



March 2021

# Children in Scotland - Chief Executive Officer

Candidate Pack

**Contact:**

Catriona Mackie  
Director  
0141 212 7555 / 07740 706155  
cmackie@aspenpeople.co.uk



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# Giving all children in Scotland an equal chance to flourish is at the heart of everything we do.

By bringing together a network of people working with and for children, alongside children and young people themselves, we offer a broad, balanced and independent voice. We create solutions, provide support and develop positive change across all areas affecting children in Scotland.

We do this by listening, gathering evidence, and applying and sharing our learning, while always working to uphold children's rights. Our range of knowledge and expertise means we can provide trusted support on issues as diverse as the people we work with and the varied lives of children and families in Scotland.

## Our vision

Our vision is that all children in Scotland have an equal chance to flourish.

## Our priorities

- Championing the participation and inclusion of children and young people.
- Working to ensure that support for children, young people and their families is appropriate, available and accessible.
- Challenging inequalities.
- Leading and developing the children's sector workforce.
- Continuing as a sustainable organisation.

## Our values

### Respect and trust

We treat everyone with respect and trust and value their unique contribution – children, young people and their families, our staff and volunteers, our members and all our stakeholders.

### Collaboration and participation

We are committed to working together with active participation and inclusion of children, young people and their families, our staff and volunteers, our members and all our stakeholders.

### Transparency and integrity

We share our thinking and learning and are committed to honesty and openness in all our work.

## Informed, focused and accountable

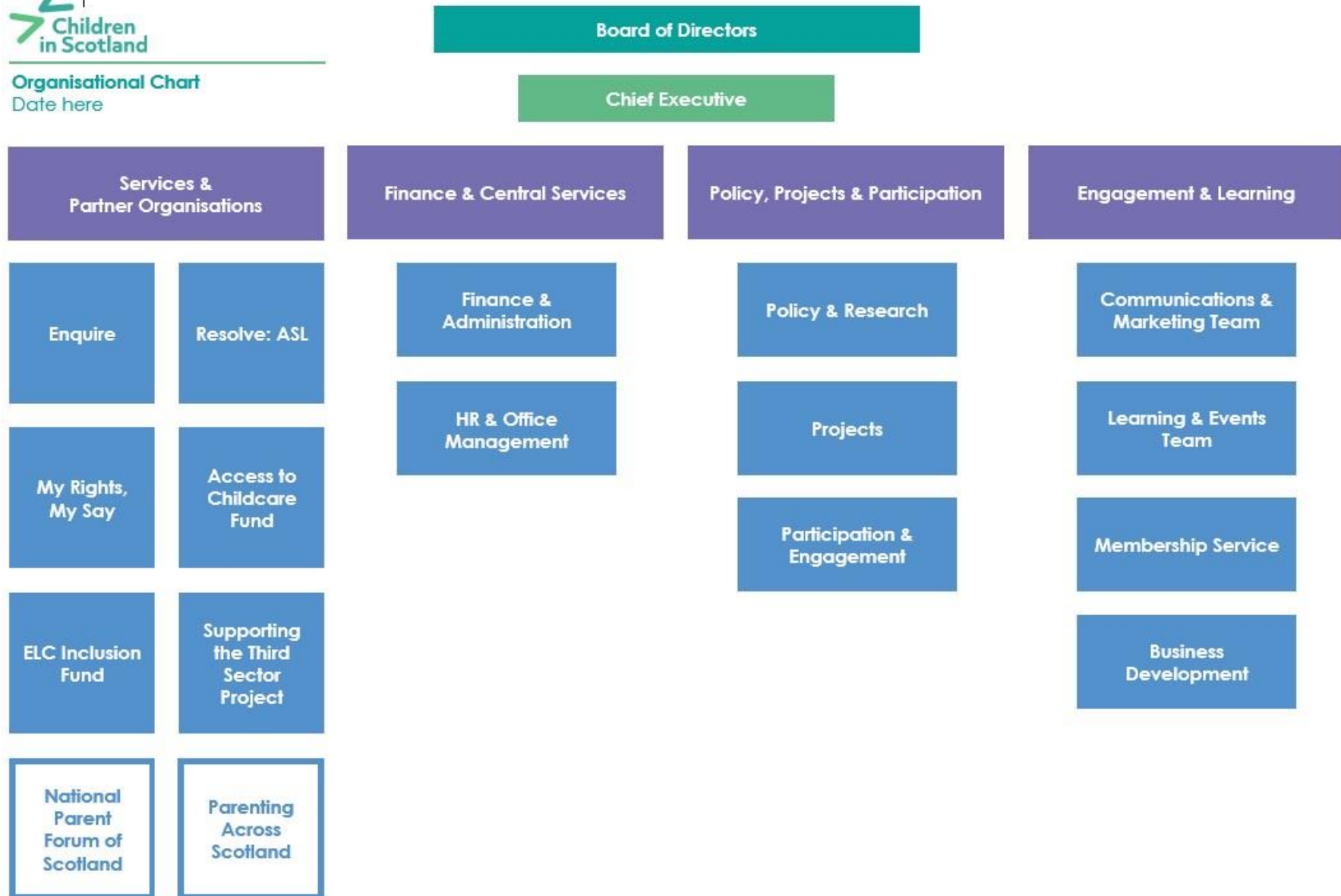
We are committed to keeping up to date, working towards defined goals and to taking responsibility for our actions.



