



Craighalbert Centre
Enabling Children to Achieve

Craighalbert Centre

The Scottish Centre for Children with Motor Impairments

"Unlock multiple rewards with a fulfilling career - it's a job that feeds both head and heart."

ROLE PROFILE

Position:	Chief Executive Officer
Salary:	£73,000 - £85,000
Pension:	Employer contributions up to 26% depending on eligibility
Working Hours:	37 hours
Annual Leave:	55 Days
Closing Date:	TBC

Chief Executive Officer (CEO)

Reporting Line: Board of Directors

Reports: Heads of Services (x4)

Hours of Work: 37 hours

Salary: £73,000 - £85,000. Commensurate with experience.

Contract Type: Permanent

Pension: Pension: Employer contributions up to 26% depending on eligibility

Location: The Craighalbert Centre, 1 Craighalbert Way, Cumbernauld, with occasional travel across Scotland

Purpose of the Post

The Chief Executive will provide strategic leadership, operational oversight, and inspirational direction to ensure the Scottish Centre for Children with Motor Impairments (SCCMI) achieves its mission of enabling children with complex communication, learning, health, and care needs to achieve their full potential. The postholder will work closely with the Board of Directors, staff, and stakeholders to deliver the organisation's strategic objectives, ensure financial sustainability, and maintain SCCMI's reputation as a national leader in transdisciplinary education, therapy, and care. They will act as the primary ambassador for SCCMI, championing its values and advocating for the rights and wellbeing of children with complex communication, learning, health and care needs across Scotland.

Responsibilities and Duties

Strategic Leadership

- Develop and implement SCCMI's strategic vision in collaboration with the Board of Directors, ensuring alignment with the organisation's mission and long-term goals.
- Lead the delivery of SCCMI's strategic objectives, including growing the school roll, modernising infrastructure, and expanding the Early Intervention Programme.
- Drive innovation and continuous improvement, ensuring SCCMI remains at the forefront of best practice in transdisciplinary education, therapy, and care.
- Ensure SCCMI's services are rights-based, holistic, and inclusive, promoting the highest levels of wellbeing and achievement for children and young people.

Governance and Compliance

- Work with the Board to ensure robust governance and compliance with charity law, company law, and other relevant regulations.
- Provide the Board with accurate and timely information to support effective decision-making and ensure compliance with regulatory and safeguarding responsibilities.

- Ensure SCCMI meets all statutory and regulatory requirements, including those related to safeguarding, health and safety, and equality, diversity, and inclusion.

Operational Management

- Oversee the day-to-day operations of SCCMI, ensuring the delivery of high-quality services that meet the needs of children, families, and stakeholders.
- Lead and manage a multidisciplinary team, fostering a culture of collaboration, accountability, and professional development.
- Ensure SCCMI's facilities, equipment, and resources are maintained to the highest standards, supporting the delivery of innovative and effective services.

Financial Management

- Oversee SCCMI's financial health, including budgeting, forecasting, and financial reporting, ensuring sustainability and value for money.
- Lead efforts to secure funding through commissioned services, grants, donations, partnerships, and other income streams, reducing reliance on government grants.
- Optimise SCCMI's assets, including the Craighalbert Centre, to support the organisation's strategic objectives and financial sustainability.

Stakeholder Engagement

- Act as the primary ambassador for SCCMI, building and maintaining strong relationships with stakeholders, including families, commissioners, government agencies, funders and partner organisations.
- Represent SCCMI at local, national, and international levels, advocating for the rights and needs of children with complex communication, learning, health and care needs.
- Ensure service users and stakeholders are actively engaged in shaping SCCMI's services and strategy.

People and Culture

- Provide inspirational leadership to the senior management team and staff, fostering a positive, inclusive, and high-performance culture.
- Ensure staff are supported through professional development, supervision, and clear performance management processes.
- Promote equality, diversity, and inclusion across SCCMI, ensuring policies and practices reflect the needs of the workforce and the children and families served.
- Foster depth, expertise, and a sense of ownership, empowering everyone to actively contribute to the organisation's success while feeling valued, supported, and fulfilled in their roles.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
Qualifications & Knowledge	<ul style="list-style-type: none"> • Familiarity with the statutory framework governing children’s services e.g. UNCRC, Additional Support for Learning & Children’s Scotland Act. • Familiarity with Scottish Government policies and frameworks, such as, Getting It Right for Every Child (GIRFEC), Curriculum for Excellence, and National Guidance for Child Protection. • Knowledge of governance, compliance, and regulatory requirements in the charity, education, health and social care sectors. 	<ul style="list-style-type: none"> • A recognised qualification in leadership, management, and/ or a relevant discipline. • Strong understanding of the challenges and opportunities within the education, health, and care sectors in Scotland, particularly for children with complex communication, learning, health, and care needs. • Awareness of best practices in integrated education, therapy, and care, as well as emerging trends in assistive technology and augmentative and alternative communication. • Demonstrable experience of stakeholder engagement, including building relationships with funders, government agencies, and partner organisations. 	
Experience	<ul style="list-style-type: none"> • Proven experience in a senior leadership role within a complex organisation, with a track record of delivering strategic objectives and operational excellence. • Extensive experience in strategic planning, change management, complex decision-making, and critically reviewing outcomes. • Strong financial acumen, including experience in business planning, managing contracts, managing budgets, securing funding, and 	<ul style="list-style-type: none"> • Experience of managing or governing a charitable organisation • Experience of managing multidisciplinary teams, including education, health, and care professionals, to deliver integrated services • Experience working with Boards of Directors or Trustees, providing strategic advice and governance support. • Knowledge of the education, health, and care sectors in Scotland, including relevant policies and funding landscapes 	

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
	<p>ensuring financial sustainability</p> <ul style="list-style-type: none"> • Demonstrable experience of leading through change, driving innovation, and fostering a positive organisational culture. • Proven track record in leading, engaging, motivating and developing teams. 	<ul style="list-style-type: none"> • Experience of managing buildings and property including responsibility for health safety in a complex organisation 	
Professional Development	<ul style="list-style-type: none"> • Evidence of continuing professional development in leadership, governance, and strategic management. 	<ul style="list-style-type: none"> • Current or recent involvement in leading on or contributing to the development of policy or practice development in education, health or social care. 	
Interpersonal Skills and Competencies	<ul style="list-style-type: none"> • Excellent communication and influencing skills, with the ability to build trust and manage relationships with diverse stakeholders. 	<ul style="list-style-type: none"> • Collaborative and inclusive, with a commitment to equality, diversity, and inclusion in all aspects of work. 	
Personal Qualities	<ul style="list-style-type: none"> • Compassionate, empathetic, and child-centred • Resilient and adaptable, with the ability to lead through change and uncertainty. • High level of integrity and professionalism, with a commitment to upholding the highest standards of governance and accountability. • Intellectual flexibility to move easily between significant detail and the bigger picture. 	<ul style="list-style-type: none"> • A deep understanding of the challenges faced by children with complex needs and their families • A strong understanding of the challenges and opportunities in the sector. 	
Other Requirements	<ul style="list-style-type: none"> • Willingness to travel across Scotland and occasionally beyond, as required. • Flexibility to work to meet the needs of the organisation. • Champion our values through your actions, demonstrating 		

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
	genuine commitment to equity, diversity, and inclusion in all we do.		