



The Church of Scotland

Appointment of

CHIEF OFFICER

of the Charity Trustees of the Church of Scotland

Closing date - 12 noon on Friday, 26 July 2019



About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.



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Context of the Role

In May 2019 the General Assembly approved a report from a Special Commission which recommended major changes to the governance and structures of the Church to ensure they are lean and fit for purpose to lead reform at a time when great change is needed. This included the institution of the role of Chief Officer to ensure effective management of staff and resources.

The General Assembly instructed the Assembly Trustees to begin reducing the administrative costs within the central organisation of the Church by 20%-30%, if possible within one to two years. It also approved a three-year Radical Action Plan for the period 2019-2022 to achieve immediate change within the Church. The plan identified actions of reform to move the Church forward and modernise, the most significant of which was a proposal to establish a Growth Fund of £20million to £25million for the period 2020-2027.

Now these decisions have to be implemented wisely, courageously and compassionately. The changes will affect the church at every level and involve both significant structural change and an equipping of the local church for mission. The work of the Chief Officer, alongside the Assembly Trustees, is to implement the changes that have been approved. We are therefore seeking an individual with experience of leading through change, someone who is tenacious and resilient, with exemplary personal judgement, initiative and collaborative skills.



Role description

Title of Post: Chief Officer of the Charity Trustees of the Church of Scotland (the Unincorporated Entities), Scottish Charity No SC011353 (“the Assembly Trustees”)

Responsible to: The Convener of the Assembly Trustees

Purpose of Post: To provide executive leadership to the work of the Assembly Trustees. With overall executive responsibility for Central Services Committee (CSC) employees and budgets, the post-holder will be accountable to the Trustees for the effective and efficient organisational implementation of vision, strategy and policy as determined by the Trustees and the General Assembly.

At all times, to uphold the vision of the Church of Scotland to be a church which seeks to inspire the people of Scotland and beyond with the Good News of Jesus Christ through enthusiastic worshipping, witnessing, nurturing and serving communities.

Leadership

- Role model and lead a positive culture to ensure an open and healthy working environment which maximises the contributions of all staff;
- Lead the day to day operation and management of staff employed within the Unincorporated Entities with direct line management responsibility for members of senior staff (excluding officials of the General Assembly), ensuring the provision of authentic, consistent and confident leadership;
- Maintain absolute integrity and professionalism, respecting the confidentiality of issues considered by the Trustees;
- Facilitate and enhance a culture of collaboration and joint working amongst the Councils, Committees and other bodies of the Charity;
- Ensure that the staffing structure is fit for purpose and that appropriate delegations of financial and operational accountability are in place and working effectively;
- Ensure good relations, partnerships and collaborations within the Charity, with members, with community organisations, stakeholder bodies, the media and other bodies as appropriate;
- Develop, promote and encourage high standards of management expertise, building capacity and delivering measurable improvements in performance.



Policy and Strategy

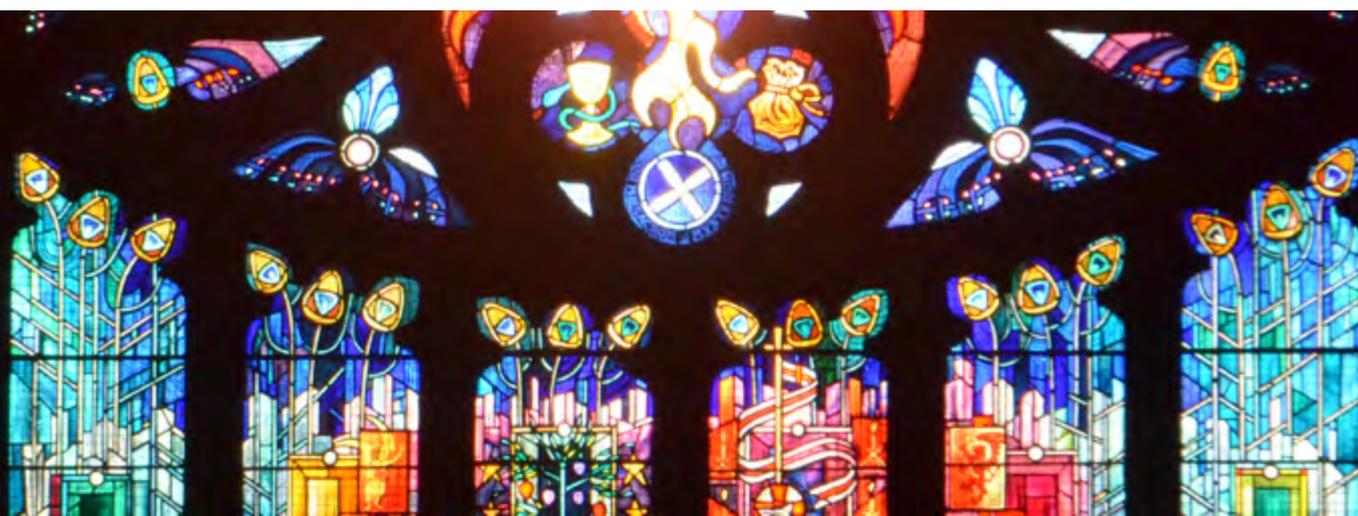
- Engage with the life of the Church in new and creative ways and in particular be responsible for the co-ordination of the effective implementation of the Radical Action Plan and the recommendations of the Special Commission on Structural Reform (so far as relating to the work of the Assembly Trustees) approved by the General Assembly 2019
- Lead the implementation of the Trustees' strategic and operational plans to deliver change, implement strategy and deliver financial sustainability, ensuring that consultation and communication is effective and inclusive at all stages;
- Support and advise the Convener and Trustees in the setting of vision, strategy and policy, making a significant contribution to planning and policy making and ensuring that implementation of agreed plans is efficient and effective;
- Work in partnership with others to foster good relationships between the Central Administration, Presbyteries and local Congregations, ensuring that all relevant stakeholder needs and interests are represented, values are upheld and connections strengthened.

