



Chief Executive Recruitment Pack



Tacking vision loss together





Thank you for your interest in the opportunity to lead Sight Scotland and Sight Scotland Veterans. The re-branding of our two charities in October

2020 marked the start of an exciting new chapter in our proud history of service and support to those people and their families who are impacted by sight loss.

We are fortunate at Sight Scotland and Sight Scotland Veterans to have a fantastic team and the resources required to make a real difference to people's lives. Our Board is looking forward to working with the new Chief Executive to deliver real value to those people who are most in need of our services.

I hope that you will consider joining us to grow our reach and help achieve our ambition that no one in Scotland should suffer loneliness, fear and exclusion due to sight loss.

I wish you well in your application.

Michael Craig
Chair
Sight Scotland / Sight Scotland Veterans

About us

Sight Scotland and Sight Scotland Veterans are sister charities. Our mission is to reach everyone in Scotland with sight loss – where and when they need us. We are determined that no one should face sight loss alone.

Sight Scotland is one of Scotland's oldest charities and has been dedicated to meeting the challenges of visual impairment for over two centuries. Sight Scotland Veterans was established in the First World War. The charities are governed by the same Board and share a Chief Executive, senior management roles and head office functions. Each charity has its own Director of Services who leads the operations, as well as having separate finances. Sight Scotland proactively fundraises to support

services, whereas at the moment Sight Scotland Veterans does not, with services being funded by legacies and investments.

In addition to running services, the charities support visually impaired people through advocacy and campaigning, making sure that the voices of those with sight loss and their families and carers are heard at the highest level. We aim to strengthen our focus on research and development through medical research, social research, impact evaluation and through new forms of technology and innovative models of support.

The charities changed their names from Royal Blind and Scottish War Blinded in October 2020.

Sight Scotland

Our services range from providing specialist education to visually impaired pupils both at the Royal Blind School and in mainstream schools, to residential care and document transcription to enable visually impaired people to access vital documents such as bank statements. In early 2021 we launched a new community based service that combines charity funded emotional and practical support with local authority contracts for rehabilitation and mobility.

Sight Scotland Veterans

Sight Scotland Veterans offers information, guidance and support whether at home, in the community or at our activity centres. We are here to help veterans, and their families and friends, to connect, be independent and live well. The vast majority of veterans that we support lost their sight after their time in service due to old age and conditions like glaucoma and macular degeneration, although we also have a small number of veterans who lost their sight during active service.



Our values

Our joint Sight Scotland and Sight Scotland Veterans values are our moral compass. That is why we have refreshed them, so that they truly reflect who we are from the inside out; what we stand for. By living and breathing our values every single day we will successfully deliver our strategies and our ambitions of reaching many more people and communities who need our support. Our three values; Transform, Unite and Thrive, are closely entwined with our identity because they reflect what we do, how we do it and why we do it respectively.

Transform

We transform outcomes for people with sight loss

We embrace change and constantly look for ways to improve

Unite

We connect with partners and communities to support more people

We work across the organisation to maximise our impact

Thrive

We care about those we work with and want them to flourish

We do vital work and we want to thrive too!

Our ways of working



The opportunity

Reporting to the Board of Sight Scotland and Sight Scotland Veterans, the Chief Executive will be responsible for the leadership and management of the operational and financial affairs of the charities. Working in partnership with the Board and with the support of the Executive Team, the Chief Executive will develop, promote and facilitate the strategies and policies to ensure the organisation¹ delivers against our mission to reach everyone in Scotland with sight loss, where and when needed.



¹ The term “the organisation” refers to both Sight Scotland and our sister charity Sight Scotland Veterans.

