

# Scottish Churches Housing Action



no room for homelessness!

## JOB DESCRIPTION: CHIEF EXECUTIVE

**Job Summary** The Chief Executive of Scottish Churches Housing Action (SCHA) is responsible to the Board for the delivery, quality and development of Churches Housing activities. Specifically, he/she is responsible for: providing advice and support to Board members on developing strategy for the organisation; delivering on strategic, financial and operational objectives; developing and implementing policies, systems and procedures; representing the organisation to members and other stakeholders; leading the staff and volunteer team.

**On the retirement of the founding Chief Executive, the Board is seeking a candidate who will grasp the opportunity of leading an organisation which has built up a good network of contacts and support, and has a strong track record. The appointment of the new Chief Executive is an opportunity to examine SCHA's current role and activities, assess the potential for new work, and build a strong financial base.**

The Chief Executive is *ex officio* the Company Secretary, and is therefore responsible for ensuring adherence to the legal and constitutional framework within which SCHA operates.

**Responsible to:** Scottish Churches Housing Action Convener; Scottish Churches Housing Action Board

**Responsible for:** All staff and volunteers

### DUTIES AND RESPONSIBILITIES

- 1 **Strategic direction** *Responsible to the Board for directing the organisation successfully.*
  - 1.1 To propose annually the strategic framework for SCHA, and a set of related targets;
  - 1.2 To report to the Board on activity against agreed targets, and to provide evaluation of the work;
  - 1.3 To keep the Board informed of the political and policy context within which SCHA operates.
- 2 **Policy & project management and development** *Responsible for delivering a clear programme of activity for SCHA.*
  - 2.1 To build on the strategic framework, maintaining a coherent set of activities to deliver organisational objectives, and contributing to their delivery as appropriate;
  - 2.2 To maintain awareness of current policy context in relation to housing, homelessness, poverty, social exclusion and related issues;
  - 2.3 To plan ways in which SCHA can influence the policy agenda, including setting campaign objectives and working together with relevant organisations where objectives are shared;
  - 2.4 To consider and propose new areas of work, paying attention to the need for the activity, the place it plays in the overall range of SCHA activities and the resources required.

- 3 **Financial management** *Responsible, together with the Board and the Finance & Resources Committee, for the provision of funding to ensure the long term viability of the organisation.*
- 3.1 To work with the Board and the Finance and Resources Committee in preparing a budget, providing regular updates regarding the financial situation to the Board including overseeing the preparation of audited accounts;
- 3.2 To oversee the financial management of the organisation to ensure all statutory requirements, including reporting to OSCR, are fulfilled;
- 3.3 To seek to maintain a balanced portfolio of income sources, including contracts, trusts and fundraising; seeking to identify new sources when required, thereby reducing risk to the organisation.
- 4 **Staff management** *Responsible for the management of the organisation's human resources.*
- 4.1 To identify the need and opportunity for staff and volunteer posts, and secure the Board's approval for the establishment and design of new staff posts;
- 4.2 To be the line manager for senior posts; to consider the development of the staff team by carrying out annual appraisals to understand training requirements, authorising training and meeting other requirements as appropriate;
- 4.3 To maintain clear and consistent standards of personnel management at all levels.
- 5 **External relations** *Responsible for representing SCHA to members, partners, funders, and the general public.*
- 5.1 To plan, maintain and deliver a communications strategy for SCHA;
- 5.2 To assist Board members in their work of representing the interests and concerns of SCHA in the denomination they represent on the Board;
- 5.3 To maintain channels of communication with key figures, including politicians, academics, church leaders, funders and potential funders;
- 5.4 To oversee the production of publicity material and use of communication channels such as the newsletter and website and to be responsible for media relations;
- 5.5 To maintain a programme of speaking engagements with a range of churches and organisations and to contribute to it;
- 5.6 To identify potential partners for promoting the work of SCHA as set out in the strategic framework and to maintain good working relationships with them.
- 6 **Board & committee support** *Responsible for providing services that provide high standards of information and encourage good decision-making.*
- 6.1 To prepare, in consultation with the Convener and committee conveners, agendas for Board and committee meetings, and ensure that appropriate papers are available;
- 6.2 To participate, together with the Convener and others as appropriate, in organising events such as the AGM, conferences, organisational awaydays;
- 6.3 To assist in recruiting new members to the Board, particularly co-opted members, and to provide induction for all new members;
- 6.4 To ensure that legal obligations related to the constitution and charitable status are carried out;
- 6.5 To consider, together with the Board, training and other support requirements of Board members.

# PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Experience and job related knowledge</b>	<p>An understanding of the circumstances giving rise to homelessness and social exclusion in Scotland, and the range of policy responses</p> <p>Experience in organisational leadership, including staff management</p> <p>Ability to prepare and present clear, concise written and verbal reports using information technology as appropriate</p> <p>Experience in financial management and fundraising.</p>	<p>Experience in public speaking and/or preaching</p> <p>Experience of volunteering and/or managing volunteers</p> <p>Experience of managing or working in a social enterprise</p> <p>Knowledge of the structures of one or more of the churches in membership of Scottish Churches Housing Action</p> <p>An existing network of contacts in relevant organisations.</p>
<b>Qualifications</b>	<p>All degree level qualifications will be considered.</p>	<p>Qualification in voluntary sector management or related discipline</p>
<b>Disposition</b>	<p>Enthusiasm for the work of SCHA, and the ability to convey this to others</p> <p>A commitment to the ecumenical approach to social action on which SCHA is based</p> <p>Can demonstrate a strategic approach.</p>	<p>Ability to relate to and communicate issues of faith, homelessness and social justice</p> <p>An imaginative and flexible approach to setting up projects and generating the funds on which they operate.</p>

## CONDITIONS

<b>Salary</b>	starts at £39,000 pa.
<b>Pension</b>	Scottish Churches Housing Action is a member of SHAPS, the Scottish Housing Associations Pension Scheme administered by TPT Retirement Solutions. We encourage all staff members to join this scheme.
<b>Base</b>	44 Hanover Street, Edinburgh EH2 2DR (1 <sup>st</sup> floor).
<b>Performance review</b>	The post-holder reports to the Vice-Convenor, serving on behalf of the Board. An annual review will be held, based on quarterly reporting to the Board.
<b>Hours of work</b>	35 hours per week. Some evening and weekend working is required. A flexible working policy is in place, including time in lieu arrangements.
<b>Annual leave</b>	25 days per year, plus 10 statutory holidays.

## APPLICATION PROCESS

Further information about the post can be had from the Vice-Convenor, Brian Graham on 07966 795569.

There is no application form. Applications should take the form of:

- ↳ a letter clearly and specifically outlining how the applicant's skills and experience relate to the requirements of the job description and person specification
- ↳ a CV, with two referees who have recent knowledge of the candidate, one of whom should be her/his current manager (or most recent if not currently employed).

The selection panel will have no other information on which to base their judgements.

References will not be taken up prior to interview.

Applications **must** arrive by 12 noon on **Monday 13 November**. You should either:

- ↳ post your application to Brian Graham at 44 Hanover Street, Edinburgh EH2 2DR, clearly marked on the outside 'JOB APPLICATION'
- ↳ or email it to [application@churches-housing.org](mailto:application@churches-housing.org).

Interviews will be held in Edinburgh on **Tuesday 28 November**: if you know you are not going to be available that day, please indicate this in your application – it will not prevent the panel considering you.

Applications which include suggestions for secondment or similar arrangement will be considered; however, this post is not appropriate for job-share.