

## APPOINTMENT OF PART-TIME DIRECTOR, HAEMOPHILIA SCOTLAND INFORMATION FOR CANDIDATES

### A. Background to Haemophilia Scotland

We are a Scottish Charitable Incorporated Organisation registered with the Scottish Charity Regulator (OSCR) Charity No. SC044298. Membership of the organisation is open free of charge to all who are interested in supporting the objectives of Haemophilia Scotland relating to those with bleeding disorders and their families. A board of charity trustees of not more than 12 persons is responsible for the governance of the organisation and gives overall direction to its activities. Currently we have 7 trustees. Trustees are unpaid and most have direct or indirect experience of bleeding disorders. The Director is responsible to the Board for efficient and cost-effective management of the organisation under the general direction of the board. The Vice Chair of Trustees is line manager of the Director.

#### **Our constitution specifies our purposes as: -**

To further as a primary objective the health, education, wellbeing, and the social and economic welfare of all those in Scotland with a bleeding disorder and their families.

To further the health, education, and the social and economic welfare of the haemophilia and bleeding disorders community in Scotland and internationally. And in furtherance thereof:

#### **In this we aim**

To bring together individuals and organisations that share such interests.

Where possible, to cultivate reciprocal relations with organisations that have similar aims, relevant health, social welfare and educational objectives or which may otherwise support or benefit the Scottish Charitable Incorporated Organisation (SCIO).

#### **We are: -**

A promoter of the health and social wellbeing of those we seek to support and their families, we provide information in many forms to our members, including social media, direct contact, written literature and a Newsletter. Outside the constraints of the Covid-19 pandemic, we are proactive in organising events where our members can come together and share experiences.

We advocate on behalf of our members at local and national level. As an organisation we have been active in giving, and supporting our members to give, evidence to the UK-wide Infected Blood Inquiry and in influencing payments made under the Scottish Infected Blood Support Scheme. Important areas of work include

engagement with the Scottish Government Ministers and Officials. We are an active participant in the Scottish Inherited Bleeding Disorders Network.

We are a small charity with two staff; the Director and an Operations Manager who normally work from a small office in the Eric Liddell Centre, 15 Morningside Road, Edinburgh EH10 4DP. Their work is planned to be supported by part-time admin support either paid or voluntary. Our systems allow staff to operate flexibly from home or office.

Our annual turnover in the current financial year is estimated at £125,000 and we support approximately 400 members. Most of our funding is from grant aid which is applied for year on year. We aspire to a more stable financial situation and will look for our new Director to demonstrate sound fundraising capacity which will make our financial position more stable year on year.

Many of our community were infected by contaminated blood products in the 1980's and beyond. Many have died in consequence and their families devastated by the loss of loved ones; others have suffered long-term illness. A UK-wide Inquiry led by Sir Brian Langstaff on the Infected Blood disaster commenced in 2018 and continues to hear evidence. Haemophilia Scotland and its Chairman have been at the heart of this Inquiry and we continue to support members affected by this tragedy.

Looking forward there are many new treatment options becoming available to our members which will prompt issues of funding and equality of access. We see Haemophilia Scotland providing a significant influence in this area. Effective engagement and persuasive skills will be an essential requirement for the person we appoint.

## **B. Summary Employment Terms**

The advertised post of Director is planned to be part-time, 17.5 hours per week.

The working week will normally be over 5 days (Monday to Friday). Evening or weekend working may be required, for which time in lieu will be granted by agreement with the line manager. Flexible or compacted hours of work are a possibility.

Salary will be paid monthly in arrears on the 28<sup>th</sup> of each month. The salary for this post is £40,872, pro-rata half time £20,436.

You will be enrolled into our workplace pension scheme unless you decide to opt out.

We will discuss with the successful candidate the terms of the appointment i.e., whether fixed term or permanent.

Because of the contact with vulnerable individuals that the role entails, any appointment will be subject to membership of Disclosure Scotland Protection of Vulnerable Groups (PVG) scheme.

Any appointment is subject to the receipt of satisfactory references.

Approval must be sought before undertaking any paid or voluntary work, or full-time study. Permission will not be unreasonably withheld unless there is a potential conflict with Haemophilia Scotland's objectives or impact on an individual's ability to meet their contractual obligations.

All annual leave and public holidays will be pro-rata full-time hours. Full-time entitlement is 25 days per year, with 8 additional public/bank holidays.

