



Job Description

Job title: Chief Executive Officer (CEO)

Hours: 35hrs/week

Salary: £59,500, plus 15.5% employer pension contribution

Base: Dunfermline

Shared Care Scotland offices, Dunfermline. Hybrid working applies. A copy of our Hybrid (Remote) Working Policy is available on request.

Responsible to:

Chair of the Board of Directors.

Job purpose:

Shared Care Scotland is an innovative national charity dedicated to supporting Scotland's unpaid carers and those they care for by advancing policies and practices that improve the quality, choice and availability of breaks from caring.

Our vision is for unpaid carers and those they care for to have regular and meaningful breaks from their caring responsibilities, ensuring a balanced life with good health and well-being.

The Chief Executive Officer (CEO) will provide strategic leadership and direction, supporting Shared Care Scotland in progressing its vision. The CEO will work closely with the Board of Directors and lead a dedicated team of staff to advocate for, support and develop policies and programmes of work that help to enhance and expand short breaks provision across Scotland. The role requires a commitment to the organisation's vision, excellent, proven leadership skills, and the ability to navigate complex stakeholder environments.

Key result areas:

- Provide inspiring leadership and provide strategic direction, maintaining alignment with Shared Care Scotland's mission, vision and values.
- Lead, motivate, and develop a high-performing team committed to delivering Shared Care Scotland's purpose while fostering a culture of collaboration, innovation and continuous improvement.
- Oversee the effective delivery of Shared Care Scotland's services and programmes, ensuring these are delivered to the highest standards, within budget, and achieve desired outcomes.
- Cultivate strong relationships with the communities and stakeholders served by Shared Care Scotland, to enhance collaboration and support for the mission and vision.

- Act as the principal spokesperson for Shared Care Scotland, engaging with government and key stakeholders to advocate for policy improvements and increased recognition of unpaid carers.
- Secure sustainable funding sources to support Shared Care Scotland's activities and to exercise prudent financial management to ensure the organisation's long-term viability.
- Ensure compliance with legal, regulatory, and ethical standards, and collaborate with the Board to implement governance best practices.
- Ensure Shared Care Scotland's work is evidence-based and responsive to the needs and aspirations of unpaid carers and the people they care for.

Key tasks and responsibilities:

Strategic direction and leadership

- Collaborate with the Board of Directors, leadership team and staff to define and promote the mission, vision, and values of Shared Care Scotland.
- Oversee the development and implementation of the organisation's strategic plan, ensuring this aligns with the mission, vision and values.
- Achieve and demonstrate measurable progress against strategic goals.

Team leadership and organisational culture

- Foster a collaborative and supportive working environment where staff and Directors are valued and feel a sense of purpose.
- Work with the leadership team to ensure staff are aligned with the organisation's strategy and have the support and resources to succeed.
- Promote a culture of continuous learning and innovation and provide opportunities for personal and professional development.
- Inspire, motivate, and mentor the leadership team, and encourage a similar approach with their teams.

Operational and financial management

- Oversee annual planning and operations to ensure efficiency, quality, and cost-effective resource management.
- Develop and implement effective performance measurement practices.
- Maintain or improve the organisation's financial health, meeting or exceeding financial targets and manage expenditures within the approved budget.
- Oversee efforts to diversify funding streams and help secure financial support for the organisation's activities.

Advocacy, engagement and policy influence

- Represent Shared Care Scotland externally to further build reputation and awareness through regular interactions with carer groups, intermediary organisations, service providers, policymakers, the media, and other partners and stakeholders.
- Engage with relevant stakeholders to influence policy and practice, promoting Shared Care Scotland's vision and demonstrating the organisation's capacity to provide effective solutions.

Governance, compliance, risk management

- Maintain regular communication with the Board, keeping Directors informed of significant operational, financial, and strategic developments, and risks.
- Implement Board policies and strategy, and support Board decisions amongst staff.
- Develop, write, and present comprehensive policy papers and detailed reports on various issues relevant to the organisation's performance, activities and mission.
- Ensure full compliance with legal and regulatory obligations.

