

Photo: Sean Sprague



*changing lives*

# Scottish Catholic International Aid Fund

Appointment of Director  
February 2014



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# Welcome



Dear Candidate,

As the official aid and development charity of the Catholic Church in Scotland, SCIAF helps people living in poverty to build a better future for themselves. Supporting over 70 projects in 15 countries across Asia, Africa and Latin America, we help improve people's lives and advocate for a more just world. We act quickly in humanitarian emergencies, working directly with local partners and through our global network, Caritas Internationalis.

As an agency of the Church, our work is based on Gospel values and Catholic Social Teaching. Our vision is of a world in which everyone's dignity is recognised, and all have the opportunity and the means to live life, and to live it to the full.

We are currently looking for a new Director to lead the organisation through the next phase of its development and growth in its impact. Reporting into the Board, the Director will provide strategic leadership and manage SCIAF in accordance with its mission, vision and values. S/he will be responsible for maintaining and strengthening SCIAF's mandate as the official aid and development agency of the Catholic Church in Scotland as well as building relationships and demonstrating impact externally.

The ideal candidate will bring strategic clarity and organisational development expertise gained from working at a senior level in international development. Their experience and relationship building skills will help us further improve the quality of our work, develop and mobilise stronger partnerships both overseas and with our supporters at home, provide greater funding opportunities, and more decisively influence stakeholders. S/he will demonstrate a strong Catholic faith and have a good understanding and empathy with Catholic Social Teaching as well as the passion and ability to inspire, be a strong leader and engage a motivated and ambitious team.

This is an important time for SCIAF, as we respond to new challenges around the world. We have a fifty year history of success in making a real difference to the lives of poor people around the world, giving them a hand up, not handouts. If you can see clearly how you would build on this success and help us make an even bigger difference, we would like to hear from you.

**Rt Rev Peter A. Moran**

*Bishop President and Chair of SCIAF*

## About SCIAF

The Scottish Catholic International Aid Fund (SCIAF) is the international development charity of the Catholic Church in Scotland. Since 1965 we have worked to bring together a community of thousands of people in Scotland who give their time, money, prayers and campaigning support, because they believe in a just world.

### Vision and Mission

As the official charity of the Catholic Church in Scotland and part of the global Caritas family, the work of SCIAF is born of deeply held values which inspire all our work.

The SCIAF vision is of a world in which all people, especially the poor and oppressed, have the opportunity and the means to live life and live it to the full.

In our mission we are inspired by the Gospel call to build a just world. SCIAF challenges injustice by strengthening poor and oppressed people and by stimulating the Scottish public to share in our common struggle for human dignity.

### Our Work

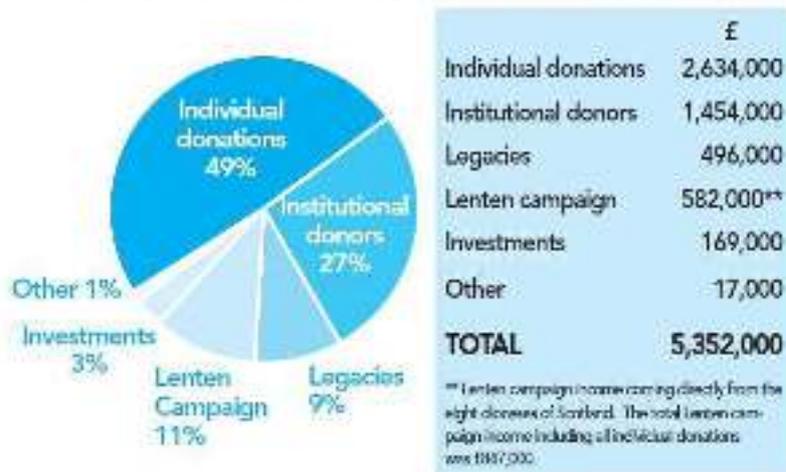
We help some of the world's poorest people, working with them on 70 projects in 15 countries across Asia, Africa and Latin America. Our long-term development programmes are based on a partnership model which aims to strengthen the ability of poor communities to respond to their own situation. We act quickly in humanitarian emergencies, working directly with local partners and through our global network, Caritas Internationalis.

