



# BASICS Scotland

## Job Description

JOB DETAILS	
Job Title:	<b>Chief Executive Officer, BASICS Scotland</b>
Responsible to:	<b>The Board of Directors, BASICS Scotland (via Chairperson)</b>
Salary:	<b>Up to £40k - Based on experience</b>
Location & Hours of Work:	<b>The post will be for 25 hours per week, phasing to be agreed and based in BASICS Scotland Office, Aberuthven. This post has initial funding for two years.</b>
JOB PURPOSE	
<p>The post holder will be responsible for all paid employees and for managing the activities and administrative support for BASICS Scotland.</p> <ul style="list-style-type: none"><li>• To take responsibility for maintaining the running of the charity.</li><li>• To ensure the effective day to day management of the charity in accordance with the BASICS Scotland governing documents and Board's directives.</li><li>• To maintain high standards of practice in supporting the work of the charity within the ethos of BASICS Scotland.</li><li>• To ensure inclusion and diversity in all aspects of the charity's work.</li><li>• To take responsibility for providing leadership and management to the staff and volunteers.</li></ul>	
MAIN RESPONSIBILITIES	
<p>The post holder will work with employees and the Board of Directors of BASICS Scotland to fulfil the aim of the organisation which is to promote pre-hospital emergency care in Scotland. The post will be based at Sandpiper House, Aberuthven, PH3 1EL. The successful applicant will be expected to travel throughout Scotland as required.</p> <p>Typically the CEO is expected to:</p> <ul style="list-style-type: none"><li>• Lead and maintain the running of the organisation within the governing documents and board directives</li><li>• Prepare a strategic plan and annual budget for approval by the board of directors</li><li>• Deliver the organisation's business plan and, if necessary, help the organisation to win contracts from public bodies or develop social enterprise 'spin offs'</li><li>• Ensure effective financial and administrative systems are in place and deployed effectively</li><li>• Operate within the annual budget and ensure management and HR policies are up-to-date</li><li>• Ensure the organisation fulfils its legal, statutory and regulatory responsibilities</li><li>• Work with the senior management team to ensure the organisation fulfils its aims and ambitions</li><li>• Establish and monitor key indicators of the organisation's impact and financial health</li><li>• Ensure all policies and procedures are implemented and reviewed</li></ul>	

- Maintain awareness of risks and changes in the external environment that affect the organisation
- Build an effective working relationship with the chair of the board
- Supply regular reports to the board and attend the board and any sub-committee meetings as required
- Help to ensure a sustainable income from individual, corporate, legacy and trust donations and initiate, develop and support new sources of funding
- Ensure there are appropriate procedures in place for the timely and effective recruitment of staff and volunteers to meet the organisations needs within agreed parameters
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims through appropriate review and supervision
- Establish mechanisms for listening to the views of beneficiaries on the organisation's performance
- Build relationships with politicians, the media, government officials and the communities served in order to advance the organisation's aims
- Represent the organisation at external events and publicity opportunities
- Represent the organisation to the media and give interviews

## **ROLE OF BASICS SCOTLAND**

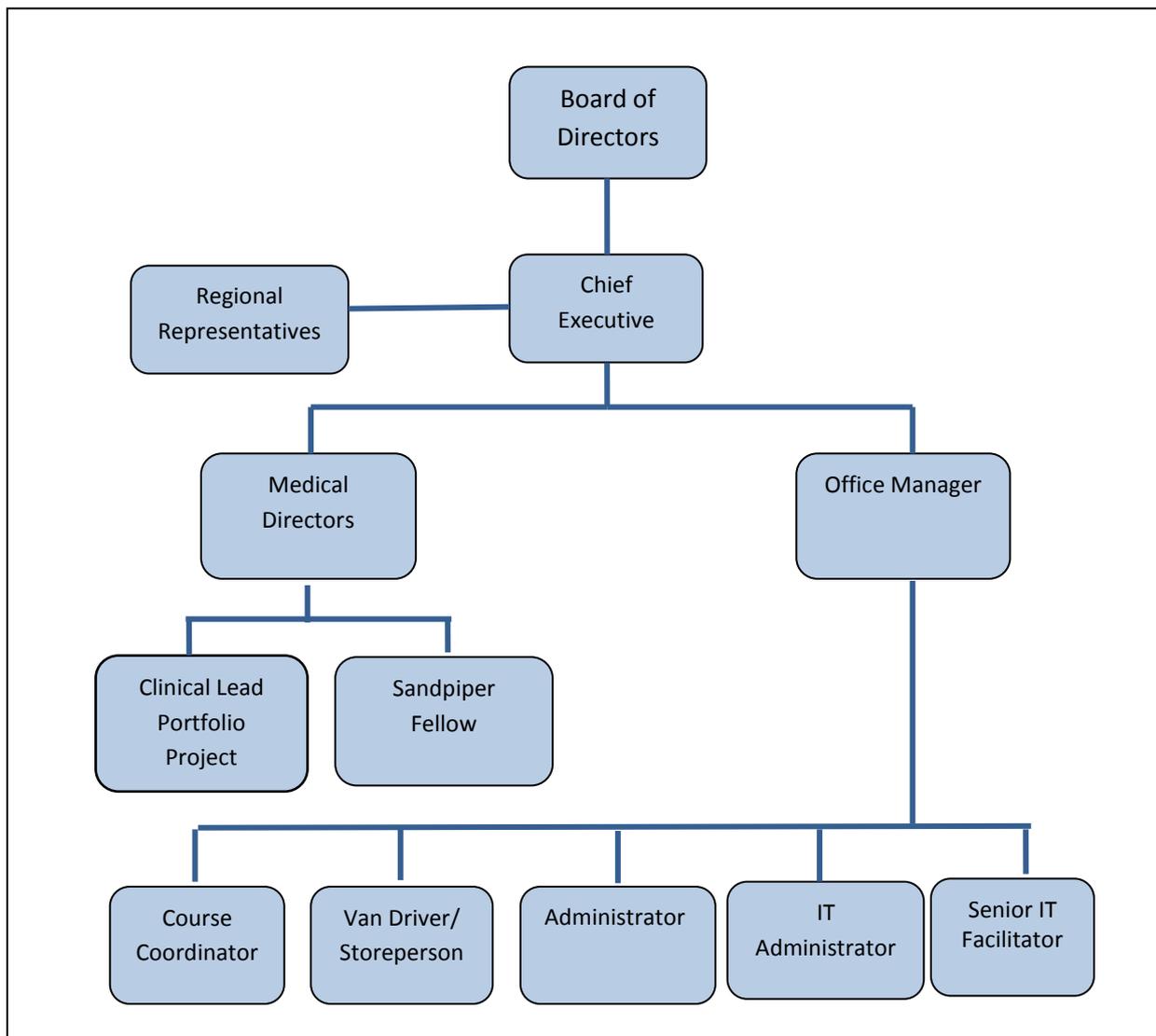
BASICS Scotland has provided high quality immediate care training to health professionals in Scotland since 1993. BASICS Scotland provides a variety of educational courses including immediate medical care courses, pre hospital paediatric care courses, major incident courses and emergency medicine courses. Many of these courses are run under license from other organisations such as the Advanced Life Support Group and the Faculty of Pre Hospital Care of the Royal College of Surgeons, Edinburgh. BASICS Scotland works closely with The Sandpiper Trust. The Sandpiper Trust provides Sandpiper Bags to health service professionals who have completed immediate care training. As well as providing bags, the Trust has provided vehicle locators and additional equipment to responders. In addition, it has provided training equipment, including simulators to BASICS Scotland. This valuable symbiotic relationship makes BASICS Scotland unique amongst training providers in that not only do we provide education, we also provide participants with the equipment they are taught to use.

BASICS Scotland receives funding from the National Health Service Education Scotland (NES). It achieves its educational aims by delivering courses, in convenient locations and by using remote learning technologies, throughout Scotland. BASICS Scotland aims to provide all its educational courses in the most supportive, informal and convenient manner as possible to those attending its courses.

In addition to providing training courses, we co-ordinate local Responder Schemes throughout remote and rural Scotland and work closely with Scottish Ambulance Service, the Emergency Medical Retrieval Service and hospital based pre-hospital care teams based in Scotland.

BASICS Scotland Responders are rural GP's, Nurses and Paramedics who have received additional training through BASICS Scotland. Each of our Responders is provided with equipment including a Sandpiper Bag and access to a defibrillator. Many Responders have also been issued with an automatic Vehicle Locator System to allow contact with their local Ambulance Control and tracking of their vehicle's location.

## CURRENT ORGANISATIONAL STRUCTURE



## KEY SKILLS

- **Leadership skills:** A prime role of the CEO is to motivate staff and volunteers and he or she needs personal drive and energy to achieve this.
- **Advocacy skills:** The CEO will be the public and private face of the organisation and needs to be able to effectively promote its aims.
- **Excellent interpersonal skills:** The CEO will need to build relationships with a variety of people, from beneficiaries and staff members to senior corporate executives and opinion formers.
- **Financial acumen:** The CEO will need to understand and be able to set an operating budget and develop other revenue streams that can provide a surplus for the organisation.
- **A quick learner:** The CEO will need to get up to speed quickly to understand the organisation and once in post, to quickly be able to manage the situations of beneficiaries and the nature of service provision and aims.
- **Develop relationships with key stakeholders:** Organisations such as NES, The Sandpiper Trust, The Scottish Ambulance Service, Health Boards, The Scottish Government, Universities, The Faculty of Pre-hospital Care of The Royal College of Surgeons of Edinburgh and other organisations working in the pre-hospital care and remote and rural healthcare.

- **Support research projects:** The organisation is involved in a number of these. Some of these are clinical research such as the Sandpiper Wildcat Project and some involve educational research, particularly with regard to skill and knowledge decay following courses.

### EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role:

- Personal computer or laptop, tablets and projector
- Use of network printers and photocopiers when required.
- Use of telephone systems.

**Note:** New equipment may be introduced as technology develops within the organisation, however, training will be provided.

### SYSTEMS

The following are examples of systems which will be used when undertaking the role:

- Regular use of the Internet, Intranet, Outlook email system and Microsoft Office software – Word, Excel, Access, Publisher, Powerpoint
- Project and performance management systems to support planning.
- Established database systems, eg contact/ mailing database etc.
- Intranet/Internet – for accessing information sources to support project implementation.

**Note:** New systems may be introduced as technology develops within the organisation, however, training will be provided.

### ASSIGNMENT AND REVIEW OF WORK

The post holder is accountable to the Board of Directors at BASICS Scotland.

Overall direction will be provided through the Board's Chair.

Work is reviewed annually through the Personal Development Planning and Review system.

### PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

#### Physical:

- Standard keyboard skills for producing reports and project plans.
- Requirement to travel between sites to attend project meetings.
- Transferring equipment required for presentations/training sessions across sites.

#### Emotional:

- Communicating sensitive issues or unwelcome information to stakeholders of the project.
- Liaising between groups of colleagues in different organisations who may have conflicting agendas and ways of working.

**Environmental:**

- Regular computer use.

**KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Education to undergraduate degree, or equivalent, is desired.

Experience in senior management or organisational leadership is essential. The CEO will need to work closely with the non-executive board, so experience of working with committees or boards is advantageous.

Experience of working in the health sector is helpful but not essential. Experience of working in both private and public sectors, holding a previous director's position or charity fundraising will be of relevance in the role.

**JOB DESCRIPTION AGREEMENT**

Job Holder's Signature: ..... Date: .....

Chair of the Board  
Signature: ..... Date: .....