



EXECUTIVE DIRECTOR

AFA Scotland is currently recruiting to the post of Executive Director. Applications for this role should be made using the attached application form and forwarded to:

Brenda Reilly, Business Support & Finance Manager – Email: brenda.reilly@afascotland.com
If you would like to discuss the post further, please contact Robin Duncan on 07719 644783 or by email at robin.duncan@afascotland.com

If you require the job specification or application form in word format, please contact Brenda at the above email address.

Closing date
Interview date

5.00pm Friday 3 December 2021
Tuesday 14 December 2021

Location

AFA Scotland Office
Foxglove Offices/Gf2
14 Links Place, Edinburgh EH6 7EZ
(subject to government guidance and restrictions in place at the time).



Organisation: Adoption and Fostering Alliance (AFA) Scotland
Address: Foxglove Offices/Gf2
14 Links Place, Edinburgh EH6 7EZ
Tel: 0131 322 8490
Email: info@afascotland.com
Web: www.afascotland.com

Post: Executive Director
Contract: Permanent Contract – subject to a 6-month probationary period
Salary: £49,297- £54,636
Hours: Full time 5 days per week (35 hours)

Reporting to: Board of Trustees

BACKGROUND

Adoption and Fostering Alliance (AFA) Scotland is an independent, charitable organisation dedicated to improving outcomes for care experienced children by providing support to all those working with and caring for the children. AFA Scotland provides a range of services that inform, educate and support agencies and professionals working with children and young people, with a particular emphasis on achieving positive outcomes for children who are cared for through kinship care, fostering and adoption. Our services support agencies and professionals to implement child centred, evidenced based practice that will involve the children and their families in decisions about their lives, protect their rights and promote equality. An emphasis is placed on the need for a multi-disciplinary approach that enables social workers, lawyers, health professionals, educators and policy makers to work effectively across professional boundaries in order to meet the needs of children, their families and their carers. As a membership organisation, AFA Scotland uses its links with professional bodies and agencies across the country to contribute to the development of policy and practice at a local and national level.

AFA Scotland's multi-disciplinary team has a wealth of experience and up-to-date expertise in practice relating to kinship care, fostering and adoption and delivers a wide range of training, consultancy, research, workshops and conferences to assist professionals to develop the knowledge and skills they require when working in this specialist area. The team also provides direct services to agencies, including chairing panels (adoption, fostering and kinship), appeal panels, disruption meetings, and running case consultation sessions.

We are seeking to recruit an Executive Director with the experience and talent to continue to develop the charity's well regarded core service alongside a range of new developments in order to maximise opportunities for AFA Scotland to provide services that will improve outcomes for care experienced children.

APPLICATIONS

Applications for the role of Executive Director should be made using the attached application form and should be forwarded to: Brenda Reilly, Business Support & Finance Manager – Email: brenda.reilly@afascotland.com If you would like to discuss the post further, please contact Robin Duncan on 07719 644 783 or by email at robin.duncan@afascotland.com

Closing date 5.00pm Friday 3 December 2021

Interview date Tuesday 14 December 2021

Location AFA offices at the above address, subject to government guidance and restrictions in place at the time.