Shared responsibilities

The following are the shared responsibilities of all senior managers at Shared Care Scotland:

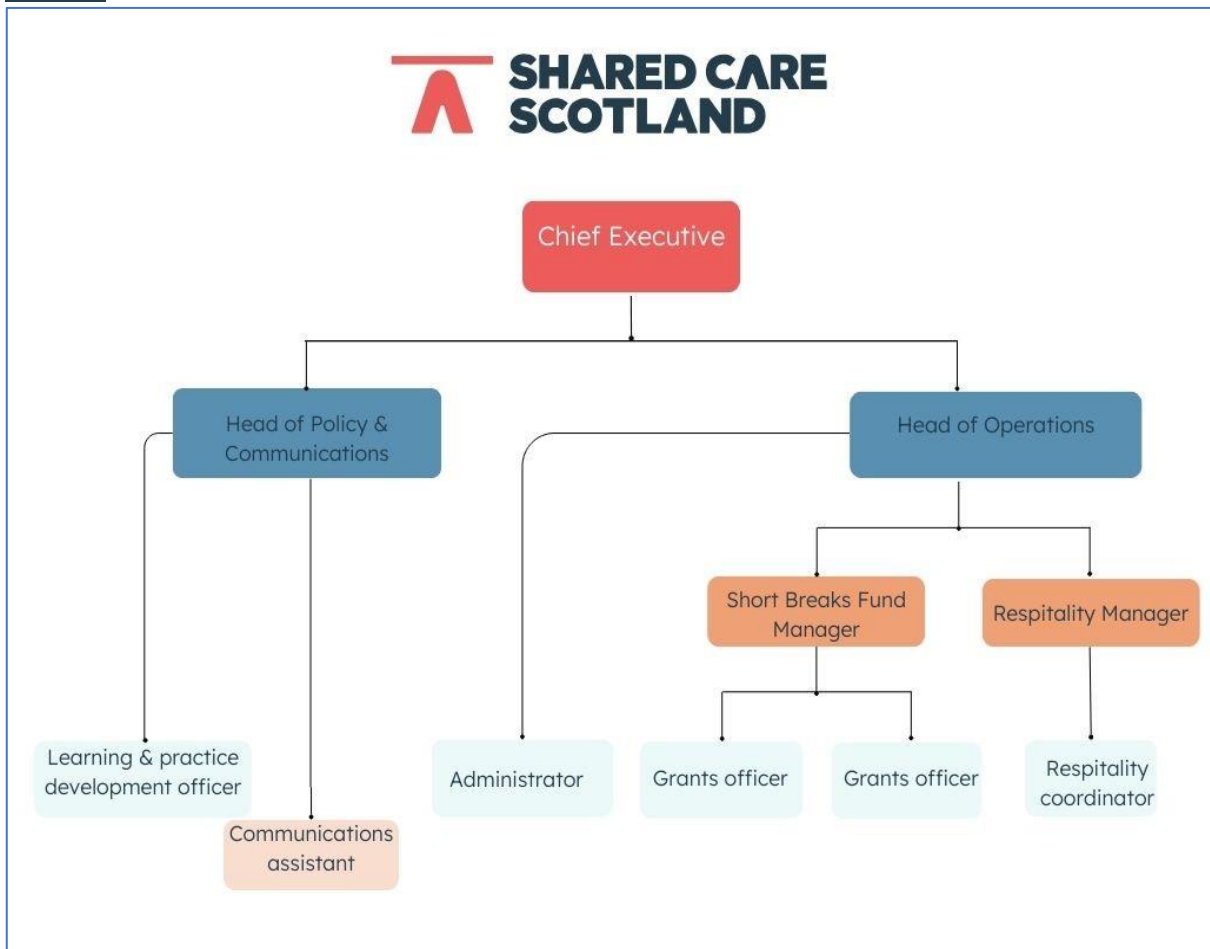
- Lead by example to ensure an inclusive, trusting, and productive workplace.
- Support the development and maintenance of a culture of fairness, respect, good communication and well-being amongst staff.
- Contribute to the effective provision of learning culture within the organisation.
- Maintain an up-to-date knowledge of relevant developments and undertake appropriate professional development.
- Demonstrate and uphold Shared Care Scotland's values in all work aspects and adhere to policies and standards.
- At all times act as an ambassador for Shared Care Scotland helping to maintain our reputation as a champion for improved short breaks provision across Scotland.