We believe that poverty is political, and we campaign to make sure that politicians and businesses make decisions that won't keep people poor. We work with schools and parishes so that by educating people young and old about poverty and injustice, we can inspire our supporters to help create a fairer world.

## Income and Expenditure

SCIAF had a turnover of £7m in 2013. Two thirds of our income comes from individuals and parishes, particularly through our high profile WEE BOX, BIG Change Lenten campaign, which is supported by many famous Scottish faces, plus direct appeals, legacy income and regular giving. One third comes from institutional funding (including the Scottish Government, DFID, European Union and Big Lottery).

### Where our money comes from



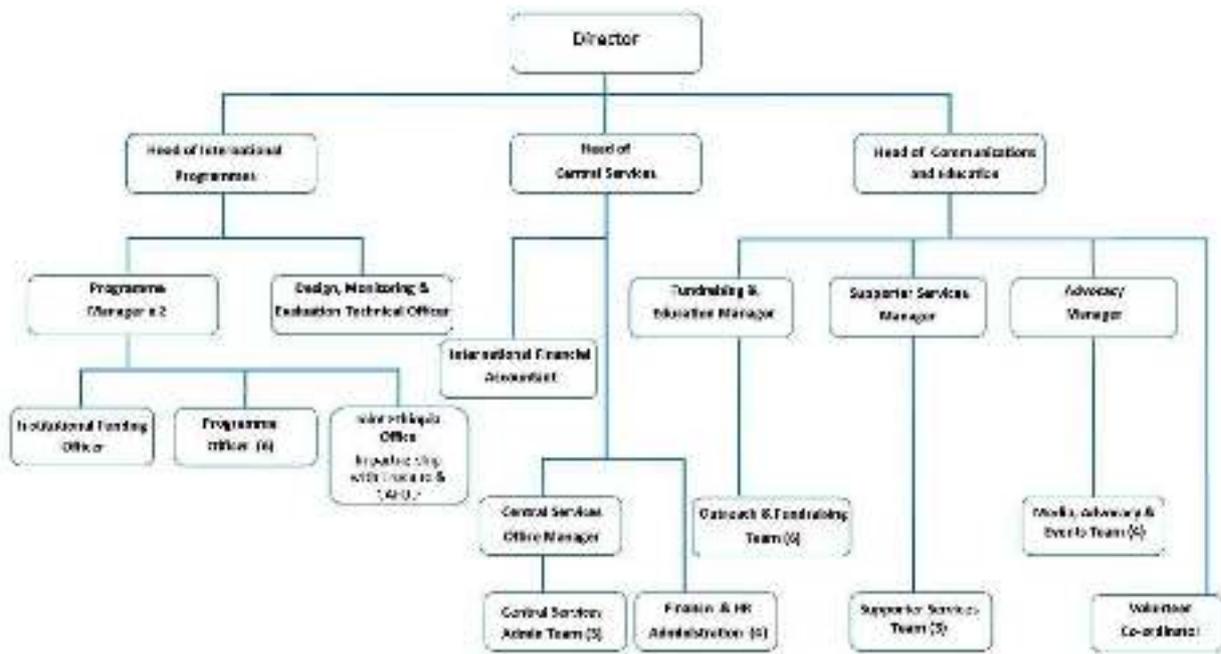
### What we spend it on



(figures above from 2012 accounts)

## Organisational Structure

SCIAF has 38 staff, all based at our Glasgow office. Staff are organised into three departments: (i) International Programmes (ii) Communications and Education (iii) Central Services, each of which has a Head of Department. The Director and the three Heads of Department form the Senior Management Team.



Further information is available on [www.sciaf.org.uk](http://www.sciaf.org.uk)

## Role Description

The Director will provide leadership, inspiration and strategic vision to SCIAF's dedicated staff and supporters. S/he will provide public representation at the highest levels, whilst overseeing organisational growth and effectiveness in accordance with SCIAF's mission, vision and values.