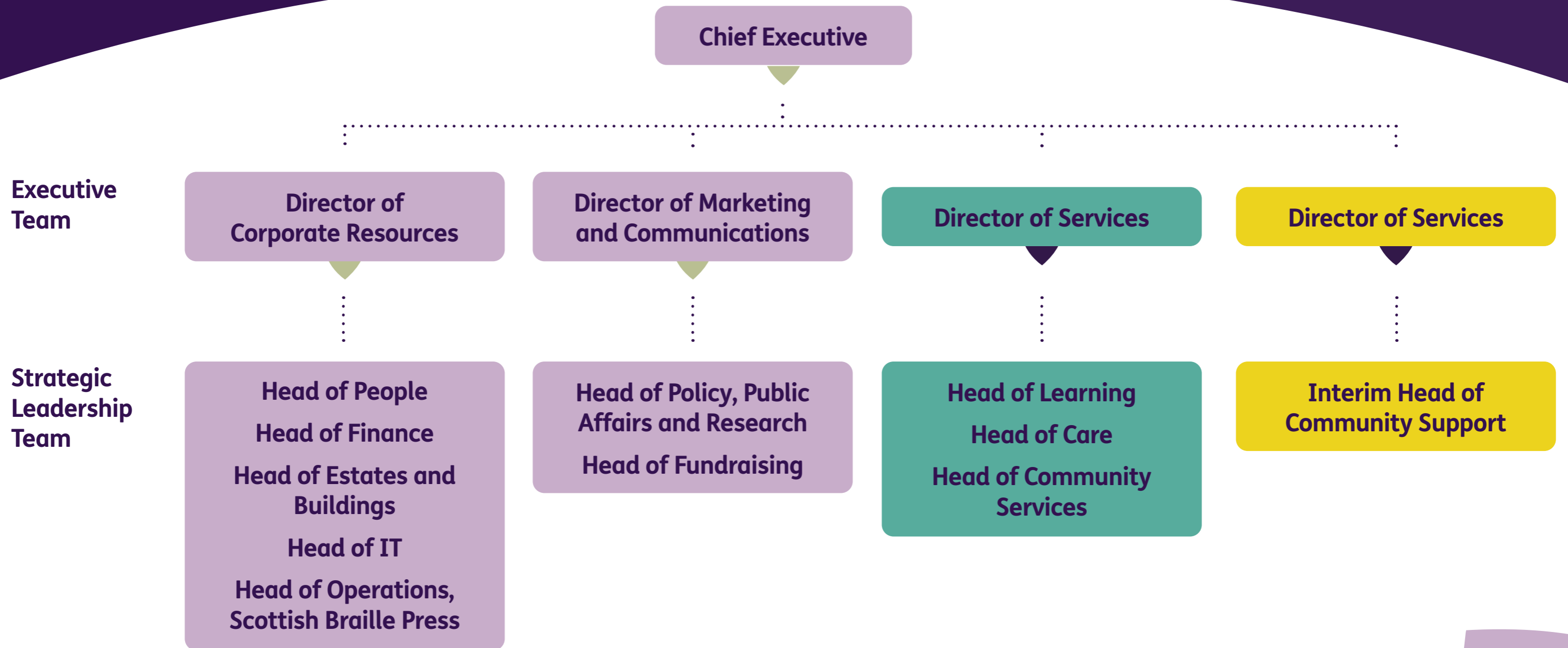
Key priorities

- Improve, grow and diversify the organisation’s service provision, extending both the reach and impact across Scotland to directly support those people who both benefit from and use our services
- Work with the Strategic Leadership Team to deliver a cohesive, ambitious and fit for purpose People strategy that will directly support the organisation’s employer / volunteer destination of choice ambitions
- Ensure the continued financial sustainability of the organisation. Identify opportunities to diversify income streams aligned to the core mission and ensure future investment decisions are underpinned by robust business cases and focused impact
- Build networks and develop and maintain strategic partnerships that will ensure the organisation continues to provide care and support that empowers people affected by sight loss in Scotland
- Ensure the organisation continues to play a leading role in shaping policy and delivering positive change to ensure Scotland is a fairer society for people with sight loss
- Ensure effective governance, accountability & assurance including the ongoing maintenance of an effective outcomes and impact framework
- Leading by example, ensure the organisation at all levels maintains our strong culture of openness, collaboration and inclusion with the core values of Transform, Unite and Thrive being consistently demonstrated through actions, behaviours and attitudes



Our Structure

- Sight Scotland
- Sight Scotland Veterans
- Both charities



Duties and responsibilities

- Provide leadership, support and development opportunities to colleagues and ensure that the Executive Team and colleagues work co-operatively and effectively towards meeting the organisation's core mission and key strategic priorities
- Deploy resources efficiently and effectively to meet agreed objectives and strategic plans
- Lead by example, adopting a style which inspires, empowers and develops colleagues to fulfil their potential and deliver high levels of performance
- Monitor the performance of the organisation ensuring policy implementation and review, taking a lead role in strategic planning, and overseeing the organisation's progress towards achieving its aims and objectives
- Ensure that a financial strategy and appropriate financial controls, systems and procedures are in place to enable the organisation's financial performance to be effectively measured and managed, reporting regularly to the Board and taking appropriate action as required
- Ensure effective systems of robust governance and risk management are in place and regularly reviewed, reporting as required to the Audit Committee and the Board
- Provide professional advice to the Board and its Committees in all aspects of charity governance, including short and long term strategic planning for the ongoing fulfilment of the organisation's charitable objectives and financial welfare, as well as relevant environmental, social and governance considerations.
- Build effective relationships with policy makers, interest groups and current / potential partners ensuring the organisation is responsive to the external environment and its service users' needs and requirements
- Represent the organisation in ways that enhance our reputation, effectively representing our work and views to Government, voluntary organisations and the media
- As a key ambassador, promote and enhance the positive profile of the organisation, ensuring recognition of its impact associated with supporting and empowering people affected by sight loss in Scotland