# Organisation chart



Organisational Chart  
Date here



# Young People's Manifesto

**Ahead of the Scottish Parliament elections in May, we've launched a Children and Young People's Version of our Manifesto for 2021-26.**

We are committed to upholding child rights and making sure that young people's views are listened to on issues that affect them.

With young people in Scotland aged 16 and over now eligible to vote, it is more important than ever that political issues and debate are accessible to all.

## **Themes**

Theme 1: Rights, Democracy and Scotland's Place in the World

Theme 2: Poverty and Inequality

Theme 3: Early Years

Theme 4: Learning

Theme 5: Health and Wellbeing

Theme 6: Place, Space and Community

Theme 7: Protecting Children and Young People from Harm

Theme 8: Equalities

Theme 9: Environment

Theme 10: Planning, Resources and Approaches

The Manifesto can be downloaded [HERE](#).



## Advert

### **Chief Executive Children in Scotland**

**Location:** Remote/home based until at least March 2022  
Future office location expected to be in Edinburgh.

**Salary:** c£70,000

Children in Scotland is Scotland's largest national membership body for individuals and organisations seeking to improve the lives of children and young people. We are committed to promoting the rights of children and young people and helping them thrive.

We are seeking to appoint a dynamic Chief Executive to lead the development and delivery of our 2022-2026 Strategic Plan and annual operational plans. This will involve creatively and innovatively identifying new ways of working with the membership, our partners and the Children in Scotland team.

This is an exciting time for the children's sector with the UN Convention on the Rights of the Child (UNCRC) soon to be included directly in Scottish law. This needs to be backed up with policy and legislative changes to tangibly improve the lives of children, young people and families living in Scotland.

The successful candidate will have a proven track record in developing effective networks of key stakeholders to influence policy and deliver strategic goals, including our financial and organisational sustainability. You will also be able to communicate the needs and interests of the children's sector in a clear and compelling manner, informed by robust evidence, intelligence and sound judgement.

#### **You must also be able to demonstrate:**

- A proven commitment to the improvement of the health and wellbeing of children, young people and their families.
- Robust experience of leading and supporting effective governance and accountability arrangements, including planning, financial management, and reporting, fulfilling legal and constitutional responsibilities on behalf of a Board of Directors.
- Knowledge of third and public sector funding and a strong track record in securing funding for projects.
- Management of operations which are aligned with overall strategy and available resources.
- An enabling, inclusive, values-led and professional leadership approach that secures respect and credibility at all levels.
- Ability to manage and lead teams with inspiration, confidence, and passion



To apply, please send a comprehensive submission which should include:

- Your up to date CV
- Your supporting statement - indicating how you meet the criteria and competencies for the role. **This should be a maximum of 500 words.**

For a further conversation, please contact Catriona Mackie at our recruitment partners, Aspen People on 0141 212 7555.