JOB SPECIFICATION

Post: Executive Director	Reports to: Board of Trustees
Location: Edinburgh	Contract hours: Full time (35 hours)
Purpose: The postholder will be responsible for the leadership and development of Adoption and Fostering Alliance (AFA) Scotland, a charity focused on getting it right for children, families and all those involved in kinship care, fostering and adoption. Working together in direct liaison between the Board of Trustees, the staff operational team and the charity stakeholders, the Executive Director will develop and implement short and longer term strategies to maximise the overall performance and sustainability of the charity. The Executive Director will carry forward the charitable aims of AFA Scotland for the benefit of care experienced children, their families and carers.	
Key responsibilities are:	
Vision and strategy <ul style="list-style-type: none">• Leading the development of AFA Scotland strategies, in conjunction with the Board of Trustees and the staff team.• Maintaining the organisation's operational effectiveness in the context of contemporary concerns of children and families.• Ensuring AFA Scotland continues to evolve in order to respond and support implementation of key national priorities including the Promise.	
Leadership and development of a diverse team <ul style="list-style-type: none">• Managing and enabling an expert, motivated, multi-disciplinary staff team, ensuring best use of both staff and financial resources.• Providing support and supervision to members of the team and ensuring effective management of the workload being undertaken.• Ensuring AFA Scotland's staff team has the broad range of professional knowledge and expertise required to support stakeholders to provide the best possible service to children and families involved in kinship care, fostering and adoption.• Developing the employee base as and when required.• Holding responsibility for the overall performance of hosted services including Scotland's Adoption Register (SAR) and the Kinship Care Advice Service for Scotland (KCASS).	
Financial management <ul style="list-style-type: none">• Working with the Business Support & Finance Manager maintaining timely and accurate accounting and reporting systems, managing cash flow and reviewing balance sheets and income statements, using financial information to plan and forecast the future.• Consistent demonstration of business acumen, ensuring the sustainability and growth of the charity through the proactive growth of income streams and funding sources.	
Communication <ul style="list-style-type: none">• Act as a confident and credible spokesperson for AFA Scotland with the charity's stakeholders, all forms of media, political & policy making bodies including but not limited to heads of local authorities, local government officials and medical professionals.• Maintaining open and effective communication of operational matters with the Board of Trustees and the Charity Treasurer.• Networking to maintain the critical relationships with stakeholders across the sector including those involved in practice, policy and research.	
Legal compliance <ul style="list-style-type: none">• Ensure the charity has appropriate systems to enable it to conduct its activities both lawfully and ethically, with specific focus on compliance with all aspects of Scottish Charity law.	

- Ensure that the charity maintains high standards of corporate and social responsibility.
- Fulfil all reporting requirements e.g., annual OSCR returns.

Effective governance

- Maintain a close link with the Scottish Government and funding bodies (including CORRA) and provide the performance and monitoring information they require to demonstrate that funding objectives have been met.
- Keep abreast of all material undertakings and activities of the charity, and all material external factors affecting the charity.
- Ensure the integrity of all public disclosure by the charity.
- Identify and manage all risks through the effective operation of the charity.
- Ensure that the Board of Trustees are properly informed, and that sufficient information is provided to the Board, enabling them to form appropriate judgements for the charity.
- Collaborate with the Board of Trustees to develop board agendas, requesting special meetings of the Board be called when appropriate.

Requirements	Essential/Desirable
Qualifications	
<ul style="list-style-type: none"> • Professional qualification in UK social work • Evidence of post qualifying training and/or research • Registration with SSSC or other UK social services registration body 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Experience	
<ul style="list-style-type: none"> • In-depth knowledge and direct experience of family placement work. • Ability to command respect at all levels of the sector, in relation to both policy and practice. • Business acumen in relation to identifying and securing new sources of revenue and financial support, including training, consultancy, research and charity funding. • Experience of delivering and agreeing strategy which meets the needs of a variety of stakeholders whilst achieving continuous improvement in services. • Experience of managing the impact and potential benefits of change. • Demonstrable success in leading and motivating an expert multi-disciplinary team and promoting individual strengths and professional development. • Proven track record of developing and sustaining successful partnerships and commanding credibility as a confident ambassador in the public arena. • Experience of financial management, including management of significant budgets. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Knowledge, skills and abilities	
<ul style="list-style-type: none"> • Proven commitment to the needs of stakeholders within a membership organisation, and recognition of the importance of being proactively responsive to those needs. • Be fully acquainted and knowledgeable regarding the Scottish legal and social work practice context. • Innovative approach to developing new opportunities to continue to enhance the charity's reputation, status and generate new revenue streams. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

<ul style="list-style-type: none"> • Lead the charity in the delivery of services that meet the challenges, requirements and demands of all stakeholders. • Skilled influencing, inter-personal and communication capabilities; proven presentation skills at professional meetings and other fora. Ability to positively influence the thinking of policy makers and politicians as well as engaging in discussions with members and the public. • Be able to work under pressure whilst maintaining a calm approach to situations. • High level analytical skills which inform decision-making. • Knowledge of the charity's stakeholders and the ability to be flexible to meet a changing environment. • Ability to promote good governance including a strong and positive working relationship between staff and trustees. 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p>Approach to the role and values</p>	
<ul style="list-style-type: none"> • A passionate, compelling representative and advocate for the charity, promoting its services at all times. • Fundamental commitment to improving the wellbeing of children and families in or on edge of care. • Demonstrable commitment to self-development and the development of others. • Inclusive and collaborative style of working. • High level of personal integrity, professional standing, respect and honesty with a fundamental commitment to fairness, transparency and sensitivity in all dealings. • Diplomatic in approach as well as politically aware. 	<p>All Essential</p>