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Inclusion Scotland is a national network of disabled people, their organisations and allies. Through our partnership we reach large numbers of disabled people across Scotland. We are a Disabled People’s Organisation – run by disabled people themselves. This is important because disabled people know best what prevents our full inclusion into Scottish society and what needs to be done to remove the barriers we confront. We know this through our daily lived experience. But too often our voices are not heard.

Inclusion Scotland strives to achieve positive changes to policy and practice, so that disabled people are fully included throughout all Scottish society as equal citizens. Supporting disabled people to be decision-makers themselves, promoting the equal representation of disabled people as policymakers and our right to make decisions about our own lives. We influence decision-makers, ensuring that disabled people are involved in developing effective solutions for policy and practice, that reflect our expertise by experience and meet our needs and aspirations.

I, Jim, have been involved with Inclusion Scotland since its inception at the turn of the Millennium. Since that time, we have made significant inroads in policy and change; we have pushed hard alongside our members, against the rising tides of discrimination, austerity, the pandemic and most recently the cost-of-living crisis.

I, Kim, joined Inclusion Scotland a few years ago and have a particular interest in ensuring that the lived experiences of disabled people in rural areas of Scotland are also being considered. As co-convenors, Jim and I bring strong leadership with diverse experiences to the Board.

As we look to the future, we continue to strengthen our impact and influence, and we are looking to work with a focused and determined CEO who can bring their talents and skills to change lives. If you believe in what we strive to do every day, and you would like to be part of the leadership team taking Inclusion Scotland to our next chapter, we’d love to hear from you.

For, together we are stronger. Together we can challenge and defeat. Together we can heighten the status and value of disabled Scots, within, what is, after all, our Scotland.

We look forward to reading your application.

Dr Jim Elder-Woodward OBE and Kim Dams
Co-Convenors
If you have the leadership skills, drive and compassion to take Inclusion Scotland on the next part of our journey as we strive to improve the lives of disabled people in Scotland, we’d love to hear from you.

**Location:** Edinburgh (Remote)
**Salary:** £53,635-£57,767

Inclusion Scotland is a national network of disabled people, their organisations and allies. Through our partnership we reach large numbers of disabled people across Scotland. At Inclusion Scotland, we believe that all disabled people should have the same freedom, choice, dignity and control as other citizens at home, at work and in the community. It does not necessarily mean living by yourself or fending for yourself, it means rights to practical assistance and support to participate in society and live an ordinary life.

We are seeking to appoint a Chief Executive who can lead our organisation in accordance with our values to effect positive change. As Chief Executive, you will have responsibility for ensuring that Inclusion Scotland links into the strategic planning and policy-making processes of local and national government, and other public, private and Third Sector partners in relation to independent living issues. You will continue to build Inclusion Scotland as a membership organisation, developing and implementing its strategy and providing the Board of Directors with key information and policy recommendations.

You will share our commitment to ensuring the needs, rights and aspirations of disabled people and their organisations are at the heart of everything Inclusion Scotland does, working with and through our members and partners, programmes and projects to provide opportunities for influence, support and capacity building. As an experienced leader, you will be a motivational communicator who will inspire others to live our organisation’s values – and ensure that these values underpin everything we do.

If you have the leadership skills, drive and compassion to take Inclusion Scotland on the next part of our journey as we strive to improve the lives of disabled people in Scotland, we’d love to hear from you.

Applications in the form of a tailored CV and covering letter, highlighting your skills and experience pertinent to the role, should arrive no later than midnight Thursday 11 January to ScotlandExecutive@lhh.com.

For a confidential, informal discussion about the role, or to request a Candidate Information Pack, please contact LHH Recruitment Solutions directly on +44 (0)141 220 6460 or email the aforementioned address.
Who We Are

Inclusion Scotland is a national network of disabled people, their organisations and allies. Through our partnership we reach large numbers of disabled people across Scotland.

We do this by

Influencing decision-makers, ensuring that disabled people are involved in developing effective solutions for policy and practice, that reflect our expertise by experience and meet our needs and aspirations.

Supporting disabled people to be decision-makers themselves, promoting the equal representation of disabled people as policymakers and our right to make decisions about our own lives.

Developing capacity, awareness and engagement, of disabled people, disabled people’s organisations and the organisations and institutions that affect our lives.

Who We Serve

Inclusion Scotland is a national network of disabled people, their organisations and allies. Through our partnership we reach large numbers of disabled people across Scotland.