### **C. Key areas of the role**

The key areas of work for the Director post are set out below. The job description and person specification are attached as Appendices A and B

#### **Leadership and Governance**

1. Leadership of the charity under the general direction of the trustee board, including implementation of the Strategic Plan, management of resources (staff, procedures, systems and assets).
2. Responsibility for good governance of the charity – complying with relevant legislation and internal processes, including compliance with the Office of the Scottish Charity Regulator (OSCR), the Charities and Trustee investment Scotland Act 2005.
3. Undertake the role of administrative secretary to the board of trustees and members meetings, ensuring that agenda, notices and minutes are issued in accordance with the constitution and follow up action is taken timeously.
4. Act always in the best interests of the board of trustees and members, notifying the board of trustees without delay of any issues which may impact on the reputation of the organisation.

#### **Strategy**

5. Keep under review the needs of members and put forward new opportunities in line with the overall aims of the charity. Keep our engagement with our members at the forefront of all we do.
6. To support the development of the strategic plan and its monitoring.
7. To keep plans and policies under review and make recommendations to the board of trustees for changes to these.

## **Engagement**

8. Work to enhance the charity's public profile and develop and maintain new/existing relationships and networks with government agencies, health and social care providers, pharmaceutical companies, corporate members, other charities (including other national organisations representing people with bleeding disorders), *the* private sector, users of our services and the public.
9. To represent the charity at external events.
10. Take an active involvement in representing the interests of our members with the Scottish Government and related agencies including the Inherited Bleeding Disorders Network and Risk Share, the Scottish Infected Blood Support Scheme, and the UK Infected Blood Inquiry.
11. Ensure that the voice of Haemophilia Scotland is heard as new treatment options become available and choices need to be taken on equality of access. Ensure that the implications of funding decisions are fully understood and explored by those taking these decisions.

## **Funding**

12. Demonstrate financial acumen in maintaining the financial health of the organisation; ensuring budgets of income and expenditure are prepared and approved by the board of trustees in April each year. Monitor income and expenditure throughout the year, ensure these are controlled within budget and a report is made on any variance to the board of trustees with recommendations for corrective action. Ensure that annual accounts and report are prepared.
13. Approval of expenditure within budget/limits set by the board of trustees.
14. Demonstrate innovative methods of fundraising to allow the charity to expand its sphere of activities. Manage the contribution external fundraisers bring to this role to maximise income to the organisation. Develop and implement a 2-3 year fundraising strategy within the first 6 months of appointment. Comply with all fundraising regulatory requirements and co-ordinate activities with Operations Manager.

## **Compliance**

15. Responsible person within Haemophilia Scotland for ensuring that procedures are in place to meet the organisation's responsibilities for

health and safety  
assessment of risk and its mitigation  
safeguarding of vulnerable persons  
criminal record checks via Disclosure Scotland  
data security compliance/precautions against loss

as they relate to members, employees, visitors, volunteers and those participating in events.

16. Other duties which are consistent with the overall objectives of the charity.

## D. Recruitment Process

The timescale for recruitment to this post is:

Advertise vacancy Friday, 29<sup>th</sup> October 2021

Opportunity to talk informally with  
Chair or Vice Chair of the trustees \* w/c 8<sup>th</sup> November 2021

\* Should you wish to take this opportunity please contact Alex Whitteker, Operations Manager on [alex@haemophilia.scot](mailto:alex@haemophilia.scot) or phone 07930 316 190. Alex will arrange a mutually convenient time to speak with the Chair (Bill) or Vice Chair (Gregor).

Closing date for applications Friday, 19<sup>th</sup> November 2021 at 12.00 noon

Candidates for interview invited by Monday, 29<sup>th</sup> November 2021

Interview date Thursday, 16<sup>th</sup> December 2021.

Notification of outcome by Monday, 20<sup>th</sup> December 2021

Applicants should submit their application via e-mail to [applications@haemophilia.scot](mailto:applications@haemophilia.scot) by the closing date/time. Late applications will not be accepted. ***Please do not submit a CV or additional documents with your application as these will not be considered.***

All communications about the recruitment process will be via e-mail to the e-mail address provided on the completed application form or to your mobile phone as recorded on your application form.

The interview will be conducted via Zoom.

The interview panel is planned to comprise the following trustees:

Bill Wright	Chair
Gregor McInnes	Vice Chair
Joanne Kirkham	Secretary
John Dearden	Treasurer

The format of the interview will comprise a 15-minute presentation (without slides) on a topic to be notified in advance of the interview date, followed by structured questions linked to the person specification. Please allow one hour for the interview process.

References may be sought following short-listing, unless a candidate asks that we defer taking up references until after the interview.

Any offer of employment will be conditional on receipt of satisfactory references and issue by Disclosure Scotland of Membership of the Protection of Vulnerable Groups (PVG) Scheme.

