



For the Appointment of CEO



Founded in 1992, we are Scotland's national charity for everyone who lives with bipolar disorder and those who care for them.



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About Us

Who we are

We are Scotland's national charity for people who live with bipolar. Bipolar Scotland was established on 8th December 1992 as Manic Depression Fellowship Scotland. We are a company limited by guarantee and an OSCR registered Scottish Charity.

We became Bipolar Scotland in 2010. The organisation is peer led by those with lived experience, carers and supporters. Our Board of Directors, elected by members at each Annual General Meeting, is responsible for the governance of the organisation and directs the work of our staff team, which is responsible for operational delivery. In this way progress towards our strategic priorities can be monitored and measured.

What we do

We've almost 30 years of experience supporting those who live with bipolar. We have extensive experience of minimising the impact of bipolar through, for example, our self-help groups and self-management training.

In 2020 we introduced a Peer Support Initiative as another way of empowering people to improve their quality of life. We currently have 400 members and in 2020 we supported over 2,500 unique individuals. This has had a significant impact as people realise they are not alone. Through sharing of experiences, an individual's understanding of how bipolar affects them and how they can improve their lives is achieved.

Equalities

We are committed to promoting equality and value the diversity of everyone we work with.

But we want to go beyond simply avoiding discrimination. Bipolar disorder can affect anyone and so we want to understand the differing needs of Scotland's many distinct cultures and communities. We want to tackle any barriers that may make our work less accessible to any particular group or community. We want to ensure that everything we do is truly open to all.

In order to develop a comprehensive Equalities Action Plan we will first seek expert advice. We recognise that we have a great deal to learn and we will strive to understand how best to translate our commitment to equality into actions.

Vision, Mission & Values



Vision

Our vision sets out what we want to achieve:

A good life for everyone in Scotland who lives with bipolar.



Mission

Our mission describes how we will work towards this vision:

We will inspire our members to improve their quality of life and will increase public awareness of bipolar.



Values

Our values are the qualities that we bring to our work as an organisation. Everything we plan and deliver is underpinned by our values.

We are:

Member led - We work for our members, as directed by our members

Focused on equality - We ensure our activities are open to all and designed to meet everyone's needs

Advocates of peer support - We assist each other, based on our shared lived experience

Rights based - We aim to enhance, protect and improve access to rights

Collaborative - We co-operate with others to achieve our vision

Terms of Appointment

Job Title:

Chief Executive Officer

Reports into:

Chair of the Board & Trustees

Location:

This role is a mix of office based and work-from-home, with travel required throughout Scotland.

Salary:

50K + (depending on experience)

Pension Contributions:

5% employer contribution

Holidays:

25 days, plus 12 public holidays

Other info:

Benefits are Group Life Assurance (death in service benefit) at 4 x annual salary, access to Employee Assistance Programme and 2 non-contractual wellbeing days a year.

Job Description



Main Purpose of the Job

To provide leadership and accountability for the direction and work of Bipolar Scotland.

Overview

At a very exciting stage of the charity's development the Trustees of Bipolar Scotland wish to appoint a new CEO to successfully develop the organisation and deliver the strategic goals of the organisation. We are looking for a hands-on leader to provide strategic vision, and operational support for the organisation.

The CEO will lead the staff team, working to develop and deliver annual business plans to implement the organisational strategy. With overall operational responsibility for staff and budget, the role is ambitious and exciting. Prospective candidates will have a successful track record of leadership in the charity, public or commercial sector and a commitment to Bipolar Scotland's mission and values. The CEO will report to the Chair of Bipolar Scotland and build an effective working relationship with the Board of Trustees, providing regular reports and insights on the development of the charity. They will have responsibility for managing a highly committed team, as well as developing the charity's business plan and securing funding to deliver and sustain the organisation.

Key Responsibilities

- Overseeing development and delivery of an income strategy and strategic delivery plan for Bipolar Scotland.
- Working collaboratively with the Trustees assess risks to the organisation and delivery of the strategic delivery plan.
- Providing regular reports to the Trustees on the delivery of the Strategic Delivery Plan.
- Acting as an effective ambassador for the organisation.
- Be accountable for the budget for all activity for the organisation.
- Effectively identifying and managing key senior external relationships and partnerships for the organisation.
- Represent Bipolar Scotland confidently in national forums, parliament and in the media.
- Ensuring delivery of effective business cases and funding bids to support the work set out in the Strategic Delivery Plan and to support raising income for Bipolar Scotland.
- Leading or, as appropriate, supporting projects and activities to deliver increased reach and/or income.

Person Specification

Essential Criteria

- Significant strategic planning and operational management experience gained at senior management level.
- Demonstrable track record of providing direction and leadership in a way that inspires commitment and encourages ideas and initiative from a small team.
- Demonstrable leadership success at a senior executive level in the public and/or private sectors, with exposure to a non-executive board.
- Experience of managing significant budgets, providing financial oversight and an advanced understanding of all aspects of fundraising, marketing, and communications.
- Demonstrable experience of managing an organisation including strategic and operational planning, goal setting and delivering results, ensuring sound financial management and management of risk.
- Ability to confidently represent the organisation in the public domain.
- Demonstrable experience of working in partnership with other organisations both in third sector and public sector.
- Experience of fundraising, managing strategic donor relationships and reporting to funders.
- Experience engaging with diverse stakeholders, including high profile decision makers, media, third sector and government officials.