Our Values

We believe that all disabled people should have the same freedom, choice, dignity and control as other citizens at home, at work and in the community. It does not necessarily mean living by yourself or fending for yourself. It means rights to practical assistance and support to participate in society and live an ordinary life. This is how we define Independent Living.

• We subscribe to the social model of disability.
We understand disability to be the disadvantage or restriction of activity caused by a contemporary social organisation, which takes little or no account of people who have impairments.

• We passionately support the principles of independent living which empower disabled people as active citizens in our own right, with rights and responsibilities of our own.

• We believe in Lived Experience as disabled people themselves are best placed to speak on the issues that affect them.

• We recognise the value of partnership working.

• We seek to promote the rebalancing and sharing of power through coproduction.

• We believe in social justice for disabled people, based on effective human rights, and rights to independent living, so that we have freedom and control over our own lives.

• We recognise the importance of reaching disabled people in all our diversity.

Our Goals

• To ensure disabled people in Scotland are fully included in all aspects of society.

• To ensure the membership is at the forefront of our decision making and actions.

• To ensure Inclusion Scotland operates a self-sustaining business model.

• To operate as a low impact (Climate) organisation.

• To set the example on how disabled people organisation should operate.

Inclusion Scotland believes in and is founded upon the social model of disability which states that we are disabled by the barriers we face rather than our impairments themselves. Using the social model, we work to achieve positive changes to policy and practice, so that disabled people are fully included throughout all Scottish society as equal citizens.

Inclusion Scotland is a Disabled People’s Organisation – run by disabled people themselves. This is important because disabled people know best what prevents our full inclusion into Scottish society and what needs to be done to remove the barriers we confront. We know this through our daily lived experience. But too often our voices are not heard.

We need allies and supporters. We need those in power to listen to disabled people’s voices and work with us to achieve inclusion, equality and social justice.

We hear you.
The Role - Chief Executive

To support the Board of Trustees to fulfil their governance role and ensure they have the information needed to do this well.

Role Purpose
- To ensure the needs, rights and aspirations of disabled people and their organisations are at the heart of everything Inclusion Scotland does, working with and through our members and partners, programmes and projects to provide opportunities for influence, support and capacity building.
- To lead the organisation to achieve maximum impact, ensuring it has in place the right structure, business and work-plans, finances, communications, stakeholder engagement, fundraising and other strategies to deliver Board decisions effectively.
- To support the Board of Trustees to fulfil their governance role and ensure they have the information needed to do this well.
- To act as the public spokesperson for Inclusion Scotland, ensuring that key messages are communicated and promoted successfully.

Key Responsibilities and Tasks

Leadership and Governance
- Work with the Board and Senior Management Team to provide leadership to the organisation so that it can effectively achieve its mission.
- Develop and maintain a productive relationship with the Board, particularly the Convenors and office holders.
- Set the tone and direction of the organisation in conjunction with the Board, creating a robust, resilient and values-based operation to meet current and future challenges.
- Support the recruitment and development of a diverse Board made up of a majority of disabled people from across Scotland who are representative of a wide range of knowledge, skills, abilities and diversity?
- Work with the Board and provide the information they need to fulfil their governance responsibilities.

Organisational Strategy and Development
- With the Board, develop and review the strategic direction, in the light of the changing external policy agenda, in collaboration with staff and members.
- Ensure decision-making and engagement structures are in place to support the effective delivery of the Inclusion Scotland’s priorities, as set out in the Articles and business plan.
- Ensure that Inclusion Scotland has a structure that is fit for purpose to support delivery of its strategy and purpose.
- Develop a successful Strategy and Business Plan for Real Inclusion, Inclusion Scotland’s trading subsidiary.

Financial Planning and Management
- Ensure robust systems are in place for the financial management of the organisation, including effective financial planning, management reporting and accountability processes.
- Ensure effective income generation strategies are in place to support strategic objectives and ensure financial stability.
- Lead the process to make successful funding applications to government, trusts and grant giving bodies and other available funding opportunities, and report to funders.
- Development of a robust fundraising strategy.
- Maintain and monitor key indicators of Inclusion Scotland’s impact and financial health, including building and controlling reserves in line with the agreed Reserves Policy
- Ensure there are robust systems in place to identify, manage and report risk.
The Role - Chief Executive

Ensure that Inclusion Scotland complies with all constitutional, legal and regulatory standards for a Scottish charity.