## **E. Further Background information**

[Haemophilia Scotland](#)

[Haemophilia Scotland Constitution](#)

[World Federation of Hemophilia](#)

[Scottish Bleeding Disorders Handbook \(SIBDN 2019\)](#)

[Office of the Scottish Charity Regulator website](#)

[Scottish Infected Blood Support Scheme](#)

[UK Infected Blood Inquiry](#)

26/10/2021 final

## Director, Haemophilia Scotland Job Description

### 1. JOB IDENTIFICATION

Job Title:	Director
Responsible to (insert job title):	Board of Trustees via Vice Chair of Trustees
Grade:	NHS Band 7
No of Job Holders:	1 x 0.5 WTE
Location:	Haemophilia Scotland Offices at 15 Morningside Road, Edinburgh EH10 4DP or home working.
Last Update (insert date):	11/10/2021

### 2. JOB PURPOSE

Leadership of the charity under the general direction of the trustee board, including implementation of the strategic plan and management of resources (staff, procedures, systems and assets).

Overall responsibility for the achievement of the aims of the charity as directed by the trustee board, ensuring that engagement with our members is at the forefront of all we do and in their best interests.

Advocacy for our members with Scottish Government, health and social care providers, corporate members, other charities (including other national organisations representing people with bleeding disorders), the private sector, users of our services and the public.

Maintain the financial viability of the charity and ensure that statutory obligations are met.

Ensure that effective systems are in place for management of the organisation.

### 3. ROLE OF THE ORGANISATION

Haemophilia Scotland is a Scottish Charitable Incorporated Organisation (SCIO) registered with the Office of the Scottish Charity Regulator (registration number SC044298). Our objectives are:

- To further as a primary objective the health, education, wellbeing, and the social and economic welfare of all those in Scotland with a bleeding disorder and their families.
- To further the health, education, and the social and economic welfare of the haemophilia and bleeding disorders community in Scotland and internationally, and in furtherance thereof:

- To bring together individuals and organisations that share such interests.
- Where possible, to cultivate reciprocal relations with organisations that have similar aims, relevant health, social welfare and educational objectives or which may otherwise support or benefit the Scottish Charitable Incorporated Organisation (SCIO)

#### **4. ORGANISATIONAL STRUCTURE**

The trustee board comprises up to 12 voluntary members elected by the membership or co-opted by the board.

Following the current postholder leaving to take up a promoted position with another charity we have reviewed our future structure and are moving forward to fill the following positions:

Director (part-time 0.5 WTE)

Operations Manager (full-time 1.0 WTE)

Accountant (contracted 0.1 WTE)

Administrative support (part-time up to 0.5 WTE)

We additionally encourage volunteers to support our work.

#### **5. SCOPE AND RANGE**

The postholder is the senior paid officer of the organisation and carries overall managerial responsibility for all activities.

We are a small charity which relies heavily from grant funding and donations made by our members and supporters. The postholder needs to ensure funding is received from a variety of sources to maintain the viability of the charity. Annual income varies, but normally lies between £120,000 and £150,000 per annum.

Reliance is placed on ensuring all governance requirements and legislative provisions as they apply to a charitable organisation are met.

A highly important part of the role is in developing relationships with decision makers and in lobbying for our members. This is important in terms of ensuring our members voices are heard in relation to the infected blood disaster (currently the subject of a public inquiry chaired by Sir Brian Langstaff), the compensation study (Chaired by Sir Robert Frances) and in representing our members as we enter a period when new treatment options will become a reality for many, but will be subject to difficult decisions on funding.

## 6. MAIN DUTIES AND RESPONSIBILITIES

### Leadership and Governance

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### Strategy

5. Keep under review the needs of members and put forward new opportunities in line with the overall aims of the charity. Keep our engagement with our members at the forefront of all we do.
6. To support the development of the strategic plan and its monitoring.
7. To keep plans and policies under review and make recommendations to the board of trustees for changes to these.

### Engagement

8. Work to enhance the charity's public profile and develop and maintain new/existing relationships and networks with government agencies, health and social care providers, pharmaceutical companies, corporate members, other charities (including other national organisations representing people with bleeding disorders), *the* private sector, users of our services and the public.
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## **Funding**

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## **Compliance**

15. Responsible person within Haemophilia Scotland for ensuring that procedures are in place to meet the organisation's responsibilities for
  - health and safety
  - assessment of risk and its mitigation
  - safeguarding of vulnerable persons
  - criminal record checks via Disclosure Scotland
  - data security compliance/precautions against lossas they relate to members, employees, visitors, volunteers and those participating in events.
16. Other duties which are consistent with the overall objectives of the charity.

