



Braid House Day Centre Ltd.
Labrador Avenue, Howden
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Registered Charity
Scottish charity Number SCO12574



Job Description

Chief Executive Officer

Title of Post: Chief Executive Officer

Employer: Braid House Day Centre Ltd

Place of Work: Braid House, Labrador Avenue, Howden, Livingston EH54 6BU

Responsible to: Board of Directors through the Chair
(or nominated Board member)

Hours: Full-time 37.5 hours per week (negotiable)

Salary Scale: £30,756 - £35,229
(Salary will be commensurate with qualifications and experience).

Introduction

Braid House Day Centre is a leading day care provider for Livingston and surrounding areas in West Lothian. We aim to provide compassionate, individualised, supportive care services for older people living in Livingston and West Lothian delivering high standards for all especially older people with dementia, their carers and families.

Braid House Day Centre is a member of Optima, The Federation of Voluntary Day Support Services in West Lothian and with the other members of Optima have been in contract with West Lothian Health and Social Care Partnership (WLH&SCP) to provide Day Care Services for the last 3 years. A 1 year extension to this contract will commence on 1st April 2019 providing time to assess the full impact of the new Assessment Criteria and Charging System.

The Chief Executive Officer will manage the strategic operations of the organisation providing direction and leadership in the development and implementation of the organisation's vision, mission and strategic aims as agreed by the Board.

Aims and purpose of the post:

1. The Chief Executive will be responsible for providing leadership, developing and implementing Braid House's strategic and business plans, leading on partnership and business development and being an effective advocate for the business and its beneficiaries.
2. Develop and maintain effective strategic relationships with key stakeholders including third Sector, elected members and senior officials within council and health, all relevant organisations and external funders to raise awareness of service users and their needs.
3. To ensure that strong strategic and operational planning processes are in place to produce effective plans for approval by the Board, and that these are translated into comprehensive performance measures so that staff clearly understand their part in delivering results.
4. To secure major funding to achieve greater sustainability and expansion of services delivered by Braid House Day Centre.

Key Tasks/Job Activities

1. Strategic and public relationships
 - Ensure effective participation in Optima (The Federation of West Lothian Voluntary Day Support Services).
 - Facilitate links with the third and private sector and other organisations on matters affecting service users and their carers.
 - Promote service users issues through involvement in various strategic level groups.
 - Promote and encourage multi-agency working and partnerships with third sector, private and statutory bodies in the provision of services.
 - Ensure awareness of current and changing legislation as it impacts on the service and service users.
 - Take responsibility for ensuring a consistently good public image.
 - Liaise with the Board in relation to the development of the charity's strategic vision and be responsible for leading the implementation of it.
2. Strategic and operational planning
 - Responsibility for advising the Board with regard to strategic developments and opportunities. Produce plans and documents in accordance with the aims and objectives of the organisation.
 - Support the Board to ensure that the organisation is legally compliant and operating to best practice.
 - Consult and liaise with the Board with regard to key aspects relating to the organisation and prepare regular progress reports to present at monthly Board meetings.
 - Advise and co-operate with the Board in developing its structures, implementing its decisions and in formulating and reviewing policy.

3 Management responsibilities

- Overall responsibility for the management and development of Braid House day Centre in accordance with the aims and objectives of the organisation.
- Manage the delivery and development of the organisation's services.
- Ensure that services are delivered to a high standard and are monitored and evaluated to meet the needs of the service user and funder requirements.
- Responsibility to identify areas of improvement from a quality assurance perspective.
- Responsibility for identifying and managing risks within the organisation.
- Providing leadership, direction and motivation for all staff.
- Responsibility for ensuring that the recruitment, training and deployment of staff and volunteers is effectively managed and developed.
- Responsibility for ensuring the effective management and development of staff and volunteer supervision, support and appraisal.
- Responsible for reviewing and ensuring compliance of the day to day, monthly, quarterly and annual accounts.
- Responsibility for ensuring budget management, including control and authorisation of all expenditure and monies pertaining to projects managed by Braid House Day Centre.
- Responsibility for ensuring that all financial and non-financial reporting requirements are met on a timely and regular basis.
- Ensure that the highest standards exist for good health and safety practices within Braid House Day Centre.
- To carry out the duties of the post with due regard to equal opportunities, the General Data Protection Regulations (GDPR), the Data Protection Act and the Freedom of Information Act.

4 Funding

- To keep the Board informed of new initiatives and explore and initiate new and innovative projects.
- To prepare and implement the organisation's funding strategy and identify a range of funding sources.
- Responsibility for making major funding applications to a range of available funding sources, and responsible for the management and budgets of new projects.
- Liaise with and provide reports to funders as required.

Work Complexity and Creativity

- The CEO will develop an innovative and imaginative approach to the changing needs and challenges that will arise from the ongoing development of Braid House Day Centre and its services, and the changing priorities.

Other

- Braid House Day Centre reserves the right to vary or amend the duties and responsibilities of the post at any time according to the needs of the organisation's business.