**Closing date for applications: Monday 12<sup>th</sup> April 2021**

Further information is available in the Job Description available later in this Pack.

## Enquiries and application

For a further conversation, please contact Catriona Mackie at our recruitment partners, Aspen People on 0141 212 7555.

To apply, please send a comprehensive submission which should include:

- Your up-to-date CV.
- Your supporting statement - indicating how you meet the criteria and competencies for the role. **This should be a maximum of 500 words.**

Your application should be submitted by clicking [HERE](#).



## Timetable

We have noted below the timetable for the recruitment process:

Application closing date: Monday 12<sup>th</sup> April 2021

Initial Interviews: w/c 26<sup>th</sup> April 2021

Panel Interviews: w/c 3<sup>rd</sup> May 2021



# Job Description



**Post:** Chief Executive Officer

**Accountable to:** The Convener of the Board of Directors

**Location:** Remote/home based until at least March 2022  
Future office location expected to be in Edinburgh.

## Vision

The organisation's vision is that all children in Scotland have an equal chance to flourish.

## Purpose of the Post:

Children in Scotland is Scotland's largest national membership body for individuals and organisations seeking to improve the lives of children and young people. We are committed to promoting and reinforcing the rights of children and young people and creating an environment where they will thrive.

Against a backdrop of change in our operating environment following COVID-19, the Chief Executive will lead the development and delivery of its 2022-2026 Strategic Plan and annual, operational plans. This will involve contributing creatively and innovatively to identifying new and improved ways of working with the membership, our partners and the Children in Scotland team including at times, leading strategic value projects, where they reinforce our leadership in the sector and support to our long-term sustainability.

In particular, the Chief Executive will lead and enhance our network of strategic partnerships to maximise opportunities to achieve our goals. The Chief Executive will provide excellent line management directly to the leadership team (currently 4 Heads of Department) and contribute to building and developing the capability of every employee. The Chief Executive will be directly responsible for assuring and supporting the Board of Directors in fulfilling their governance responsibilities.

## Responsibilities

- Identify and oversee measures to sustain and grow Children in Scotland's role as the foremost membership organisation for the children's sector.

- Provide support to the Board in their trustee responsibilities to ensure a stable financial framework and forward financial plan.
- Ensure that a long-term strategy is in place and is articulated, promoted and delivered at local and national levels across Scotland and, where relevant, across the UK and internationally.
- Work with the Board and staff to agree the 2022-2026 strategic plan.
- Identify, develop, and nurture a range of strategic partnerships in pursuit of our strategic objectives, including our sustainability.
- Instill excellent people leadership that enables Children in Scotland to deliver its objectives to a high standard and contributes to our culture that values and respects the staff team.
- Lead our financial management ensuring that we meet statutory and regulatory standards; that our reserves are sufficient to meet any future obligations to our staff and funders.
- Ensure that the necessary and effective operational procedures are in place to meet our legal and contractual obligations together with practices and procedures that create safe, healthy, diverse, inclusive, values-led and innovative working culture and environment.
- Ensure that the Board of Directors are able to fulfill their obligations as set out in their Articles of Association and can meet their aspirations to ensure that governance arrangements are of an excellent standard. Support regularly the Convener, and other Directors as required, and lead the development of specific priorities identified by the Board.
- To be the lead external spokesperson and representative of the organisation.

