

Dear Applicant

Head of Corporate Services (Maternity Cover)

£42,268-£47,567 (pro-rata)

(21 hours per week)

Thank you for your interest in the above post. Please find attached all the relevant information you will need to complete your application.

To apply, please send us:

- An up-to-date CV
- A supporting statement (max 2 pages) that outlines your interest in our organization and this role, and your fit against the criteria set out in the person specification and job description.
- Details of two people who could provide a reference for you. References would only be taken up with your prior agreement.
- Please also complete the equal opportunities monitoring form which is included in this application pack.
- An optional form is also provided for applicants who would like to request a reasonable adjustment at short-listing or interview stage. Please ensure that you submit this form if required as we cannot guarantee that we will be able to make adjustments at short notice.

Please e-mail your application to us at diana.sinclair@relationships-scotland.org.uk or by post to:

Private and confidential

Diana Sinclair

Relationships Scotland

18 York Place

Edinburgh EH1 3EP

The closing date for completed applications is **Wednesday 16th April 2025** and interviews will be held in person in Edinburgh on **Wednesday 30th April 2025**.

We look forward to receiving your application.

Summary of Key Terms and Conditions

- Fixed Term Contract – 12 months, for maternity cover

Benefits of Working at Relationships Scotland

We offer the following benefits to all employees:

- Annual leave of 30 days plus 7 public holidays per year (pro-rated for part-time employees)
- Flexible working hours in line with the needs of the business
- A generous employer contribution to our nominated pension fund with the option for employees to contribute as well or to opt out of the scheme.
- Enhanced company schemes for
 - sick leave
 - maternity leave
 - parental leave

Communication and collaboration:

- Line Managers meet with individual employees after 3 months of employment, then annually
- We hold regular staff team briefings.
- There is an annual staff survey
- A staff forum meets 3 or 4 times each year
- There are two annual staff outings for all staff (summer and Christmas)

Job Description: Head of Corporate Services

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.