Organisational Compliance and Governance

- Work with the Convener to ensure the Trustees receive appropriate advice and information on all relevant matters and enable them to fulfil their governance, fiduciary, risk management and safeguarding responsibilities;
- Ensure the highest standards of best practice in terms of the governance expected of a Charity registered in Scotland, maintaining full compliance in all respects.

Administrative Functions, Finance and Resources

- Manage the practical, day-to-day work of the Office of the Assembly Trustees and ensure the effective and appropriate delegation of tasks;
- Ensure that an adequate risk management strategy is maintained and implemented;
- Work closely with the General Treasurer and the CEO of CrossReach, the Church's Social Care Council, to ensure the financial viability of the Unincorporated Entities of the Church of Scotland and to maximise operational efficiency;
- Work closely with the General Treasurer to assist the agencies of the General Assembly in their preparation for, discussion with and obtaining approval from the Trustees for their annual budgets and budget proposals for later years, ensuring proper monitoring of expenditure against budget in all work;
- Develop and propose new ideas and plans in relation to the future deployment of the human, financial and invested resources of the Charity.



Person Specification

We are looking for an exceptional candidate who is able to demonstrate the following skills, experience and personal attributes at a level that would enable them to flourish in this role.

Personal Leadership

We are seeking an individual with experience of leading transformational change, whose style of leadership is open, visible and highly credible. This demands excellent interpersonal skills and the ability to engage, build and sustain successful relationships. You will have strong intellect, bringing a pragmatic approach to decision making.

Professional Excellence, Experience

Educated to degree level/equivalent professional qualification, it is desirable that you hold a postgraduate level management qualification.