External Focus and Relationships: Influencing National Policy, Stakeholder Management, Public Relations and Reputation

- Build and maintain effective strategic relationships with politicians, government officials, non-governmental organisations, policy influencers, partners and the leadership of other Disabled People’s Organisations, to advance Inclusion Scotland’s priorities.
- Lead high-level negotiations on behalf of Inclusion Scotland with partnerships and networks to further positive change for disabled people.
- Represent Inclusion Scotland at external events and other publicity opportunities, conduct media interviews to enhance Inclusion Scotland’s reputation and profile.
- Communicate effectively and sensitively with government, funders and the wider public.
- Ensure clear, evidence-based policy lines, driven by disabled people’s lived experience of barriers and solutions, are promoted proactively, consistently and effectively.

Organisational Management and Internal Communications

- Ensure that Inclusion Scotland complies with all constitutional, legal and regulatory standards for a Scottish charity.
- Model and instil the values and the desired approaches of Inclusion Scotland to our work and the practice we encourage others to adopt (e.g. Social Model based solutions to disabling barriers and human rights-based approaches).
- Maintain a culture of high performance, learning and inclusivity.
- Maintain good internal communications to maximise engagement within Inclusion Scotland, including clearly articulating the strategic direction internally and externally, inspiring confidence, and setting clear organisational goals and objectives.
- Ensure that all staff are appropriately supported and developed to deliver Inclusion Scotland’s strategic plan.
- Line manage senior managers and other staff who report directly to you.
- Carry out any other responsibilities as may be required from time to time, under the direction of the Board.
Person Specification

Commitment to diversity and ability to apply awareness of diversity and intersectional issues to all areas of work.

This person specification sets out the essential and desirable, minimum qualities that are needed to carry out the role of Chief Executive Officer. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

Personal Qualities

- A demonstrable commitment to the Social Model of disability and the philosophy of Independent Living, and passion for supporting disabled people to be decision makers.
- Commitment to diversity and ability to apply awareness of diversity and intersectional issues to all areas of work.
- A resilient approach to work and clear strategies for self-management as well as ability to request support from the Board when needed.
- Lived experience of being a disabled person (desirable)

Knowledge and Understanding

- Comprehensive understanding of the issues and inequalities faced by disabled people.
- Knowledge and understanding of the social, economic and political environment in which the voluntary sector operates and of the social policy issues which impact on Inclusion Scotland’s work.
- Working Knowledge of how to run and govern a registered Scottish charity and the work necessary to support the Board’s responsibilities.

Experience

- Track record of leadership with significant strategic management experience at a senior level
- Experience of working with boards, preferably in a charitable organisation, including strategic planning, corporate governance and risk management
- Experience of influencing at a senior level, including government and key decision makers
- Experience of developing social enterprises (desirable)

Skills and Abilities

- Highly effective communication skills, particularly including encouraging and responding to the contributions of others, and the ability to communicate clearly and assertively with a wide range of audiences.
- Collaborative leadership style that motivates and inspires staff and stakeholders and builds a positive and inclusive culture.
- Ability to plan and manage a complex workload across a range of subject areas, meet deadlines and respond to unplanned demands.

Other requirements

It is anticipated that there will be some evening and weekend work which is supported by Inclusion Scotland’s flexible working policy.
Conditions & Remuneration

**Salary**
£53,635-£57,767

**Location**
Edinburgh (Initially remote - future working arrangements to be agreed)

**Timescales**
Closing date for applications midnight Thursday 11 January 2024

**Interviews**
w/c 29 January 2024

**Benefits**
Annual Holiday: 35 days, including 10 days for public holidays
Pension: 8 per cent employer contribution
How to Apply

To apply for the post, please send a tailored CV and covering letter to ScotlandExecutive@lhh.com.

To apply for this post, please send your tailored CV and a cover letter of no longer than two pages by email, highlighting in the subject heading ‘Chief Executive’ to scotlandexecutive@lhh.com.

If you would like a confidential, informal discussion about the role then please contact LLH on +44 (0) 141 220 6460 or send an email to the above-mentioned address.

Inclusion Scotland is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its practices. We will seek to ensure that every person is treated fairly, with respect and without bias at all times.

As part of this commitment, we will carry out an equal opportunities survey of our members and service users. The data collected will only be used to enable Inclusion Scotland to review and report on the effectiveness of our policy, and for no other reason. Inclusion Scotland needs your help and co-operation to enable us to do this, but filling in this form is voluntary.

We are committed to supporting any adjustments that you may require for completing your application. If you consider yourself to have a disability and/or require any reasonable adjustment, please let us know.
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