

**JOB DESCRIPTION**

**Job Title: Deputy Chief Executive Officer**

**Reports to: Chief Executive Officer**

**Location: 68 St John’s Road, Edinburgh. Currently hybrid working due to Covid.**

**Date of Issue: September 2021**

**PURPOSE OF POST**

* To support the Chief Executive in delivering high quality services for infants, children, young people, and their families.
* To oversee and develop aftercare and fostering services, ensuring the care provided is of a high standard and that the services are financially sustainable.
* To continually drive forward service and organisationally improvements.
* To oversee the finance and administration of the organisation.
* To delivery high quality strategic work, secure funding, manage contracts, develop strategic partnerships.
* To provide high quality administrative and strategic support to the Board.

**MAIN RESPONSIBILITIES**

1. To deliver high quality services that meet and exceed the expectations of funders, the Care Inspectorate, the National Care Standards, and the Independent Care Review.
2. Provide professional supervision and guidance to the Senior Service Manager and the Finance Manager, supporting and empowering teams to consistently deliver high quality work.
3. Implement appropriate systems to ensure all staff members benefit from high quality supervision and professional development.
4. Ensure that all services are person-centred, compassionate, rights respecting and committed to equalities.
5. Work with the Finance Manager to ensure effective systems are in place to monitor and safeguard all financial transactions. Oversee the tracking of budget management and report this to the Chief Executive and Board.
6. To prepare and implement high quality strategies that improve and develop services.
7. Relationship management with a wide range of providers, contractors, funders, and partner organisations.
8. To lead and deliver high quality tender submissions, funding applications, contract management and strategic partnership work.

**Other responsibilities:**

* Deputise and support the Chief Executive as required.
* Provide advice, training, and guidance on safeguarding issues, alongside the Safeguarding Officer.
* To develop and implement policies and procedures ensuring that are robust and reflect best practice.
* To oversee all aspects of HR systems ensuring they meet legal requirements, creating effective recruitment practices.
* To monitor and oversee the purchasing policy to ensure best value in all of the financial transactions of the Trust.
* Chair meetings, oversee working groups and provide high quality administrative management to the Board.
* Undertake an annual training needs analysis, including both organisational and individual training needs, develop a training programme based on this.
* To horizon scan within the sector, seeking out new opportunities to evolve and improve services.
* Ensure there is an accessible and effective complaints and feedback systems, and use this feedback to lead improvements. Undertake investigations of serious complaints and/or referring them to external scrutiny bodies and the Chief Executive as appropriate.
* Lead young people’s participation within the Trust, creating opportunities to gather their views and use this feedback to improve services.
* Work with the Chief Executive and Finance Manager and others to oversee fundraising on behalf of the Trust.
* Assess the current financial processes at the Trust, making recommendations for improvements where appropriate.
* Undertake any other reasonable duties delegated by the Chief Executive.