trust resources to ensure effective communication. This includes print, digital and social media presence.

### HR Management

- Lead and manage the recruitment and deployment of all staff.
- Ensure job descriptions are up to date and that annual appraisals take place.
- Ensure the Trust complies with all relevant HR legislation and provides an up to date staff handbook.
- Ensure staff have access to opportunities for training and development.
- Ensure outsourced payroll service is well managed.

### Research

- Work with Board to agree budget available for research.
- Work with Chair of Scientific Advisory Committee (SAC) to manage the application process for funding pieces of research.

- Co ordinate meetings of the Scientific Advisory Committee and grantholder updates.
- Maintain links with international research community eg through umbrella organisations for cot death such as the International Society for the Prevention of Infant Death.
- Seek new alliances and sources of funding to support future research programmes.

#### Support Services

- Ensure appropriate services available throughout Scotland to support bereaved families working in partnership with others where possible.
- Monitor the quality of the provision of services provided directly by the Trust.
- Ensure data is collected about the quantity and impact of services provided.

#### Education

- Seek key opportunities to cascade the safe sleep messages, particularly in the prevention of sleep accidents through networks of other professionals, practitioners and parents across Scotland.
- Work with other key agencies to share relevant messages in the light of any new research.
- Work collaboratively with other agencies to ensure key messages are embedded with all who may need to work with new/bereaved parents.

#### Income Generation

- Develop and implement fundraising strategy to ensure balance and sustained sources of income for the Trust.
- Lead in applying for monies from charitable trusts and manage all reporting requirements.
- Ensure staff and supporters comply with fundraising legislation.

#### Governance

- Ensure trustees are kept up to date with trust activities and report directly to the chairman and the board for approval of strategic and financial plans.
- Coordinate Board meetings x3 a year and executive meetings x6 a year
- Ensure legislative compliance with OSCR including production of the Trust's annual report.

#### Administration

- Ensure work practices are well established and managed.
- Ensure IT systems and software are appropriate and that staff have necessary training to use them.
- Maintain relevant links with facilities management at base office.

Revised 15 June 2022

Package

Salary in Region of £ 50K - 60K

Hours 35 Mon to Friday with occasional evening/weekends

Annual leave 28 days and 9 public holidays

Contributory pension through employers pension scheme, currently with

Royal London - employer 8%

Employee Assistance Programme

## Person Specification- June 2013

Criteria	Essential	Desirable	How Assessed
<b>Experience</b>	Demonstrable experience of: <ul style="list-style-type: none"> <li>• Minimum of 2 years recent senior management experience</li> <li>• Public engagement at a senior level</li> <li>• Managing staff</li> <li>• Developing and managing financial budgets</li> <li>• Managing complex workloads</li> <li>• Co-ordinating multiple projects and adhering to deadlines</li> <li>• Managing the delivery of services</li> <li>• Evaluating services and report writing</li> </ul>	<ul style="list-style-type: none"> <li>• More than 5 years in a similar position</li> <li>• Experience of working in the voluntary /health/social care sector</li> <li>• Experience of working in partnership with local Government</li> <li>• Experience of dealing with the media</li> <li>• Experience of developing strategies and policies</li> <li>• Demonstrable success of generating income</li> <li>• Experience of managing research grants</li> <li>• Experience of working with bereaved families</li> <li>• Demonstrable experience of managing HR issues within the workplace (eg recruitment, disciplinary, policy development)</li> </ul>	Application form & Interview
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>▪ Educated Degree level or equivalent</li> <li>▪ Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualification in health/social care</li> <li>▪ Skilled in using Raisers Edge</li> <li>▪ Skilled in use of Social media</li> <li>▪ Skilled in updating websites</li> </ul>	Application form
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communication skills</li> <li>▪ Able to plan, prioritise and organise workload</li> <li>▪ Excellent organisational and interpersonal skills</li> <li>▪ Computer literate</li> <li>▪ Team player with ability to work on own initiative</li> <li>▪ Able to deal sympathetically with bereaved families</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to work with minimal supervision</li> </ul>	Application form / Interview / Presentation
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>▪ Commitment to confidentiality</li> <li>▪ Able to work and travel</li> </ul>		Interview

	outside normal working hours as required		
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