A close-up of a kid smiling

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Charity Number SC042392



# **Chief Executive Officer Recruitment Pack**

**Hours** FT, worked flexibly

**Place of work** Home and Office based (Linlithgow, West Lothian)

**Salary** £40k+

**Duration** Permanent

**Leave** 28 days

**Pension** Employer’s contribution: 4%, employee’s contribution: 4%

# **Line Manager** EOS Chair

**About EOS** - Eczema Outreach Support was set up 10 years ago to support families with eczema and has been delivering a growing range of emotional and practical support activities, alongside working with clinical networks, research teams, schools and the private sector.

**Purpose of the Role**

The Chief Executive is responsible for the smooth running of the charity, provides leadership to staff and supports the board to fulfil its strategic and governance duties.

**Key Responsibilities**

**Strategic direction**

* Provide leadership and direction for the organisation and its staff in line with our vision
* Clearly articulate and communicate EOS’s vision, mission and values, both to staff and others
* Drive EOS’s strategy and business plan while establishing clear targets
* Ensure awareness of current and changing legislation e.g., GDPR, Safe guarding, etc.

**Supporting the board**

* Responsibility for working with and advising the Board of Trustees with regard to strategic developments, opportunities and challenges.
* Support the Board of Trustees to ensure that the organisation is in all aspects legally and financially compliant and operating to best practice.
* Advise and work with the Chair and Board of Trustees in developing its structures, and in formulating and reviewing policy.

**External Affairs**

* Promote and encourage multi-agency partnerships with third sector, statutory bodies and thecorporate sector in the funding and delivery of projects, following our code of ethics.
* Building and maintaining relationships with relevant health care professionals and academics across the UK and internationally
* Ensure effective participation in relevant national and international networks
* Media Spokesperson: represent the work of EOS in publicity and media opportunities, with quotes and interviews, ensuring a consistently good public image and reputation.

**Finances and Fundraising**

* Accountable for fundraising from a range of sources to deliver EOS’s agreed strategic objectives in the medium term and working towards an increased sustainability in the long term
* Responsibility for liaising with funders, writing applications and applying for grants from various trusts and foundations
* Responsibility for securing corporate partnership agreements
* Ensure grants are spent appropriately within aims of the charity, the grants’ terms and in accordance with OSCR regulations
* Report to funders in a timely and accurate way
* Overseeing budget management
* Overseeing all financial reporting ensuring it is accurate and done on a timely and regular basis, including the annual accounts/annual report

**People Management**

* Provide leadership, direction and motivation for staff and volunteers
* Oversee the recruitment, training and management of staff, with an emphasis on wellbeing, honesty and empowerment.
* Line management of the Senior Management Team, including the continuous improvement of SMT meetings and practices.

**Operations**

* Oversee the development and delivery of EOS’s services in line with the aims and objectives of the organisation
* Oversee all services to ensure they are delivered to a high standard and are monitored and evaluated to meet the needs of beneficiaries and funders’ requirements
* Identify areas of organisational development and take action
* Responsibility for identifying and managing risks within the organisation
* Ensure that the highest standards exist for good health and safety practices
* Manage the organisation with due regard to equal opportunities, safeguarding, the General Data Protection Regulations UK (GDPR), and the Data Protection Act

**Culture**

* Promote Diversity, Equality, Inclusion and human rights in all of the charity’s work and practices
* Sustain a staff culture where everyone is valued and equipped to do their job; where staff are empowered to take ownership of projects and where professional development is encouraged

**Other**

* Attend EOS events when required, which will include getting involved in children’s activities on the day and engaging with groups of children. A PVG check will be required.
* Any other duties that may arise within the job

**EOS Leadership**

**Staffing Structure**

**Person specifications**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Qualification and Personal Development** |  |  |
| A relevant professional or leadership qualification or equivalent knowledge gained through experience | X |  |
| Demonstrable commitment to CPD | x |  |
|  |  |  |
| **Leadership and Management** |  |  |
| Experience of operating effectively at a senior level in the Third Sector | x |  |
| Effective leadership and management skills | x |  |
| Ability to motivate and inspire others | x |  |
| Ability to respond to change effectively | x |  |
| Experience in monitoring and evaluation | x |  |
|  |  |  |
| **Finance and fundraising** |  |  |
| Experience in preparation, monitoring and management of budgets | x |  |
| Experience in writing successful funding applications | x |  |
| Experience in securing funding from the private sector |  | x |
| Experience in writing reports to funders | x |  |
|  |  |  |
| **Relationship Management** |  |  |
| Inclusive leadership style and ability to bring people with you | x |  |
| Ability to build and cultivate relationships with external partners, such as Health Care professionals, the private sector, academics, other third sector organisations | x |  |
|  |  |  |
| **Other** |  |  |
| Experience of representing an organisation in the media |  | x |
| Experience of working with a Board of Trustees | x |  |
| Understands the challenges created by chronic conditions, especially eczema |  | x |
| Demonstrable commitment to equal opportunity and inclusion | x |  |

**How to apply**

**What you should send -** There is no application form. Please provide:

1. A CV, explaining what your experience is. We are also interested in people’s life experience when it is relevant to the post, such as hobbies and roles you do on a voluntary basis.

2. A covering letter demonstrating:

* how you meet the person specifications

AND

* why you would like to work with us

3. The names and contact details of 2 people who will give you a reference. They should know you in roles that are relevant for this post. We will not contact anyone for a reference until after the interview stage.

**Where to send your application**

The closing date for applications is **27th August, midnight.**

You can send them by email (preferably) or by post:

* Email: **Recruitment@eos.org.uk**
* Post: EOS, Bryerton House, 129 High Street, Linlithgow, EH49 7EJ

**Interviews**

The 1st round of interviews will be held in Linlithgow or online depending on Covid restrictions and personal preference on Monday 6th September and Wednesday 8th September**.**

**More information about EOS**: [www.eos.org.uk](http://www.eos.org.uk)

**For an informal conversation about the post**, you can contact us by email in the first instance at Recruitment@eos.org.uk

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Description automatically generatedEczema Outreach Support’s strategy 2020-2024

Our vision is that Families with eczema in the UK flourish in a society where they can lead healthy and fulfilled lives.

We won't give up until every child and their family get the help they need throughout their eczema journey.

Our 3 Family Support Outcomes - By accessing our services, children with eczema and their families in the UK are more:

1. **Confident** – Children of eczema and their families have increased their confidence in their self-management and coping skills.
2. **Supported** – Children with eczema and their families feel more supported in regards to dealing with the condition and its impact on life, including at school and with their healthcare providers.
3. **Connected** – Children with eczema and their families feel more connected with others by having access to a community of peers.

Our 10 Wider Impact goals - To enhance our Family Support outcomes, we work in partnership with other sectors and organisations nationally and globally to make a wider positive impact on services (healthcare, education and voluntary) and society: