

**Smart Works Edinburgh
Managing Director**

Smart Works was established in 2013, and over the last three years has grown from a one centre location to a national charity operating in six locations across the UK.

Smart Works Edinburgh was founded in 2014 as the first centre outside of London, committed to fulfilling the Smart Works mission of preparing unemployed women for interviews by giving them styling advice, interview training and high quality work-appropriate outfits so that they are successful in getting the job.

As a result of this increased growth, we are now recruiting for the new position of Managing Director, based at our office in Edinburgh.

Our clients are referred to us by over 100 different partner organisations, from job centres and job training programmes to prisons and homeless shelters. During their appointment with us, each client is greeted by a personal assistant who helps her select an appropriate outfit for her upcoming interview. Each client receives one-to-one attention and is treated with dignity and respect.

Working closely with the Board of Trustees, and reporting to the Chair, you will ensure that the charity runs smoothly on a daily basis. You will also work with the Board to deliver the strategic business plan for the charity. In addition, you will continue to build relationships with our stakeholders and partners. You will need to inspire, motivate and support volunteers to ensure they can contribute fully to our objectives. Smart Works Edinburgh is a growing charity and we need someone who can be hands on in every aspect of its operations.

This is an excellent time to join Smart Works Edinburgh, to help us face our challenges and grow the organisation. Information on how to apply for the role is included in the Candidate Brief. I look forward to receiving your application.

Sincerely,

F. Fyfe
Chair
Smart Works Edinburgh

Job Description

Job Title: Managing Director, Smart Works Edinburgh
Reporting to: The Chair of Trustees, Smart Works Edinburgh

Purpose of Job:

- In coordination with the Board, provide strategic leadership to Smart Works Edinburgh in order to take the charity forward.
- Oversee and manage delivery of business goals.
- To develop and increase the Smart Works programme for unemployed women as they transition into the workforce, by providing styling advice, interview training and high quality work-appropriate outfits so that they are successful in getting the job.

Key Priorities:

- Responsible for the day-to-day management of the charity.
- Responsible for managing the Operations Manager and Admin staff to enable them to maximise their personal contributions
- Joint responsibility with the Operations Manager for improving, developing and maintaining relationships with Referral organisations.
- Accountable for development and maintenance of the volunteer programme which currently involves more than 30 volunteers.
- Responsible for ensuring a constant supply of appropriate clothing through corporate suit drives and developing ongoing relationships with corporates in order to form partnerships
- Responsible for overseeing stock management.
- Represent externally at suit drives, job fairs, and corporate events
- Coordinate with the trustees in the delivery of the strategic business plan for the charity to ensure that Smart Works Edinburgh remains a self-sustaining charity.
- Identify funding sources and initiate applications
- Initiate and complete funding applications for the charity, in conjunction with the Board of Trustees as required
- To enable the Board of trustees to fulfil its functions and to ensure that the Board receives appropriate and timely communication, information and advice on all relevant matters, including presentations at quarterly Board meetings.
- Ensure good communication and strong partnership with the staff and trustees of Smart Works Charity in London

Tasks and Responsibilities:

- Coordinate with the Board on the business strategy.
- Provide the framework and action points for the annual development plan to grow the charity
- Deliver the goals and objectives outlined in the annual development plan and annual performance appraisal

- Ensure open, honest and timely communication is maintained with the Board.
- Inspire, motivate, manage and support employees and volunteers to ensure they contribute fully to the delivery of the charity's objectives.
- Act as the public face, principal spokesperson and advocate for the charity and work with key internal and external stakeholders to maintain and enhance its reputation.
- Manage the development of marketing materials, web site and coordinate publicity campaigns.
- Represent Smart Works Edinburgh at national Smart Works events and conferences

Equal Opportunities

- Ensure all duties and responsibilities are carried out in a manner which promotes the development of Smart Works Edinburgh's Equal Opportunities policy.

Person Specification

It is important that in your written application you give evidence or examples of proven experience in as many as possible of the following selection criteria listed in Part One of the person specification, together with a comprehensive CV. These responses will be further developed and discussed with those candidates invited for interview, together with the other criteria listed in Part Two.

Part One: Experience

- A demonstrable record of achievement at a similar level in the charitable, public or private sector.
- Significant and successful involvement in the building of the profile and reputation of a small charity or business or a marketing or customer service role in a medium size organisation.
- Demonstrable track record of providing strategic direction and leadership.
- A track record of successful influencing and negotiating skills at a senior level to lead, develop and participate in partnerships with a wide range of organisations across all sectors.
- Proven and successful track record of experience of partnership working with the ability to build good relations and establish credibility with internal and external stakeholders.
- An effective communicator at all levels with the ability to act as spokesperson and advocate for the charity.
- Proven ability to deliver service targets.
- Demonstrable empathy with background of the women making the transition to the work force and an understanding/appreciation of the issues associated with the work of the volunteers.

Part Two: Knowledge, skills and abilities

- Ability to identify opportunities and assess risks.
- Committed to the efficient and effective management to achieve maximum service delivery.
- Highly articulate with strong communication skills, including the ability to negotiate, persuade and explain to people at all levels.
- Interpersonal skills to be able to relate effectively to the public, business leaders, clients and the Board.
- Ability to establish credibility quickly, particularly in new areas of influence.

Personal Style and Behaviour:

- Self starter
- A passion and conviction to achieve positive outcomes for women on low-incomes through personal leadership and involvement.
- Outgoing and approachable, with strong personal energy levels.
- Entrepreneurial style.
- Enthusiastic

Terms and Conditions

Salary: Competitive salary + benefits

Hours of work: 30 hours per week. A flexible approach to working is required for this role. This role will require occasional evening hours.

25 days holiday per annum

Location: The office is located at Studio 3.01, St. Margaret's House, 151 London Road, Edinburgh, EH7 6AE

Application & Selection Process

All applications will be acknowledged in writing. First and second interviews will be held by the Chair in conjunction with the Board of Trustees. All dates are subject to confirmation, in which case candidates will be informed as soon as possible.

Candidates wishing to apply should submit:

- A detailed CV which should also include current salary, the names and contact details of three referees.
- A short supporting statement (no more than 2 pages) which matches your experience against the criteria listed in Part One of the Person Specification on page 4.
- Equal Opportunity Monitoring form. Completing this form is voluntary, information on the form will be kept confidential and it will not be included in the assessment process.

Applications should be sent to:

By post to: The Chairperson, Smart Works Edinburgh, Studio 3.01, St. Margaret's House, Edinburgh EH7 6AE.

By email to: edinburgh@smartworks.org.uk

Smart Works Edinburgh is an equal opportunities employer and welcomes applications from under-represented groups.