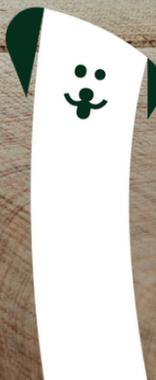




LOVE WITHOUT LIMITS



Edinburgh

**Dog
&
Cat**

Home

Head of Corporate Services

Full Time, Permanent Role

Application Pack





WHO WE ARE

Here at Edinburgh Dog and Cat Home, we strive to make sure that every pet has the loving home it deserves, and we get our claws into our cause.

OUR MISSION

When a pet is part of the family and already has a loving home, we want to keep them there whenever possible. But sometimes, caring for dogs and cats means coming to the Home and finding a new loving family is best for them.

We're here to help pet owners, for when circumstances have changed through our Pet Foodbanks, by offering training or through raising awareness of issues for pets to deliver lasting change. Our priority is to help keep families together and be there when people and animals are in need.

We're a small but dedicated team united by our unconditional love of animals and our dedication towards their care, whatever it takes!



ROLE DESCRIPTION

Purpose of the Role

The Head of Corporate Services will support the CEO in setting the strategic direction and delivering strategic objectives as well as the day-to-day running, governance and performance of the organisation.

Responsible for leading on plans our finance, people, facilities and information management functions as well as the food bank service. You will drive growth and long-term sustainability for the Home through change management, transformation and partnership working.

KEY RESPONSIBILITIES



STRATEGIC FUNCTIONS

- Provide vision, leadership and accountability for finance, people, estate and IT management furthering the Home's strategic and operational objectives.
- Oversee development of the annual plan and associated budget and delivery plans focused on outcomes. Prepare insights and actionable data in year to inform future plans and further the Home's impact.
- Champion running a loving Home by overseeing the delivery of the people strategy, volunteering initiatives and implementing policies and practices which ensure the Home recruits develops and retains a workforce with the expertise and experience to advance our mission and plans.
- Set strategic standards and expectations for all key responsibilities including Finance, People, Facilities and Maintenance, Health and Safety, IT, information governance and Business Administration. Provide assurance on risk and compliance for key responsibilities.

KEY RESPONSIBILITIES



PARTNERSHIP DEVELOPMENT AND COLLABORATION

- Lead on strategic implementation of the Home's food bank operation, advancing partnerships and relationships to tackle pet poverty and identifying opportunities which are preventative to support pet owners.
- Lead on engagement with local authorities and other key stakeholders to further the Home's partnerships and contracts for services aligned with our mission and values.
- Oversee and lead on the Home's property portfolio and facilities including the development of capital and maintenance plans alongside external engagement to ensure the Home has suitable long-term accommodation.
- Oversee support to the wider organisation, provide high levels of customer care and furthering a culture of openness and inclusion.

KEY RESPONSIBILITIES



CHANGE MANAGEMENT AND TRANSFORMATION

- Champion continuous improvement and innovation by devising and leading on organisation-wide transformation projects and initiatives which deliver sustainable change.
- Embed culture change reflected in behaviours and values which support improved ways of working, drive efficiencies and service excellence.
- Oversee sound project management and implementation practice to ensure effective planning and execution to deliver results, on budget and on time.

KEY RESPONSIBILITIES



GOVERNANCE AND ADMINISTRATION

- Support the CEO with maintaining governance standards and board engagement for the effective running of trustee meetings.
- Ensure effective governance and compliance for key responsibilities including fulfilling policy/practice development and external reporting requirements.
- Troubleshoot areas of risk or concern, embedding a culture of openness, living our values and learning to support continuous improvement.
- Lead on development of management information and regular dashboard reports to support strategic, operational and tactical decision making.
- Keep up to date with priorities for animal welfare and charity governance trends, including the wider context for Scottish charities to ensure the Home's activities are aligned with our mission and compliance requirements.

PERSON SPECIFICATION



	ESSENTIAL	DESIRABLE
EDUCATION	Degree level or equivalent.	Finance, management or project management qualification.
EXPERIENCE	<p>Highly credible and dynamic leader with a strong understanding of charity management and governance.</p> <p>Experience of overseeing growth and development, identifying opportunities and preparing clear business cases.</p> <p>Ability to digest complex information and data, communicating this to a range of audiences in a clear and unambiguous way.</p>	Experience of evaluation methods.
SKILLS & KNOWLEDGE	<p>Demonstrable understanding of charity funding and financial strategy.</p> <p>Strong communicator who can build effective relationships and inspire and motivate colleagues.</p> <p>Track record of delivering results and continuous improvement.</p> <p>IT skills including extensive use of Microsoft Office and 365.</p>	<p>Using project management systems.</p> <p>Knowledge of workforce development and creating opportunities for volunteering and employability.</p>

PERSON SPECIFICATION



	ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES	<p>Values-led and focused on positive working relationships and partnerships which furthers the Home's mission.</p> <p>Resilient and able to take a high level of personal responsibility, making decisions independently and appropriately.</p> <p>Analytical, creative and lateral thinker.</p> <p>Calm, solution-orientated and able to plan ahead.</p> <p>Diplomatic, confident, outgoing, approachable and positive.</p>	
OTHER REQUIREMENTS	<p>Interest in the welfare of dogs and cats.</p>	

Role: Head of Corporate Services

Reporting to: Chief Executive Officer

Location: Hybrid- in person meetings and events

Starting Salary: £45,000 – £49,000 pa

35 hours per week (including some out-of-hours and weekends). Flexible working options available.

