

Information for applicants for the position of Chief Executive Officer

Dear Candidate,

Thank you for your interest in our Chief Executive Officer vacancy.

We are a vibrant organisation providing a great service to those we support.

Having recently celebrated our 45th year, Lead Scotland has seen a lot of change since its founding in 1979. We have maintained our roots in a passion for ensuring continued post-school education opportunities for disabled people but have grown to match new demands and new environments. LEAD Scotland now provides SQA accredited Learning Services, a National Disabled Students Helpline, Befriending Services and is involved in Policy work at Government level.

However, we continue to seek opportunities to expand our remit to help more people in Scotland fulfil their life goals and are excited to be looking for a new CEO to help us achieve that.

This pack provides all the relevant information you need to consider and make your application, however, if you have any questions, please email me at recruitment@lead.org.uk.

We look forward to receiving your application.

Paul Smith
Chair, Lead Scotland

About Lead Scotland

Lead Scotland is a national charity supporting disabled people and carers by providing personalised learning, befriending, advice and information services. We have [learning projects](#) and [befriending projects](#) in Scotland and operate a [national helpline and information service](#). Our local services are community and home based, one to one or in small groups, so that people have the right support to learn and participate. We support people with ambitions of personal development, learning, volunteering and work. At a national level, we provide information and advice on the full range of post-school learning and training opportunities, as well as [influencing and informing policy](#).

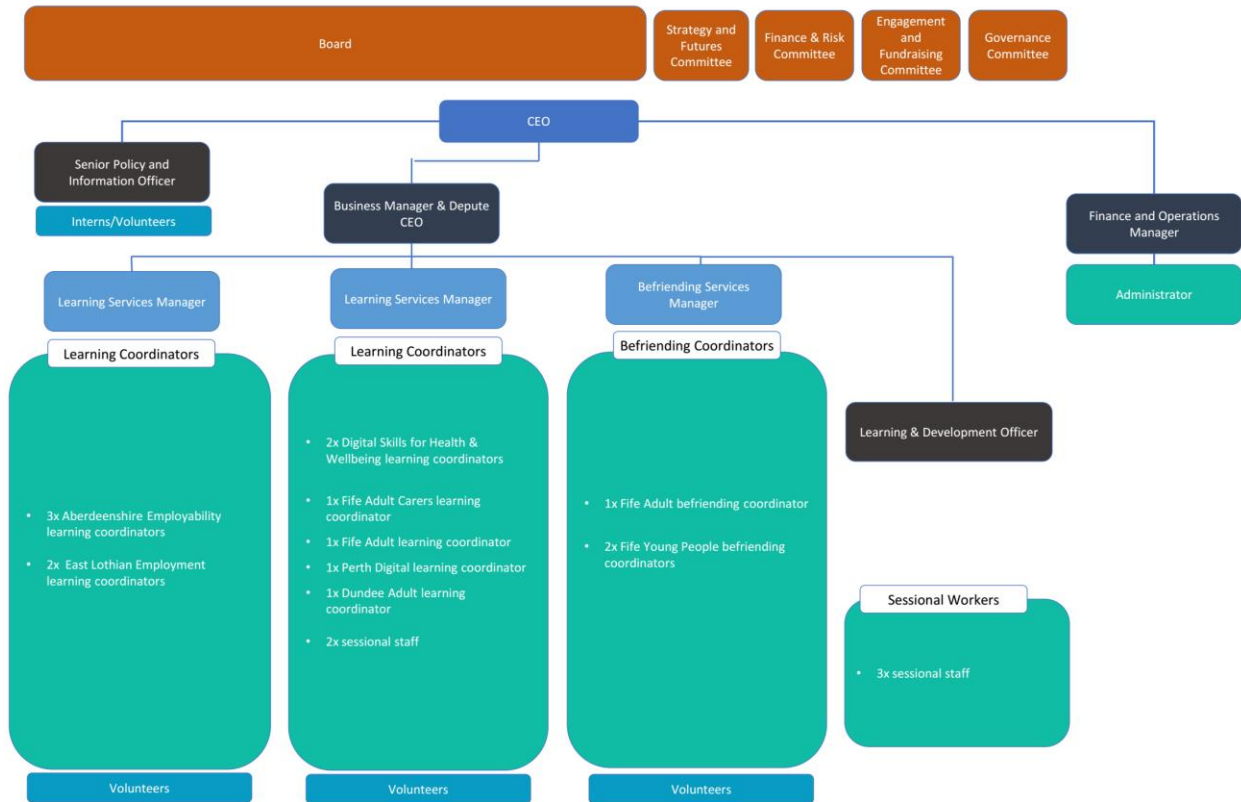
[Lead Scotland Audited Accounts 23-24](#)

[Annual Impact Report 2023 – 2024](#)

[Easy Read Annual Impact Report 2023 – 2024](#)

[2023-2026 Strategy](#)





Purpose of the Role

To deliver strong leadership and carry out the strategic vision of the Board.

