

Job description and person specification

Job title	Head of Scotland	Location	Flexible: Glasgow or homeworker Some travel will be expected to our offices
Contract type	Full-time, 35 hours per week	Contract length	Permanent
Date	March 2022		

Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors, and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly until arthritis is seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue, and isolation of arthritis.

We have big ambitions and all our activities must work together to deliver these. In this way we will build recognition of the impact of arthritis. We will catalyse and galvanise communities across the UK who push back against arthritis. We will find discover, innovate and enable new solutions, directly provide these and influence others to make big change happen. We will reach and support every child and young person living with arthritis and we will lead the generation and application of research knowledge relevant to arthritis. Critical to success is growing our income and creating a sustainable organisation equipped and able to deliver the support and solutions that people will look for.

The Services and Influencing Directorate lead on our Demand and Deliver strategies so that we are able to support and represent people with arthritis so that they get the change they need in order to live a life of quality despite having the long-term condition of arthritis. This directorate will be made up of leaders both nationally and locally to build relationships, leverage, political change and personal change across the lives of people with arthritis.

Our Demand and Deliver strategies speak for, and to, people and they have expectations of how we need to operate. This directorate will be made up of dedicated, enthusiastic people who want to support and enable change throughout all areas of our work.

Main purpose of the role

**VERSUS
ARTHRITIS**

You will be a key figure in the external landscape for Versus Arthritis, leading all external affairs and stakeholder management in Scotland and acting as the main point of contact for current and potential partners in health and social care, public health and government.

Internally you will provide strategic leadership, insight and intelligence to ensure a 4-nation approach to decision making at the highest level of the organisation; Board, CEO and OLT. You will work collaboratively across all directorates to support effective planning to operationalise Versus Arthritis strategies across all four nations; including delivery, influence, research, funding and communications.

As the most senior member of staff based in Scotland, you will also play an integral leadership role in developing and maintaining a sense of community, connection and nation identity for all staff and volunteers working in Scotland focused roles.

This role will ensure the needs, priorities and opportunities within Scotland inform our organisational priorities.

Management and key relationships

Roles managed

Scotland and Engagement Manager

Reports to

Services and Influencing Director

Key Relationships

- S&I Directorate Teams - UK Delivery, Health Development Team, Young People & Families, Innovation & Support, Policy, Public Affairs and Engagement.
- CEO & OLT.
- Directorate Heads.
- Income & Engagement.
- Politicians, special advisers and civil servants (devolved assemblies, in Local Government and Europe).
- Government/Government departments/Government bodies and associated agencies/civil servants involved with health and social care, and medical research, public health and welfare.
- Other charities and umbrella bodies (UK and international) concerned with arthritis and long-term conditions.
- Devolved Health systems and equivalent Public Health Bodies, Health and Social

Care Information Centre and other bodies.

- Health and social care professionals, pharmaceutical and medical devices industries.
- Scotland based Volunteers, including VEGs.
- People with arthritis and other musculoskeletal conditions.

Main Responsibilities and Duties

1 It's about external networking and influencing

- Work with our CEO to represent Versus Arthritis at the most senior level externally, including local media requests.
- Lead on building and maintaining relationships with key external stakeholders in Government, government agencies and third sector networks to increase influence and visibility for the charity.
- Develop and maintain appropriate Scotland based networks necessary to support the delivery of Versus Arthritis strategy (Demand, Deliver, Discover, I&E) in Scotland.
- Collaborate on the implementation of Versus Arthritis influencing activities, working closely with other nations, Head of Policy, Public Affairs & Engagement and Policy, Public Affairs and Engagement team to develop and deliver influencing strategies.
- Oversight and management of external risks which could impact on the charity's activity, reputation and impact.

2 It's about collaboration and partnership working

- Lead Scotland-based decision making on external partnerships and funding. Identifying, developing and mobilising opportunities with relevant external partners to support the delivery of Versus Arthritis strategies.
- Work in partnership with UK Heads within S&I Directorate;
 - to maximise opportunities for innovative and 'standardised' delivery through local funding, partners and networks.
 - to establish robust networks across the devolved health system to improve MSK care for children, young people and adults.
 - to establish and maintain key relationships with health decision-makers for commissioning and partnership working.
 - to shape and develop 4-nation policy priorities and influencing strategies.
- Work in partnership with UK Heads across Research, Income & Engagement, Finance and Corporate Services, People and Organisational Development to ensure integrated and high-quality planning (including budget) and decision making to lead and support directorate priorities within a Scotland context.