Staff Benefits:

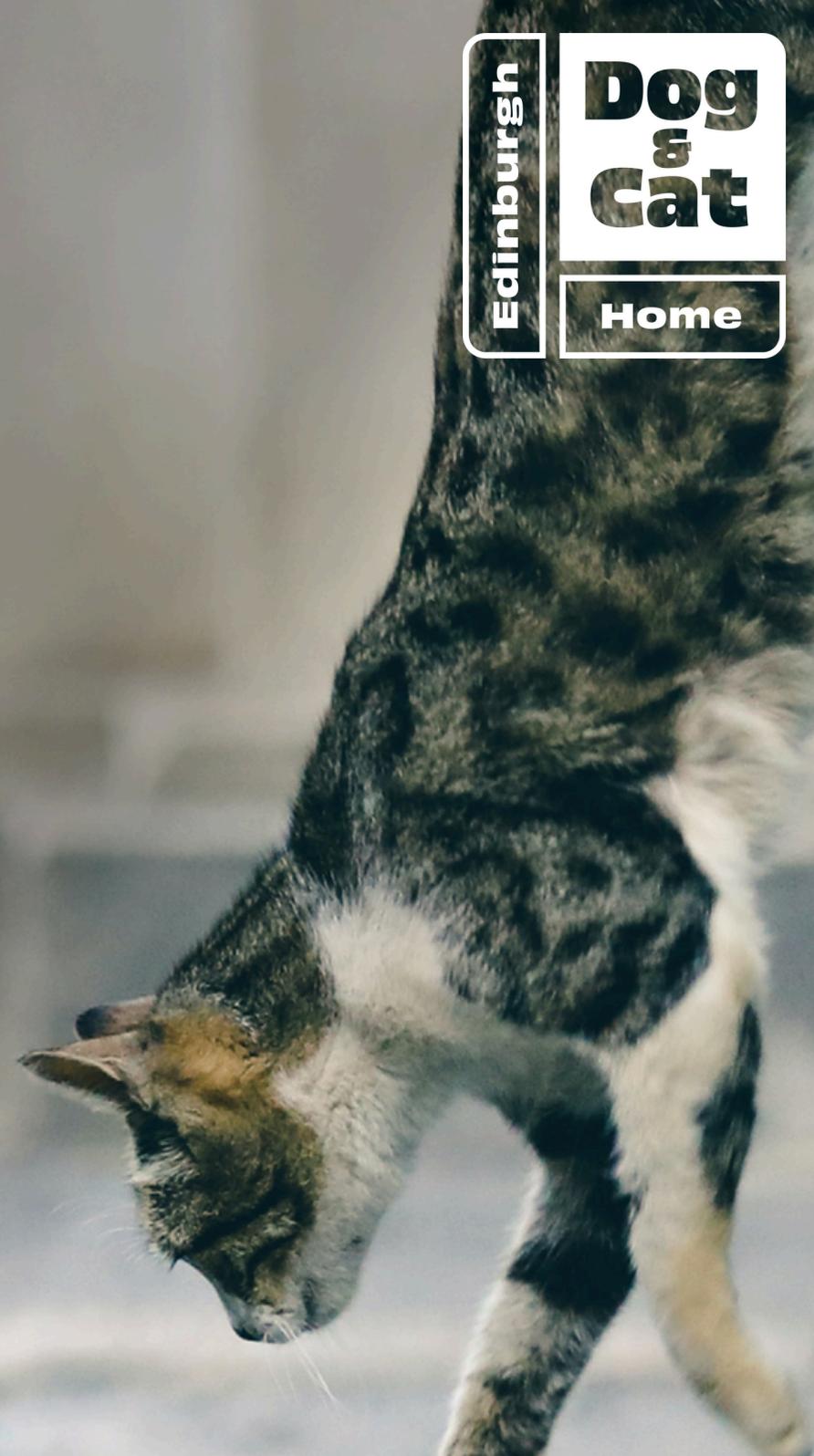
- Enhanced holiday + bank holidays, increasing with length of service
- Generous pension scheme
- Life Insurance
- Enhanced parental leave
- Employee Assistant Programme
- Staff wellbeing programme
- Winter flu vaccinations
- Uniform allowance
- Social team events
- Discounted pet insurance
- Charity worker discounts

+Many more

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HOW TO APPLY

Submit your CV and a covering letter to recruitment@edch.org.uk by Monday 9th March

Interviews will likely be held the week beginning Monday 23rd March