Skills and Capabilities

- The ability to communicate vision in a credible way with a broad range of stakeholders, to represent Bipolar Scotland in the media, and make a convincing case of support to potential funders.
- Strong prioritisation and planning skills to ensure both strategic objectives and operational demands are met.
- Very strong written communication skills with demonstrable ability to produce high quality content for public and professional audiences.
- Demonstrable leadership skills
- Demonstrable strategic planning skills
- Able to work with Board and partners on a flexible basis, and to participate in out of hours work (where required).

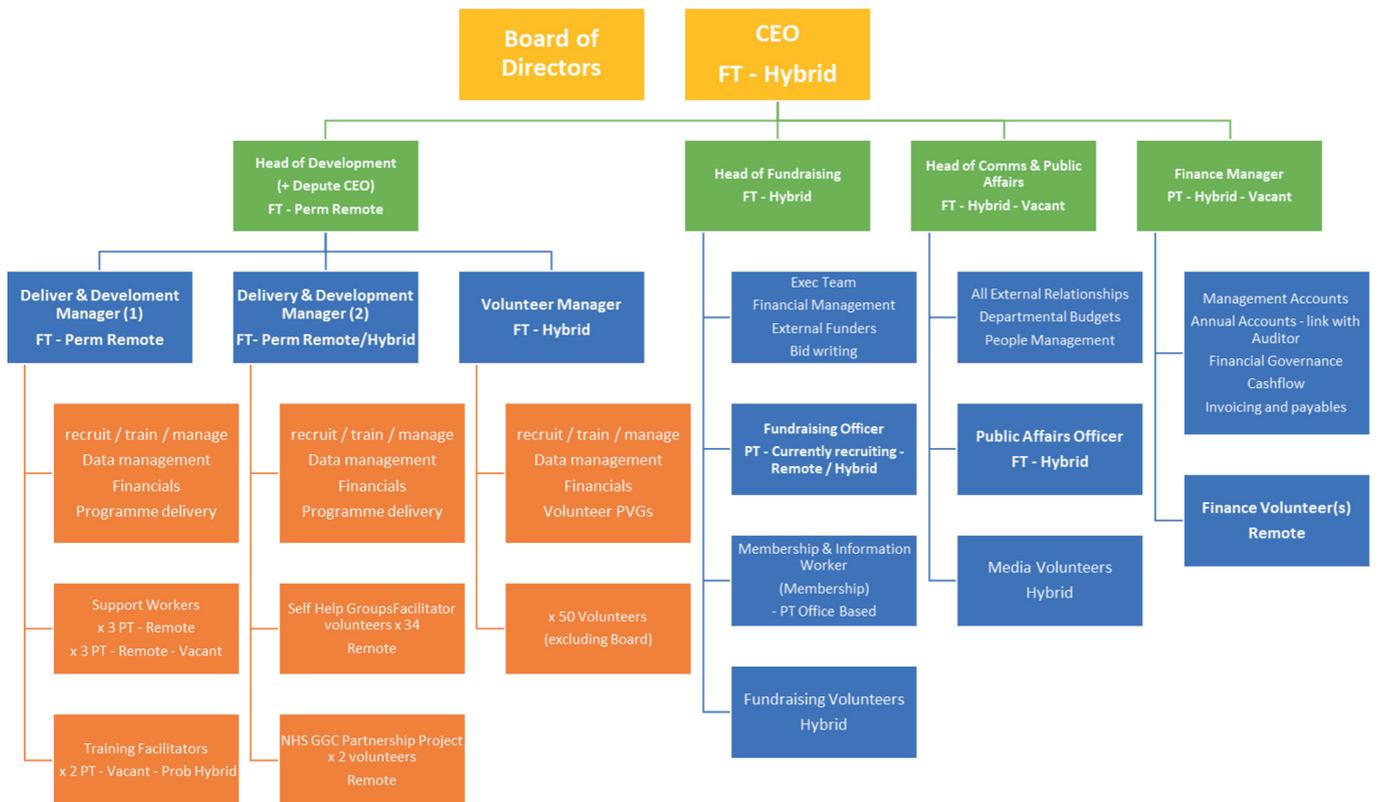
Desirable Criteria

- Understanding of Mental Health issues, stigma associated with them, specifically that of Bipolar Disorder and the challenges faced by those affected.
- Experience of managing organisations growth and change
- Experience of Charity Governance
- Formal training or Qualifications in management /leadership
- Experience of using policy/scientific research and analysis to influence change

Applicants will hold the necessary rights/visa to work in the UK.

Organisational Chart

Please note that Head of Development has taken role of interim CEO and Head of Comms and Finance manager is vacant as per the chart.



How to apply

For further information or to arrange a confidential discussion about this vacancy, please contact **Donna McKay at AWS Charity Jobs:**

e. donna@awscharityjobs.com

t. 07554424901

Closing Date for Applications is Friday 18th November 2022

Interview Date: Friday 25th November 2022

Suitable applicants will be invited to apply via the microsite link below, with a CV and Cover Letter outlining their suitability for the post:

<https://awscharityjobs.com/micrositeceobipolarscotland/>



www.awscharityjobs.com