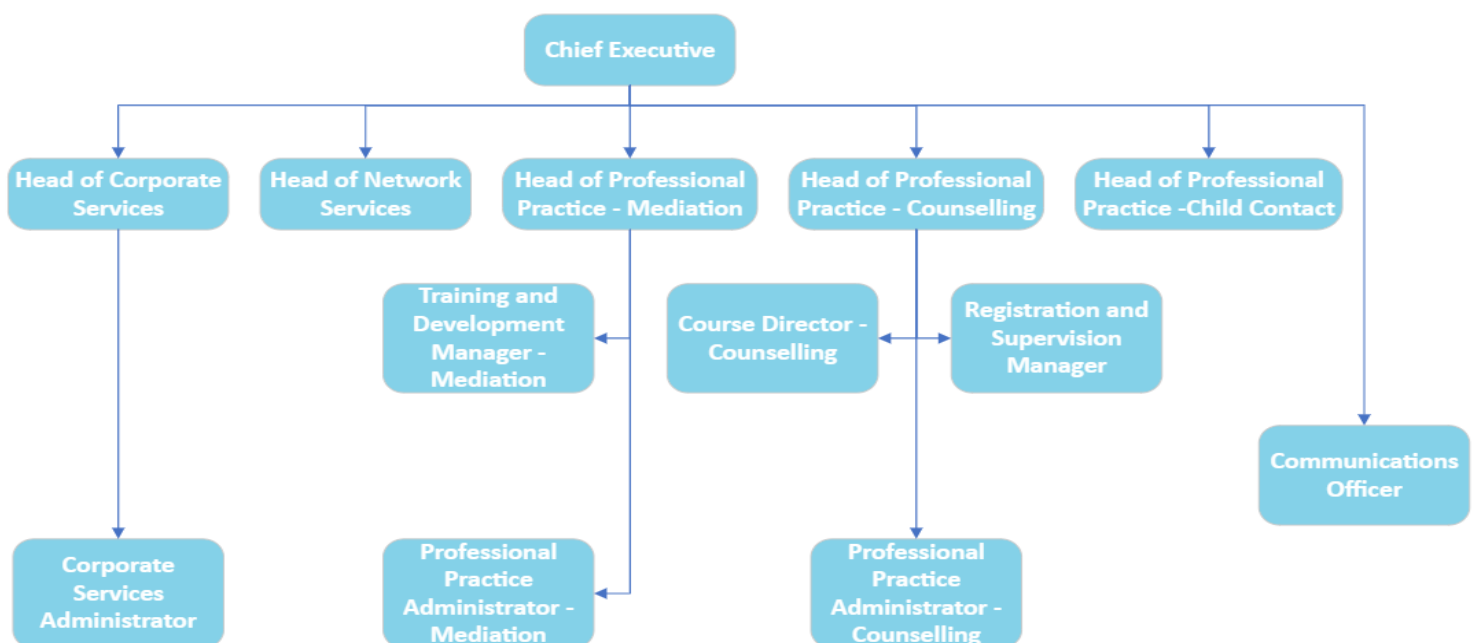
1. Job Details

- Job title: Head of Corporate Services
- Reports to: Chief Executive
- Reporting to job-holder: Corporate Services Administrator

2. Overall Purpose of the job

- To design, deliver and monitor corporate systems and processes to ensure they are efficient and effective, and discharge legal and statutory requirements.
- To provide professional guidance and advice to all other parts of Relationships Scotland in these areas.

3. Organisational Structure



4. Principal Accountabilities

- Leading on financial planning and financial management including:
 - Preparing annual budgets and cash flow forecasts as required
 - Preparing and interpreting quarterly management accounts
 - Processing of monthly salaries
 - Producing the annual accounts for the audit
 - Co-ordinating corporate and business planning initiatives
- Liaising with our HR advisors to ensure that Relationships Scotland is legislatively compliant and promotes good HR practice (including recruitment, selection, induction, staff development, performance management, equal opportunities, appraisal etc)
- Ensuring Relationships Scotland has in place appropriate plans, policies and procedures to discharge its responsibilities in terms of Health and Safety
- Liaise with our IT consultants to oversee the design of the central filing system
- Overseeing Relationships Scotland's:
 - IT strategy, systems and processes
 - Building management requirements (including tenants)
 - Corporate contracts
- Monitoring admin peaks and troughs across Relationships Scotland and facilitating solutions
- Liaising with and supporting various committees and working groups
- Attending Office Bearers and Board meetings
- As a member of the Corporate Management Team:
 - Provide leadership and direction for Relationships Scotland
 - Develop and deliver the three year corporate and annual operating plan
 - Lead, manage, coach, and support staff
 - Manage the budget
 - Ensuring the organization delivers it's aims and objectives
- Work collaboratively with colleagues across the Relationships Scotland Network
- Represent Relationships Scotland at external events.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Additional Context

- Every job description in the organization will be subject to a review either:
- On an annual basis at the time of the annual appraisal meetings, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or
- As a result of agreed performance appraisal needs and objectives, or
- Within six months of appointment

Person specification – Head of Corporate Services

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to Degree standard • Qualified accountant or unqualified with significant experience in either a finance or budget management role 	<ul style="list-style-type: none"> • Post-graduate level business related qualification • HR/Finance qualification • IT qualification
Specialist Skills & Experience	<ul style="list-style-type: none"> • You must have strong technical financial management skills • Substantial financial management experience (including budget setting and monitoring, cash flow and the production and interpretation of monthly accounts) • Experience of HR management processes (ie recruitment and selection, absence management, disciplinary and grievance processes) • Policy development experience • Operational knowledge of Microsoft IT systems & Microsoft Office • Ability to contribute strategically as part of the Corporate Management Team to the overall running of the organisation 	<ul style="list-style-type: none"> • Experience of working with Xero accounting packages • Experience of working within a voluntary sector organisation • Contract management expertise • Previous experience of developing and implementing HR policies • Building management experience • Previous line management experience
Personal Qualities	<ul style="list-style-type: none"> • Excellent communicator – both verbally and in writing • A professional and collaborative approach • Customer service skills 	

