



Job Description

Job title: Chief Executive

Reporting to: Board of Trustees/Directors

Salary: £52,119, VHS Grade 5

Hours: 35 per week

Location: 18 York Place, Edinburgh EH1 3EP (with hybrid working options)

Benefits: 25 days annual leave, 7 named public holidays, 6 floating and office closure days, 6% pension employer contribution (terms and conditions apply), death in service insurance and group income protection (terms and conditions apply).

Who we are

We are the national intermediary and network for voluntary health organisations in Scotland. Our vision is a healthier, fairer Scotland served by a thriving voluntary health sector. Our mission is to improve people's health and wellbeing by providing an effective national network for voluntary health organisations. We work with our members and others to address health inequalities; to improve health related policy, systems and partnership working; and to help people and communities to live healthier and fairer lives.

We are a registered Scottish charity and a company limited by guarantee, governed by our Board of Trustees/Directors. Our team currently comprises five employees and one freelancer. In recognition of our key role in health, as a national intermediary body, we receive annual funding from the Scottish Government in support of our core programme of work, and have done so since we were first established. We also currently receive annual project funding for the development and running of the highly praised Scottish Community Link Worker Network.

What we do

Collaboration and networking: we promote more integrated working and co-produce solutions between the voluntary and statutory sectors in order to promote equality and reduce health inequalities. We also facilitate networking and promote partnership working, co-production and mutual support across our membership.

Promotion and advocacy: we amplify the voice of the voluntary health sector by providing our members with a wide range of opportunities to share their experience, expertise, views, ideas and successes with wider audiences. We gather, build and promote evidence about the third sector's positive contribution to health agendas and outcomes.

Leadership and influence: we bring the voluntary health sector's voice and expertise into national policy making. We do this by connecting our members with Scottish Government, NHS and other public sector decision makers. We support a two-way flow of information and ideas, and provide a platform for our members to be critical friends to policy makers.

Knowledge into action: we raise our members' awareness of health priorities, plus we analyse and translate policy for, and with, our members. We provide our members with a wide range of information, and excellent opportunities for learning, knowledge exchange and creation, development and action.

Who are we looking for

VHS is well established as a highly influential national intermediary for the voluntary health sector across Scotland. We celebrate our 20th year in 2024, so this is an exciting time for a new Chief Executive to join VHS, as we look to build on these strong foundations. This role is very much for a self-starter, offering the opportunity for a passionate and ambitious leader to take our charity forward to even greater future success. A key element of the role will be working closely with our Board of Trustees to create and deliver our next Strategic Plan.

In leading the day-to-day operations of the charity, you will be supported by a small, dedicated team of highly skilled individuals. Importantly, in such a small organisation, our Chief Executive needs to be someone able to multi-task, weighing up options carefully but quickly, ensuring actions are taken at pace. The leader we seek is one who can inspire their staff, motivating and empowering individuals to continue to develop their skills and confidence.

It will be essential that our new Chief Executive epitomises our organisation's values of: Excellence; Initiative; Collaboration and Equality in all elements of their work. As Chief Executive, you will be the main public face of VHS and a strong

representational voice for the voluntary health sector. You must be able to demonstrate your determination to address health inequalities, and your passion to create better health and wellbeing for people and communities.

You will be an individual with a strong track record, in a senior role, of leading others to deliver successful outcomes. In particular, you will be someone who can nurture individuals to develop their skills and confidence, building a great, collaborative team spirit, sharing and celebrating successes.

We are looking for someone with the ability to develop strong relationships, work collaboratively and build productive partnerships. Your ability to build positive connections with our diverse network of members, the Scottish Government, NHS bodies, academia and other key stakeholders is essential to being successful in this role. You need to be a confident and pro-active communicator, skilled in using a range of media, working face to face and digitally.

Key areas of responsibility

Strategic Leadership

- Delivery of our 2022-2025 Strategic Plan. Work with the Board of Trustees on the creation of our new Strategic Plan 2025-2028. Developing and ensuring delivery of our strategic ambitions through operational plans and monitoring system. Consolidate what works well, setting expectations of, and driving forward, high quality work. Initiating and managing change and innovation. Scope, develop and commission new work.
- Drive business growth and sustainability, to extend VHS market share and reach, consolidate and extend partners and sponsors, manage resources efficiently and effectively.
- Developing and delivering our digital mission.

Leadership and Motivation of Staff

- Ability to work autonomously in a fast-paced environment, evaluating options and taking decisions on a wide range of day-to-day operational issues, ensuring the right action is taken timeously.
- Motivate, develop and sustain a resilient and high performing team.
- Support individual members of the team to develop further their individual skills and confidence so they are able to work with autonomy. Ensure successes are celebrated.
- Commission and manage freelancers and consultants to carry out project work, ensuring that work is delivered to a high standard.

Relationship building/External Communications

- Pro-active engagement and relationship management externally.

- Be the lead spokesperson for VHS externally with both our members and a wide range of stakeholders, including funders, government and academia.
- Sustain delivery and develop our organisation's external profile, influence and reputation increasing our influence in national policy debates.
- Provide leadership for, and direct input to, internal and external policy work and public affairs, ensuring high quality maintained.

Organisational and financial management

- Oversight and decision-making on all aspects of the day-to-day work of the charity including HR and pensions, Health & Safety, tenancy agreements, risk management, contracts, insurance, IT etc.
- Funding applications. Funding negotiations. Reports to funders. Develop, manage and review budgets and financial performance.
- Keep in place robust monitoring and evaluation systems.
- Lead on, oversee and input to external communications with all stakeholders.

Governance/Support to the Trustee Board

- Working with Trustees, ensure that effective governance, monitoring and reporting processes are in place so that VHS meets its legal responsibilities as an employer, charity and company, and that it exercises good governance and good employment practices.
- Compliance with VHS Articles, OSCR, Companies' House, Pensions Regulator, GDPR and Lobbying Act etc.
- Report writing including articles, policy documents, blogs. Chair events, meetings, working groups (internal and external)
- Acting as Company Secretary

Person Specification

A proven track record of experience in a senior leadership role, and in creating a positive and nurturing team environment.

Ability to multi-task effectively on own initiative in a quick moving day-to-day working environment, managing and developing a small organisation.

Experience of operating successfully within a positive, values-led, organisational culture, and ability to bring together a diverse membership.

Excellent communication skills

Experience of working with a Board of Directors, or similar, to develop future strategy.

Proven record in influencing internal and external stakeholders.

Financial management and budget planning skills.

A good understanding of the Third Sector in Scotland – either through paid or voluntary work.

Knowledge of the health policy landscape in Scotland would be an advantage.