## **7a. EQUIPMENT AND MACHINERY**

On a regular basis the post-holder may have cause to use:-

Standard office equipment, including laptop with Microsoft 365, and various applications including Mail Champ, Facebook, Adobe Acrobat, Zoom Pro, Insightly membership database and Wordpress content management system.

## **7b. SYSTEMS**

The postholder is responsible for the development and implementation of policies and procedures.

For the management of banking systems and authorised signatories

Monitoring expenditure and making regular report to the board of trustees.

Evaluation of events and activities.

## 8. DECISIONS AND JUDGEMENTS

The post holder will function with a high degree of autonomy, setting priorities across a wide range of work activities.

Make decisions and judgements on complex and contentious issues which may require an immediate response.

Exercise judgement in developing relations with a wide range of partner agencies and government departments.

Responds to emergency situations e.g., faced by members

## 9. COMMUNICATIONS AND RELATIONSHIPS

The post-holder will work with a wide range of individuals, most critical will be representatives of external agencies where it will be important to develop trust and mutual respect.

Communication will be predominately by telephone, Zoom, face to face or in writing. The postholder needs to be at ease in addressing large groups.

Development of the staff team will be an essential area for effective communication and development of good working relationships.

## 10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### Physical

- Use of keyboard/laptop for prolonged periods of time daily requiring concentration and accuracy.
- Travel will be required mainly within Edinburgh City but also other locations when required within the UK.
- Frequent use a mobile phone daily.
- Working remotely.

### Mental

- Use of negotiating skills on a regular basis in engaging with distressed members.
- Manage staff remotely.
- Concentration required when handling data and completion of important documentation.
- Frequent requirement for prolonged concentration during attendance at meetings.
- Analysis of statistical information and remedial action.
- Frequent interruptions to planned work during the working day.

### Emotional

- Emotional impact of dealing on a regular basis with distressed/aggressive clients/public and others

- Dealing with competing priorities.
- May be subject to verbal abuse.
- Postholder may be exposed to situations where staff are distressed.

**Environmental**

- Generally, within standard office environment/home but travel to other locations will be required.

**11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Working in a small team with many varied demands.
- Ensuring that all aspects of the role are fulfilled, whilst prioritising critical issues.
- Building relationships with senior officials of Scottish Government and other agencies.

**12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- Educated to degree level or equivalent practical experience in a community/business organisation, or public or voluntary sector
- Excellent written and verbal communication skills, interpersonal skills and planning and organisation skills.
- Experience of community engagement or working in a voluntary capacity.
- Experience of managing staff.
- Excellent leadership, teaching and negotiating skills with the ability to organise, motivate and develop staff.
- Ability to meet deadlines, work to varying timescales and deal with numerous concurrent tasks.
- Ability to work on own initiative, make decisions and operate as part of a team.
- Previous experience of working with organisational Policies/Procedures e.g., Human Resources, Payroll, Health & Safety and Incident Reporting
- An understanding of financial systems and proven experience in budget monitoring/management and data collection.

**13. JOB DESCRIPTION AGREEMENT**

**Job Holder's Signature**

**Date:**

**Supervisor's Signature**

**Date:**

<b>Quality</b>	<b>Weighting</b>	<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b></p> <p>Educated to degree level, or equivalent experience which demonstrates ability to operate at graduate level.</p>	10%		✓
<p><b>Experience</b></p> <p>Experience of working in the voluntary, third or public sector with management responsibilities over staff and resources. Show leadership and organisational qualities and ability to manage an organisation with limited resources.</p>	15%	✓	
<p><b>Financial Acumen</b></p> <p>Demonstrates ability to prepare, monitor and manage budgets in context of maintaining the financial viability of the charity in periods of financial constraint.</p>	10%	✓	
<p><b>Fundraising</b></p> <p>Natural ability as a fundraiser.</p>	20%	✓	
<p><b>Governance</b></p> <p>Understands and applies corporate governance and legislative requirements within an organisation.</p> <p>Knowledge of charity law and practice as it applies in Scotland.</p>	10% 5%	✓	✓
<p><b>Strategy/Policy</b></p> <p>Demonstrate ability to develop policy/strategy with stakeholders in the face of changing circumstances and to review achievement of objectives.</p>	10%	✓	

Quality	Weighting	Essential	Desirable
<b>Engagement/Influence</b>  Shows ability to enhance the public profile of Haemophilia Scotland and to develop and maintain new/existing alliances with Government, industry and health professionals. Politically astute.	20%	✓	
	100%		

20/10/2021