- Maintain and develop effective professional networks that will further the interests of the organisation so that we are viewed as a pioneering leader within the sight loss sector and an influential and reliable partner
- Promote collaboration within and out with the organisation and develop strategic alliances to create positive changes and ensure everyone with sight loss has the opportunity to lead a great life
- Lead and implement the organisation's policies on equality, inclusion and diversity
- As Company Secretary, ensure that the Board and its Committees are fully informed, operate effectively and that relevant information is provided to all Board members, including information relating to developments in sight loss / visual impairment

Preferred candidate background

An approachable, innovative, solutions focused and visionary leader, you will have proven experience at senior management / executive level, including ideally some within a voluntary sector context. As an accomplished communicator, you will have instant credibility when engaging with both internal and external stakeholders, coupled with the ability to work with a diverse range of stakeholders, creating alliances and encouraging increased collaboration.

Skills and experience

- A proven track record of strategic leadership coupled with experience of managing, motivating, and developing staff and volunteers with a focus on a strong and positive team culture
- Direct experience of effectively managing resources and budgets, as well as experience of delivering long term financial sustainability and value for money
- Experience of leading both strategic and operational planning processes
- Strong stakeholder management experience coupled with a proven track record in building and maintaining a wide range of collaborative relationships and partnerships
- Experience of dealing with a range of complex issues in both a political and demanding stakeholder environment
- Strong political acuity coupled with knowledge of, or the ability to quickly gain an understanding of, the regulatory and wider policy landscape in relation to sight loss in Scotland
- Relevant experience of delivering significant change programmes, resulting in tangible benefits and outcomes

- Demonstrable awareness of the opportunities that emerging digital technology can bring in delivering operational efficiencies and transforming service user engagement
- A high level of interpersonal, communication (verbal and written) and influencing skills

Personal attributes

- A proactive, charismatic and inspirational leader who brings an inclusive and flexible approach, inspires excellence and delivers high performance
- A highly skilled negotiator with a record of achieving successful outcomes and building excellent relationships and partnerships with a wide range of stakeholders
- Strong ambassadorial and presentation skills with the ability to express views convincingly and coherently using a variety of media
- A strong commitment to best practice coupled with a drive for continual improvement
- The ability to operate effectively and rationally in a highly politicised environment
- Intellectual flexibility to move easily between significant detail and the bigger picture
- Willingness to listen and take opinions of internal and external stakeholders into account
- Exercises good judgement, confident in own knowledge, able to give advice to others and be accountable for that advice
- High levels of personal and professional integrity
- Significant personal drive and resilience
- Commitment to Sight Scotland mission and its values of Transform, Unite and Thrive
- An understanding of and/or empathy for visual impairment is desirable

Benefits

Salary:	£96,920 - £107,690
Pension:	Defined contribution scheme. Employer will contribute double the employee contribution up to 12%.
Holidays:	37 Days inclusive of public holidays

How to apply

The recruitment process is being handled by our retained advisors, Livingston James. Douglas Adam at Livingston James will conduct first stage interviews prior to discussing candidates with members of the appointments panel at the shortlist meeting.

Interested candidates should provide a tailored CV and covering letter to Douglas Adam at douglasadam@livingstonjames.com

Recruitment timetable

Shortlist meeting (Livingston James & Sight Scotland):	Thursday 23 September
Panel Interview:	Wednesday 29 September
Final Stage:	Wednesday 6 October

Equal opportunities and diversity

It is the policy of Sight Scotland and Sight Scotland Veterans to provide an equal opportunity for all applicants for employment as well as for all employees. This policy of equal opportunity applies regardless of a person's gender, marital or civil partner status, pregnancy or maternity, sexual orientation, gender reassignment, race (which includes colour, nationality and ethnic or national origins), religion or belief, age, disability or any other distinction.

The organisation is committed to the development and use of employment procedures and practices that do not discriminate and will provide genuine equality of opportunity for all employees.



Diversity confident employer

The organisation is an accredited Disability Confident Employer in recognition of its commitment to a positive and pro-active approach to employing and retaining people who have a disability. The accreditation means that if you have a disability the organisation will guarantee to interview you if you meet all the essential criteria for the post, as defined in the recruitment pack.

Please inform Livingston James if you have a disability and wish to claim an interview under this scheme, and if any adjustments or support are required for interview, or whether any adjustments or adaptations may help you overcome operational difficulties presented by the job.