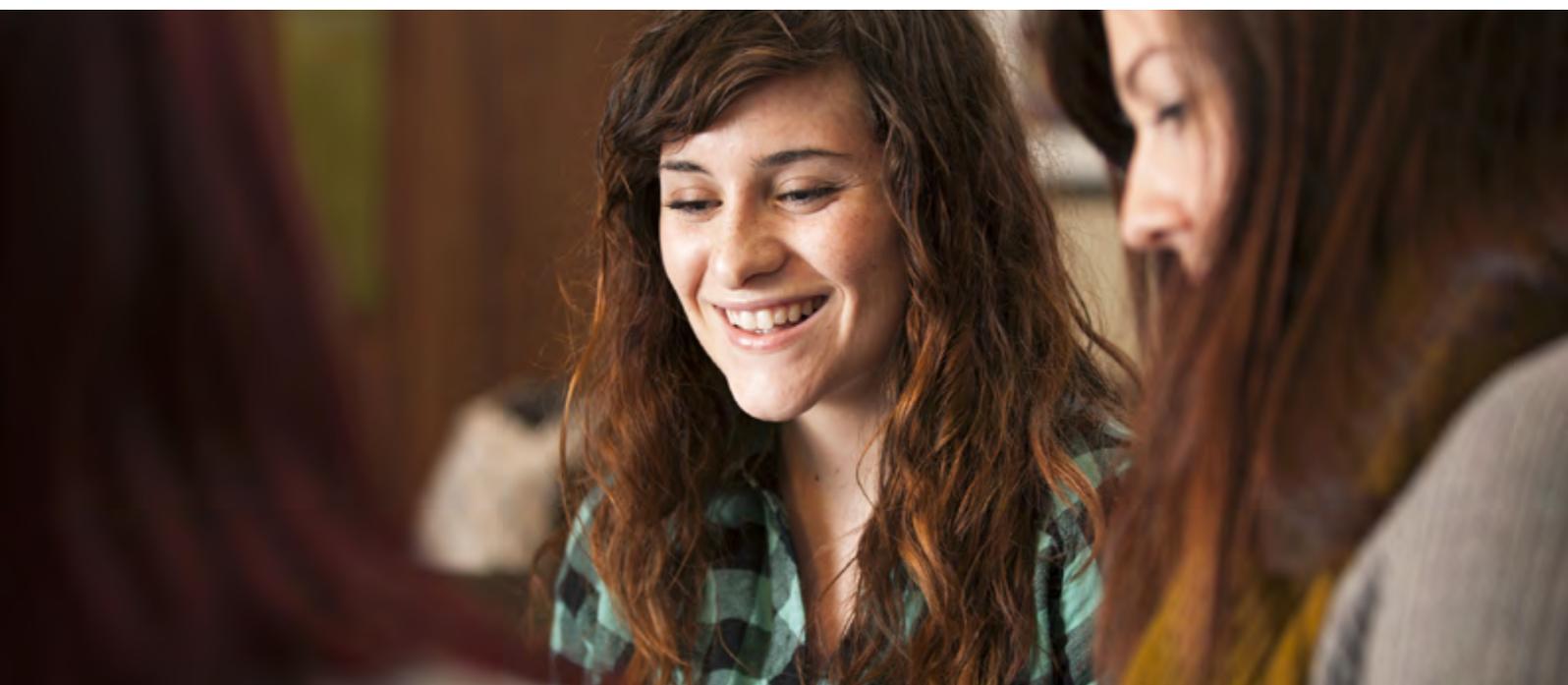
As one of Scotland's largest charities, the Unincorporated Entities were responsible for expenditure of £121.2m in 2018. We therefore require someone who has a thorough understanding of and experience in managing governance issues, OSCR, and charity compliance. It is vital that you have strong financial acumen and the ability to manage and understand complex financial information and budgets.

You will have significant experience at a senior level in the public, private or charity sectors, having successfully led professional and senior staff.

The primary remit of the role is inward-facing, in relation to organisational leadership and the management of staff and resources. Therefore, the ability to communicate effectively and genuinely at all levels for a range of purposes and to a range of audiences is essential. This includes the ability to inspire and motivate others, to give information, to influence and to communicate difficult or complex information. The role will demand excellent organisational and time management skills in order to meet competing demands and priorities.

Faith

You will have empathy for the purpose and vision of the Church of Scotland, alongside a personal commitment to the Christian faith.



Key Relationships

- The CEO of Crossreach, the Church's Social Care Council
- The Chairperson of the General Trustees
- The Convener of the Business Committee of the General Assembly
- The Moderator of the General Assembly
- The Principal Clerk of the General Assembly
- The Solicitor of the Church

Terms & Conditions

The salary scale for this post is £64,097 - £68,274 per annum.

This is a permanent post, subject to a 6 month probation review. Contractual hours are 35 per week, however the Chief Officer will be expected to work such hours as are required for the efficient and conscientious discharge of his/her duties and responsibilities.

The post is currently based in Edinburgh at the Church Offices in 121 George Street.

There are 29 days annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This provision increases to 34 days after 5 years' service. There are also 6 statutory holidays.

A pension scheme will be made available to the successful applicant. Employer contribution rate is 14%, with a 2.5% employee contribution (there is also the option for an employer rate of 11.5%, with a zero contribution employee rate).

In order to comply with the Asylum and Immigration Act 1996, all candidates invited to interview will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

For a confidential discussion regarding the role, please contact John Chalmers, Convener of the Assembly Trustees, on 07980 547645.



Recruitment Timetable

Closing date for applications:	12 noon on Friday, 26 July 2019
1st stage interviews:	Monday, 12 August 2019
2nd stage interviews:	Wednesday, 28 August 2019

How to Apply

Applications should be sent by email to recruitment@churchofscotland.org.uk and must be received by 12 noon on Friday, 26 July 2019.

Applications should comprise:

- A covering letter, outlining how your skills, experiences and personal attributes match the requirements of the role.
- Please include your current salary and the names of three referees, who will not be contacted until later in the process and only with your prior agreement.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.

Please note that you will receive an automatic acknowledgement of your application – if you do not receive this, please contact Hannah Asrih, HR Assistant, at hasrih@churchofscotland.org.uk

