**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| Job title: | Director - Charity Services  |
| Team name: | Directorate – Senior Management Team |
| Department Name: | Charity Services |
| Location: | Edinburgh |
| Geographical focus of role: | Scotland wide |
| Contractual status of role:  | Permanent – full time |
| Job title of line manager: | Chief Executive Officer |
| Remuneration package: | Salary £50,000 to £56,000 (dependent on experience)Group Personal Pension and Life Assurance27 days annual leave (plus 12 public holidays, 7 of which are fixed) |
| Job Titles and number of any direct reports:  | Fundraising Manager Telephony Manager Training Manager  |
| Job purpose: | Working closely with the Chief Executive Officer you will be instrumental in developing & delivering Age Scotland’s strategic objectives.To devise and deliver a fundraising strategy for Age Scotland which will achieve/exceed income generation targets and growth on an annual basis.To develop and grow our Training arm which includes Early Stage Dementia (ESD) training delivered by the ESD Team, and Health & Wellbeing Training delivered by our Allied Health Professionals.To lead the strategic development and growth of the Age Scotland Telephony Services.To develop and sustain external relationships with government, statutory, public, commercial and voluntary organisations |
| Main responsibilities: | * Lead staff in the high performing Charity Services Teams, ensuring that the right culture, skills, knowledge and experience are present to deliver the strategy and business plan of the Charity.
* Develop and implement a Fundraising strategy to secure the growth of new income generation and supporters.
* Develop and expand information and advice telephony services for older people, their families and carers.
* Develop and grow the Training offering.
* Work in partnership with current and prospective funding partners to secure substantial funding for the existing services and new service models.
* Operate effective relationships with Board members and representatives of partner organisations and UK staff.
* Play a key role in the development and maintenance of the Age UK Four Nations Partnership.
* Ensure delivery of high-performance management, appropriate people development, communications, adherence to HR policies and procedures.
* An effective member of the Senior Management Team
 |
| Experience: | * An experienced leader with the power to inspire, and a strong drive to transform the lives of older people, their families and carers across Scotland.
* Substantial Fundraising experience.
* A minimum of 3 years’ experience in a senior management position.
* Substantial senior operational and staff management experience.
* Ability to operate at a top senior level and carry authority at Board level.
* Confidently present papers and influence decision making.
* High-level experience of the voluntary sector with evidenced success of partnership working.
* Experience of media liaison and management including TV and radio appearances (desirable).
* Experience of liaising at a high level with Scottish and local govt., Parliamentary, civil service and public agencies (desirable)
* Experience of managing change successfully and developing strategy.
 |
| Knowledge: | * Knowledge of the voluntary sector.
* Knowledge of Scottish Parliamentary procedure (desirable)
* Knowledge of older people’s issues, group / organisation development issues (desirable).
* Knowledge of charitable governance, OSCR and relevant regulations and guidance.
 |
| Skills: | * Ability to demonstrate strong leadership, communications and inter-personal skills.
* Ability to work across various disciplines
* Develop teamwork within teams managed across the charity.
* Ability to work with team colleagues in a manner consistent with the values of the organisation and highest levels of empathy with the mission of the Charity.
* Flexible, adaptable and willingness to engage in self-development.
* A confident, strategic thinker and problem solver with the ability to analyse complex issues and offer a choice of solutions.
 |
| Qualifications: | By experienceMember of the Institute of Fundraising |
| Additional Requirements: | * The role requires occasional travel in Scotland and the wider-UK, involving possible overnight stays
* An understanding of and commitment to equal opportunities.
* Commitment to work alongside and support volunteers.
* Commitment to the aims and vision of Age Scotland and the ability to demonstrate those values in your work.
* Employees are expected to undertake any and all other reasonable and related tasks allocated by their Line Manager.
 |