3

It's about co-ordination and oversight for Scotland

- Facilitate excellent collaboration amongst staff and volunteers within Scotland and across the charity to deliver Versus Arthritis strategies. Lead the co-ordination of nation-based activity, bringing together the whole nation picture alongside measures of success, ensuring the best decisions can be taken for Scotland.
- Oversight for performance measures to feed into UK-wide KPIs, risk analysis and budgets ensuring we have the right infrastructure and expertise from across the organisation to deliver within Scotland.
- Work with colleagues in POD to coordinate the Scotland Volunteer Engagement Group, providing nation-specific insight, support and leadership.
- Ensure volunteers are involved at all levels of nation-based decision making, influencing, service delivery.

4

It's about organisational leadership

- Internally work and lead through an understanding of Nation uniqueness within a UK strategic direction and context, in order to maximise influence at both UK and Nation level. Identify external challenges and opportunities within the sector in Scotland as a basis for strategic planning.
- Collaborate with OLT Directors to ensure nation-specific opportunities, gaps and networks are fully leveraged to maximise and drive forward a 4-nation agenda in every aspect of the charity's business.
- Work with CEO, S&I Director, and Board Chair to improve 4-nation governance and decision making for the charity, including establishing a valued relationship between the Nation V.E.G and the Board.
- Part of the senior leadership community of the organisation, proactively and positively engaging in organisational leadership networks, programmes and projects.

5

It's about keeping our knowledge relevant

- Attending training and development events to help support the charity and your own development.
- Undertake other relevant duties as appropriate, in line with the priorities and needs of the organisation.

Criminal Record Check

Requirement

This role DOES require a “**Please Specify Type**” Criminal Record check / This role DOES NOT require a Criminal Record check

Person specification

Knowledge, skills and experience: key requirements

Requirement		Evaluation Stage
1	A significant understanding of the charity sector in Scotland, and the dynamics around business decision making, change and strategic planning.	Application/ Interview
2	Good experience of knowledge of the policy and public affairs environment across a nation of the UK. Good experience or knowledge of leading wide policy, public affairs and campaigning in Scotland.	Application/ Interview
3	Experience of working with and/or supporting people with long-term health conditions/disabilities at a strategic level.	Application/ Interview
4	Ability to influence, negotiate and persuade others in a wide setting including senior leaders in the organisation, external stakeholders, and internal colleagues.	Application/ Interview
5	Strong programme management and organisational ability, including being able to prioritise activities and independently manage own workload that includes multiple strands of work.	Application/ Interview
6	Strategic thinking – ability to anticipate and resolve problems before they arise.	Application/ Interview
7	Strong written and oral communication skills able to work in partnership with people at all levels, demonstrating strong skills in networking and influencing.	Application/ Interview
8	Proven experience of developing, delivering and scaling-up opportunities across complex organisational structures.	Application/ Interview
9	Demonstrable track record in excellent people and performance management at a senior level.	Application/ Interview
10	Experience of securing funding and negotiating funding agreements.	Application/ Interview
11	Management of risk, budgets, financial planning, budget preparation and management.	Application

12	Willingness to travel across the UK as required to attend meetings and events with a willingness to attend occasional weekend events and meetings.	Application
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Desirable requirements

Requirement	Evaluation Stage
1 Working knowledge of theories of change and/or other strategic tools to enable identification of outcomes and activities.	Application/ Interview
2 A high level of technical expertise using statistical and customer data from a variety of data sources. Confidence to dive into data and produce insight with robust business recommendations.	Application/ Interview
3 Knowledge of behaviour change techniques.	Application/ Interview
4 Knowledge and understanding of arthritis and other musculoskeletal (MSK) conditions.	Application/ Interview

Values and behaviours

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. Its primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

- We value our contribution to a truly **inclusive** and **flexible** organisation, that prioritises people's **health and wellbeing**.
- We value **learning** to increase our impact for people affected by arthritis.
- We value being **accountable** for our actions and have **high expectations** of each other.
- We value **persevering** with challenges when we know **it's the right thing to do**.