This list of key tasks and responsibilities is not exhaustive and may be adapted to reflect the organisation's changing needs.



Key contacts:

Internal:



External:

National Carer Organisations & Disabled People Organisations
Carer groups and carer representative organisations
Scottish Government Ministers, officials and agencies
Short break providers
Local government and health officials
Improvement services and regulators

Members and officials of the Scottish Parliament
University and research centres specialising in social care, health policy and unpaid caring
Foundations, trusts and other grant-making bodies
International professional networks



Person specification:	Essential	Desirable
Education		
Educated to degree level, or equivalent level qualification combined with relevant professional experience.	✓	
Experience		
Proven track record of strategic leadership and senior management experience in a not-for-profit or similar organisation.	✓	
Experience in leading, motivating, and developing high-performing teams.	✓	
Experience in advocacy and policy influence at national and local levels.	✓	
Experience in stakeholder engagement and building strong partnerships.	✓	
Demonstrated success in securing funding and financial management.	✓	
Experience in the health and social care sector, particularly in areas related to respite care and support for unpaid carers.		✓
Experience working with a Board of Directors or similar governance structure.		✓
Skills		
Excellent strategic planning and implementation skills.	✓	
Strong leadership and people management skills, with the ability to inspire and motivate a team.	✓	
Exceptional advocacy and influencing skills, with the ability to act as a spokesperson for the organisation.	✓	
Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.	✓	
Demonstrated ability to write comprehensive and insightful reports, tailored to various stakeholders.	✓	



Shared Care Scotland Chief Executive Job Description

Experience in producing high-quality policy papers that influence decision-making and strategic planning.	✓	
Strong analytical skills to assess data, identify trends, and generate actionable insights.	✓	
Robust numerical skills, financial acumen and budget management skills.	✓	
Proficiency in operational management and delivering programmes with excellence.	✓	
Proficiency in using relevant IT, database and software tools for organisational and financial management. For example: Microsoft Office/365 (including Excel).	✓	
Demonstrated ability to develop and implement effective risk management strategies and frameworks.	✓	
Knowledge		
Knowledge of the policy landscape related to health and social care in Scotland.	✓	
Familiarity with legal, regulatory, and ethical standards relevant to the not-for-profit sector.	✓	
Awareness of governance best practices and compliance requirements.	✓	
Understanding of the challenges and needs of unpaid carers and the importance of short breaks and respite care.		✓
Knowledge of funding sources and grant application processes relevant to not-for-profit organisations.		✓
Understanding of the principles of hybrid working and remote team management.		✓



Personal Qualities		
Commitment to the mission, vision, and values of Shared Care Scotland.	✓	
High level of integrity, with a strong ethical framework and accountability.	✓	
Resilient and adaptable, with the ability to navigate complex and changing environments.	✓	
Empathetic and compassionate, with a genuine understanding of and dedication to supporting unpaid carers.	✓	
Collaborative and inclusive leadership style, fostering a positive organisational culture.	✓	
Proactive and innovative, with a drive for continuous learning, improvement and excellence.	✓	
Visionary mindset with the ability to inspire others towards long-term goals.	✓	
Strong networker with the ability to build and maintain relationships with key stakeholders and partners.	✓	
Other Requirements		
Flexibility in work hours to accommodate varying schedules of our stakeholders.	✓	
Willingness to travel as required for meetings and other events.	✓	

