



**AWARDS  
FOR ALL  
SCOTLAND**

**NATIONAL  
LOTTERY FUNDED**

**Braid House Day Centre Ltd.**

Labrador Avenue, Howden  
Livingston EH54 6BU  
Office/Fax: 01506 430615  
Email: braidhouse@gmail.com  
Registered Charity  
Scottish charity Number SCO12574



**Person Specification**

**Essential skills, knowledge and experience required for the post:**

<b>CRITERIA</b>	<b>ESSENTIAL/DESIRABLE</b>
<b>Qualifications</b>	
SVQ Health and Social Care at Level 4	Essential
SVQ Management at Level 4	Essential
Nursing Qualification	Desirable
Business Management Qualification	Desirable
<b>Proven Experience</b>	
Significant experience in working with older people with higher dependency needs	Essential
Strong leadership style with experience in successfully managing people and communicating organisational change.	Essential
Knowledge of charity governance, policies and statutory reporting requirements.	Essential
Significant experience in developing and successfully delivering business plans , operational plans, and strategies.	Essential
Experience of working closely with a Board of Directors advising and guiding decision making.	Desirable

<p>Experience of financial management including forecasting, budget setting and monitoring income and expenditure.</p>	Essential
<p>Experience of risk strategy and management in a charity, not for profit setting.</p>	Essential
<p>Experience of implementing and developing quality assurance systems.</p>	Desirable
<p>Experience of representing an organisation at senior level with key stakeholders</p>	Desirable
<p>Experience of working within, or closely with, third sector and statutory organisations within health and social care.</p>	Desirable
<p><b>Knowledge, skills &amp; abilities</b></p>	
<p>Excellent communication, interpersonal, support and influencing skills.</p>	Essential
<p>Excellent organisational skills and ability to prioritise multiple tasks, working independently.</p>	Essential
<p>Ability to formulate strategies and policies, and create new approaches in what may be challenging situations.</p>	Essential
<p>Working knowledge of legislation in relation to older people and the National Care Standards.</p>	Desirable
<p>Good IT Skills with ability to prepare reports in Word, spreadsheets in Excel and Power Point.</p>	Desirable
<p>Full clean driving licence/Car owner</p>	Essential
<p><b>Other attributes</b></p>	
<p>Able to work under own initiative</p>	Essential
<p>Good team player</p>	Essential
<p>Confidential, tactful and diplomatic</p>	Essential
<p>Committed to working to maintain the values and mission statement of Braid House Day Centre.</p>	Essential
<p>Reviewed February 2019</p>	

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### **Staff Development**

There will be an induction programme with Braid House Day Centre during the first four weeks in post. Training for further professional development may be provided if appropriate.

### **Criminal Record Disclosure**

The post entails working with vulnerable people. Braid House Day Centre will request a Disclosure Scotland check prior to a formal offer of employment being made.

### **Conditions of Service:**

37.5 hours per week (negotiable) Monday to Friday between the hours of 8.45 – 4.30pm – the post holder will be expected to adopt flexible working practices to suit the demands of the post.

### **Annual Holidays:**

20 days per annum. 4 floating days and 8 public holidays.

### **Management Accountability:**

The post-holder will be accountable to the Board through the Chair (or nominated Board member) and will receive regular supervision and yearly job appraisals. The frequency of the supervision meetings will be monthly, bi-monthly or quarterly as appropriate, and will take account of length of service, whether any development or change is in process, and individual preference.

### **Equal Opportunities:**

Braid House Day Centre is an Equal Opportunities organisation and are committed to being an Equal opportunities Employer.

### **Pension:**

Braid House Day Centre will pay a contribution of 6% of base salary to the pension scheme provided this is matched by the employee contribution. The employee contribution must be a minimum of 3%. You can choose to opt out of this pension scheme by notifying Braid House Day Centre in writing.

### **Union:**

Braid House Day Centre will recognise the right of employees to join an appropriate Trade Union.

### **Travel:**

Some travel within West Lothian and beyond is required. Therefore, the post holder is expected to provide his or her own transport. A current driving licence and insurance covering the use of the vehicle for business purposes must be held. On occasions when you use your own car the mileage rate agreed by the Board will apply.

