



## **JOB DESCRIPTION**

**Post:** **NATIONAL DIRECTOR**

**Responsible to:** Chair of CRS Board

**Salary:** SM16 - SM18 Employers in Voluntary Housing Scale  
Currently (£75,355 - £78,582)

**Based:** National Office, Glasgow

**Hours:** Full-time on fixed-term secondment to June 2025

**Key contacts:** Scottish Parliament Ministers and Staff, Scottish Government Ministers and Staff, Care and Repair Offices, Local Authorities, Housing Associations, Health and Social Care Partnerships, Third Sector Organisations, CRS Board, Care & Repair Cymru and Foundations.

## **OBJECTIVES OF THE POST:**

1. Responsible and accountable for fulfilling the partnership objectives outlined in the Business Plan and as agreed with the Scottish Government.
2. Provide a national platform to lead, promote, and support local Care and Repair teams, working collaboratively to achieve strategic outcomes by helping older and disabled persons live independently in their own homes.
3. Responsible for effectively and efficiently running the Care and Repair Scotland office.
4. Responsible for overall financial strategy and budgetary control and outlined in governing documents.
5. Provide information to the Care and Repair Scotland board members that will enable them to fulfil their responsibilities regarding strategic direction, financial control, legal obligations, organisational policy, and performance management.

## **TASKS:**

**Effective Engagement:** Engaging directly with decision-makers in the Scottish Government, the Scottish Parliament, local authorities, the NHS and other relevant organisations, as well as



service users, potential service users, their families and carers to promote the importance and potential of Care and Repair, in particular by:-

- a) Ensuring that the Scottish Government and its local agencies understand the key role of Care and Repair in delivering the national Health and Housing policy objectives.
- b) Evidencing the benefits of Care and Repair to service commissioners.
- c) Strengthening understanding of the benefits of Care and Repair services for HSCPs and Councils at the national and local levels by encouraging more effective collaborative working.
- d) Strengthening relationships with users and potential users by building a more effective regional network and working in partnership with other local campaigners and support groups.
- e) Liaising with national representatives of Care and Repair elsewhere in the UK and working together on joint lobbying where appropriate.
- f) Responding with a national Care and Repair Scotland perspective to proposals and policies affecting services and clients.
- g) Collecting and collating national performance statistics on the work of Care and Repair teams throughout Scotland and using these to evidence the value of Care and Repair.
- h) Attending relevant meetings, networks, seminars, and conferences.

**Local Delivery:** To support the local delivery of Care and Repair across the whole of Scotland so that all eligible persons can access a service by:-

- a) Supporting local teams in engaging effectively with stakeholders in the co-production of local service frameworks.
- b) Disseminating information on the core services provided by Care and Repair and negotiating with councils and their national representative organisations to promote the adoption of these core services in all parts of Scotland.
- c) Providing an accreditation and performance framework to demonstrate value and



efficiency to commissioners.

- d) Providing direct support to teams as required, including contract negotiations.
- e) Promoting locally delivered training and developing web-based training resources to fill specific needs, support best practices, and improve the ability of Care and Repair teams to respond to changes.
- f) Consulting with Care and Repair teams to provide a coordinated response to proposals affecting services and customers.

**Innovation and Improvement:** To promote innovation in practice at the local level by:-

- a) Arranging regional meetings to promote regional collaboration between offices.
- b) Providing advice and other assistance to Care and Repair teams to enable them to understand the shift towards health and social care integration, and to explore the scope for involvement in joint commissioning.
- c) Encouraging Care and Repair teams to work with local NHS colleagues, social work staff, and relevant third-sector bodies to identify where more cost-effective forms of delivery are required.
- d) Identifying new funding and tenure options for older and disabled people to repair and improve their homes, and disseminate these to Care and Repair teams.
- e) Exploring the scope for using volunteers to develop and expand the services provided by Care and Repair teams.

**Governance:** To maintain Care and Repair Scotland as a fit-for-purpose organisation, delivering good governance, meeting its legal and financial responsibilities and providing effective leadership through:-

- a) Keeping the Board fully informed of all relevant matters affecting the running of the organisation.
- b) Ensuring that all Board meeting papers, agendas, and minutes are well written and distributed when required.



- c) Measuring progress by providing a core set of information related to services and operations; actively discussing progress reports submitted by the National Director, the regional groups and offices; and routinely sharing measurement data and results with offices, funders and the wider community.
- d) Creating a strong and productive working relationship with the Chair of the Board that will strengthen our organisation.
- e) Representing the organisation at all levels of public life.
- f) Any other tasks which the Board may request from time to time.

**Management:** Responsible for the effective and efficient running of the organisation by:-

- a) Preparing Care and Repair Scotland's Business Plans and financial, strategic, and operational reports for approval by the CRS board.
- b) Being responsible for the day to day management of the office and its procedures.
- c) Strategic Partnership relationship management with the Scottish Government.
- d) Overall control of the CRS budget and expenditure.
- e) Being responsible for marketing and publicity, including website content.
- f) Ensuring that all financial procedures operate effectively.
- g) Liaising with the Company Secretary and Auditors to ensure that accurate reports are submitted to Companies House and OSCR on time.

The above duties will be carried out within the framework of Employers in Voluntary Housing (EVH) relevant policies, including Dignity at Work and Equality & Diversity.