

**scottish**  
*adoption*



**Chief  
Executive  
Recruitment Pack**

October 2021

[www.scottishadoption.org.uk](http://www.scottishadoption.org.uk)



## **Job Description**

Scottish Adoption is seeking a new Chief Executive who will be responsible for providing leadership, developing, and implementing Scottish Adoption's strategic and operational plans, partnership and being an effective advocate for the charity and the families it serves.

They will lead and work with a team of 30 permanent staff and a pool of freelance staff. They will be responsible for ensuring financial control as well as supporting and advising on service delivery and maintaining good governance across all aspects of Scottish Adoption.

## **About Scottish Adoption**

Scottish Adoption delivers high quality placement and adoption support services. The bulk of our services are delivered across Edinburgh and the Lothians, although we work with Local Authorities from across Scotland and other parts of the UK.

We are an ambitious organisation with strong governance. In recent years we have undertaken a journey of incremental growth, combined with launching a number of adoption support initiatives including our sector leading Adoption Therapy Centre for Children.

## Key Responsibilities and Duties

### **Strategic Planning**

- Work with Trustees to design and deliver the Charity's strategic plan as well as leading the implementation of it. This includes development of a sustainable business model for the innovative Adoption Therapy Centre.
- Be responsible for the development and delivery of the Charity's agreed business plan.
- Ensure the adoption placement service has sufficient adopters with the capacity to meet the needs of children with plans of adoption.
- Seek out emerging trends and implement new opportunities for developing the Charity's service delivery.
- Identify and assess strategic risks, issues and opportunities and take responsibility for leading associated changes.
- Deliver an effective blended working model.



### **Leadership, Influencing and Management**

- Lead by example, providing leadership and manage staff effectively – ensuring quality supervision, support, inclusion, appraisal and training opportunities.
- Support innovation, service design and teamworking.
- Measure and report on the impact of services, supporting research and profiling the organisation, alongside contributing to the wider adoption sector across the UK.
- Be the “Registered Manager” in terms of the Care Inspectorate, meeting requirements and standards and working to retain current high gradings.
- Apply your professional expertise to decision making and practice – using your professional judgement as required.

### **Partnership Working**

- Build on our existing models of co-production with adopted young people and adoptive parents, ensuring those with a personal experience of adoption are involved in service delivery.
- Maintain effective relationships with external partners – working collaboratively with Scottish Government, Local Authorities and other Adoption Agencies to improve adoption practice in Scotland.
- Represent the charity externally with key influencers, partners and funders

## Key Responsibilities and Duties

### **Governance and Compliance**

- Prepare an annual budget and ensure audit and annual accounts are provided which comply with the statement of recommended practice for charities.
- Ensure sound financial controls are in place, budgets are monitored and the reporting to the Board of Trustees is accurate.
- Implement an income generation strategy which supports the charity to achieve its aims.
- Liaise with the Board to ensure that the Charity's overall governance structure, policies and procedures are compliant with OSCR standards, taking and implementing changes as necessary.
- Attend all Board meetings (held four times a year) and ensure that the Board is made aware in a timely fashion of any matters requiring its attention.
- Oversee the development and practical application of all organisational policies and procedures e.g. health and safety, equality and diversity, fundraising and safeguarding.
- Ensure that the Charity complies with best practice in all areas of welfare provision and income generation.
- Ensure that collection and protection of personal information complies with current Data Protection regulations.
- Ensure that all major risks are identified and regularly reviewed, and that systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of the Charity's Risk Register.

### **Proven Experience and Qualifications Required**

- Recognised social work qualification and registered with (or eligible to register with) the Scottish Social Services Council.
- Evidence of continuous professional development relevant to the role.
- Experience of leading people successfully through progressive development, innovation, and projects to deliver strategic development plans.
- Recognised as a highly professional and effective partner and communicator.
- Experience and proven success in leading a teams or significant projects/programmes which include budgets, people, and stakeholders.
- In depth knowledge and experience of managing Adoption and Fostering services.

