

# **JEWISH CARE SCOTLAND**

## **CHIEF EXECUTIVE JOB DESCRIPTION**

Job Title:	Chief Executive
Location:	The Walton Community Care Centre, May Terrace, Giffnock, Glasgow G46 6LD
Responsible to:	Board of Directors
Line Manager:	Chair of the Board of Directors in whose absence another person appointed by the Board of Directors.
Hours:	35 hours per week
Salary:	Negotiable dependent upon qualifications and experience.

### **Principal Functions**

The Chief Executive is responsible for the overall operational management and leadership of the organisation including: the professional standards of care, the development of its services, the safety of its operation, compliance with care standards and other statutory regulations and requirements, the proper and prudent management of its finances and property, human relations and the retention and development of good external relationships including those with key local authority funders and the Jewish communities in Scotland.

The Chief Executive is responsible for the management and development of the organisation, ensuring that its practice conforms to its charitable objects, meets the requirements of charity and company law, as well as ensuring that it reaches the highest standards for the delivery of social work services.

### **Main Duties**

The responsibilities of the Chief Executive are to:-

Manage the organisation and oversee and lead its future development.

Ensure the highest possible standards of care within all services provided to meet the needs of Jewish Care Scotland's service users.

Ensure the health and safety of all aspects of Jewish Care Scotland's operations and compliance with all statutory and care standards requirements and regulations.

Support, assist and service the requirements, needs and functions of the Board of Directors, office bearers and sub-committees.

Provide clear supportive and constructive leadership to the staff and volunteers of Jewish Care Scotland.

Oversee all aspects of human relations for staff and volunteers alike. In this capacity manage the recruitment of suitably qualified and appropriate staff to meet the needs of the organisation and its service users. The Chief Executive will also ensure that staff receive appropriate training and that this training is reviewed to meet statutory and legal requirements as well as good practice.

Liaise with the Chair of the Social Care Agency of Jewish Care Scotland in the recruitment and support of volunteers, ensure also that volunteers receive appropriate training and that this training is reviewed to meet statutory and legal requirements as well as good practice.

Liaise with, retain and develop good relationships with external funders, particularly local authority partners, in the provision of services.

Retain and further strengthen good relationships with Jewish communities in Scotland.

Ensure the prudent and proper management of the finances of the organisation.

Prepare and monitor budgets for all services of the organisation.

Examine opportunities for the funding and development of new or extended services to meet unmet or evolving needs of its current and potential service users.

Ensure the prudent and proper management of the building used by Jewish Care Scotland and its co-tenants.

### **Other Duties**

Oversee public relations, publicity and marketing of Jewish Care Scotland's work and services.

Ensure the organisation and all who work, volunteer or are associated with it are treated, and treat others, in a non discriminatory manner. Similarly ensure all associated with the organisation are treated with respect, courtesy and understanding at all times and with due sensitivity to the beliefs and traditions of the organisation's Jewish ethos.

Ensure and retain the religious and cultural integrity of the organisation.

Work in partnership with other appropriate organisations or bodies in the provision, extension and development of its services where this would be beneficial to the work of the organisation and the achievement of its aims and objectives.

Retain and further strengthen good relationships with other Jewish care organisations in Glasgow and throughout the United Kingdom.

Undertake such other duties and responsibilities as may reasonably be expected to cover other exigencies of service that may arise from time to time.