## **Essential experience and skills**

### **Relationships, Engagement and Communication**

- Proven track record in developing, supporting and leading effective networks of key stakeholders, locally, nationally and internationally, to influence policy and deliver strategic goals, including sustainability.
- Ability to develop and effectively communicate the needs and interests of the children's sector, informed by robust evidence, intelligence and sound judgement. This will include communicating sensitively with politicians, media, funders, sector partners, children, young people, families and members of the public.
- Ability to represent Children in Scotland effectively, to protect and promote the organisation's reputation, and to challenge constructively.

### **Good Governance**

- Excellent financial stewardship including securing sufficient financial resources to meet the organisation's strategic and operational targets.
- Experience of applying robust accountability processes to support financial management, planning and reporting.

- Experience of / ability to fulfilling legal and constitutional responsibilities on behalf of the Board of Directors.
- Understanding of and ability to provide the information and support required by the Board of Directors to fulfil effectively their good governance role.
- To take a lead role and responsibility for key priority operational procedures such the Designated lead Child Protection Officer.

### **Operational management:**

- Knowledge of third and public sector funding and a strong track record in securing funding for projects. On occasion and in accordance with business needs and priorities, lead specific consultancy projects, reviews or national working groups.
- Leading and promoting organisational values in all areas of work.
- Ensuring operations are aligned with overall strategy and available resources.
- Putting in place appropriate policies and procedures to continuously develop a highly motivated and effective staff team, reviewing these regularly.
- Excellent line management skills to develop the capacity of Leadership Team members – currently consisting of Head of Finance & Central Services, Head of Engagement & Learning, Head of Policy, Projects & Participation, Head of Inclusion.

### **Values, Ethos and Culture**

- Ability to demonstrate commitment to CiS values
- A proven commitment to the improvement of the health and wellbeing of children, young people, and their families.
- An enabling, inclusive, and professional leadership approach that supports attainment of respect and credibility at all levels.
- An understanding and proven commitment to developing and maintaining positive and respectful relationships at all levels and across a range of sectors and professions, including central and local government.
- A commitment to inclusion and challenging inequality in all its forms particular regard to its impact on children and young people and families.
- A commitment to creating and supporting an inclusive and diverse staff team as reflected in all our working practices.

### **Desirable experience and skills**

- Knowledge of the Scottish political context and familiarity with Scottish child policy issues
- Experience of dealing with media.
- Track record of steering organisations and people through change
- An understanding of governance challenges within the third sector

The Chief Executive will be required:

- To travel locally and nationally
- To work outwith normal office hours from time to time.



## **Terms and conditions of service:**

<b>Salary scale:</b>	c£70,000 per annum
<b>Hours:</b>	Full time 5 days (35 hours) per week. Flexible working, for example compressed hours is available within the demands and needs of the role.
<b>Annual leave</b>	30 days annual leave per annum plus compulsory closure of offices between 25 December and 2 January inclusive.
<b>Sick leave</b>	Sick Pay relates to length of service. Details are available on request.
<b>Pension</b>	Children in Scotland has a group pension scheme. Employees may join this scheme with a minimum contribution of 3% of their salary and Children in Scotland will contribute 6%.
<b>Criminal Convictions</b>	Appointment to this post, is subject to membership of the PVG scheme (Protection of Vulnerable Groups scheme) and satisfactory PVG Scheme records issued by Disclosure Scotland (and/or similar document by relevant overseas authority where appropriate). Continuing employment will also be dependent on satisfactory PVG scheme records. Where the contents of a PVG Scheme record are not satisfactory, Children in Scotland reserve the right to withdraw the offer of employment/ terminate employment. Children in Scotland will regularly assess the post in relation to the level of Disclosure Scotland certificate required and reserves the right to request an alternative level of disclosure in the future in line with changes in legislation or of the work carried out by the post holder.
<b>Qualifications</b>	Shortlisted candidates will be required to produce original certificates for verification of qualifications.
<b>Eligibility to work in the UK</b>	Shortlisted candidates will be required to produce proof of their eligibility to work in the UK.
<b>Probation</b>	There is a probationary period of 6 months.
<b>Notice</b>	6 months in writing.

This job description is open to review by the organisation.



# Contact

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Director

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