To be responsible for all aspects of the management of the organisation; including staff, service users and stakeholders.

To enable Lead Scotland to build a strong reputation for providing impactful, high quality and best value services, which meet the evolving needs and demands of the people who use them.

To manage financial sustainability through successful programme delivery, fundraising and lead generation, resulting in the provision of high-quality outcomes, which align with our values and core mission.

About You

We are looking for an enthusiastic, dynamic and person-centered strategic leader who can:

Lead the development and implementation of our strategic goals, objectives and financial plans

Manage the charity effectively, ensuring that its financial security, asset management and risk appraisal is planned, maintained and enhanced

Deliver growth towards sustainability via programme delivery and fundraising, and actively create new opportunities for Lead

Ensure an effective internal infrastructure to deliver efficiently against goals, and provide transparent reporting to the Team and Board

Take overall responsibility for achieving, monitoring and reporting on performance against targets in all areas of the charity's activities

Develop a culture of continuous improvement throughout all aspects of the Charity's work.

Key Responsibilities

Securing and protecting the long-term future of the Charity, using advocacy and engagement from grassroots and community support to Central Government funding.

Overseeing achievable working business plans that deliver the desired goals and outcomes of the strategic vision.

Assessing any risks associated to projects and managing that with internal Teams.

Providing strong leadership and support to staff and volunteers, ensuring their activities are aligned to the successful delivery of the Charity's goals and providing relevant and timely professional development to equip them with the skills needed to succeed.

Maintain important relationships within local and central government, key supporters, funders, media and other key stakeholders to deliver successful outcomes.

Duties

Support the Board in defining or refreshing the Vision and Strategy ensuring it builds a sustainable future for the Charity.

Deliver a rolling 1-3 year business plan that will grow annual net income year-on-year and build and maintain a sufficient level of reserves to meet the Charity's ongoing needs.

Submit annual plans, budgets and key performance indicators for Board approval, as part of the annual budget setting and performance management process. This includes finance contracts, grants, aligning to services for learners.

Horizon scanning for the early detection and assessment of signals which represent potential risks, threats and opportunities.

Deliver regular reports on performance and progress to the Board and relevant committees to ensure all activities are evaluated for effectiveness and efficiency, to

maximise returns on investment whilst continuing to deliver a quality service to end users.

Ensure sound financial controls are in place and the provision of timely, insightful reports to the Board with clear analysis and recommendations. The CEO will review and introduce, as required, any improvements to financial reporting systems, processes or capabilities that will support the Charity's growth ambitions.

Ensure that the Charity and the Board continue to meet all legal and regulatory requirements placed on it. Awareness, implications and implementation of legislative changes relevant to Lead Scotland.

Build strong working relationships with the media, PR organisations and the sector to raise the profile and awareness of the Charity and to successfully promote campaigns, appeals, events, activities as required.

Additional Details

Hybrid working, with visits to Head Office in Edinburgh and site visits to Lead Scotland projects.

The post holder will be required to travel to meetings within Scotland and occasionally in the UK. Travel and subsistence will be reimbursed at Lead Scotland's current rates.

Person Specification

Quality	Essential	Desirable
Qualifications & Professional Memberships	Education to degree level or equivalent professional experience.	Evidence of educational and professional excellence and achievement including continuous professional development.
		Membership (Registered or Associate) of CLD Standards Council Scotland.
		Membership of relevant disability organisations.
Experience & Knowledge	Management and/or strategic leadership experience in the Third sector including having a strong professional network.	Understanding of disability issues.
	Experience of financial planning and management with the proven ability to grow an organisation, yet balance the ambitions and expenditure within a more challenging funding environment.	
	Evidence of a commitment to the promotion of equality, diversity and inclusion.	
	Knowledge and understanding of the National Performance Framework	

	Demonstrate effective delivery of organisational and operational change management.	
Communications & Influence	Confident and effective communication skills with a wide range of audiences; including volunteers, local authorities, media, external stakeholders and funders.	An understanding of how advocacy can change public perceptions and attitudes.
	Understanding of the challenges of fundraising in third sector	A strong commercial awareness, and track record of successful income generation and business development, particularly in Scotland.
	Able to identify, manage and mitigate risk.	
Other	Willingness to travel	
	Excellent digital skills	