The Director reports to the Bishop President and is accountable to SCIAF's Board which consists of 5 Bishop Directors and 2 Lay Directors.

### The key objectives of the role are:

- Giving leadership and vision to SCIAF and ensuring that the organisation is faithful to its vision, mission and values and that its activities and practices are congruent with these.
- Developing the long-term strategic direction of SCIAF, and ensuring its goals and objectives are set out clearly and prioritised, and that strategies and plans for achieving these are in place.
- Ensuring that SCIAF is in sound financial health and practises good stewardship.
- Ensuring that SCIAF has sound employment and management policies and practices.
- Ensuring that monitoring, review and evaluation processes are in place so that SCIAF can identify its progress and impact and practise accountability.
- Ensuring that SCIAF has appropriate policies in place covering organisational matters and ensuring consistency in practice across the organisation.
- Taking the lead in setting and sustaining SCIAF's culture and values, and monitoring its organisational health.
- Ensuring that SCIAF's work adheres to Catholic social teaching is technically sound, and follows best practice and international standards.

## Key Responsibilities

The specific responsibilities of the Director are as follows:

### Organisational Leadership and Management

- Presenting a vision of SCIAF which develops and deepens its key role in the Catholic community in Scotland and overseas its distinctive approach to international development and advocacy, as well as maintaining SCIAF's professionalism, influence and credibility in the UK NGO sector as well as with our global network, sister agencies and partners.
- Leading the Senior Management Team (SMT) and sharing in the task of motivating and strengthening the management team.
- Ensuring that SCIAF's income generation strategies are appropriate and successful, and participating as necessary in setting policies and priorities relating to these strategies.

### Strategic Leadership and Governance Role

- Leading in analysing the strategic context of SCIAF's work, monitoring this external context and ensuring that SCIAF is responsive and adaptable in its strategic thinking and planning, as well as having a long-term vision; to identify opportunities for future development.
- Ensuring that SCIAF's governance is effective and appropriate, working in close collaboration with the Board.
- Ensuring that SCIAF's financial frameworks, budgeting and income forecasting and monitoring are coherent and appropriate, and that SCIAF acts in compliance with the law.
- Attending the Board's sub-committees.

## Key Responsibilities continued

### Maintaining and Strengthening SCIAF's Mandate as the Official Agency of the Catholic Church in Scotland

- Leading in ensuring that SCIAF's Catholic identity and ethos is tangible, visible and dynamic within the organisation and its partnerships.
- Leading in ensuring that SCIAF's mandate as the international development charity of the Catholic Church in Scotland is recognised, accepted and effective at all levels of the Church.
- Liaising closely with the Bishops' Conference Secretariat and relevant staff, and ensuring that SCIAF supports and collaborates with the Bishops' Conference.
- Leading in ensuring that SCIAF plays a significant part in Caritas Internationalis and Caritas Europa, in CIDSE, and in liaison as appropriate with Vatican dicasteries.

### Strengthening SCIAF's Relationships and Impact in External Sectors

- Representing SCIAF to senior decision-makers including donor institutions and the UK and Scottish Governments; ensuring that SCIAF is known and respected as a Catholic international development charity with a distinctive ethical vision and high quality practice of development, advocacy, education and fundraising.
- Representing SCIAF at a senior level within the development sector and relief agencies as well as with partners and beneficiaries.
- Playing an active role in encouraging relevant high profile individuals within the Church and wider Scottish society to publicly support SCIAF, particularly in relation to key fundraising and advocacy campaigns.
- Playing a leading role in creating and sustaining a public profile and reputation for SCIAF's international development and advocacy work, presenting policy positions and best practice examples in person when appropriate and seeking opportunities to extend the reach of SCIAF's work overseas, with donors and in advocacy and education.
- Ensuring that SCIAF is represented in other significant external relationships, usually by delegating to other members of staff.

# Person specification

The successful candidate must believe in the core values of SCIAF and be driven by the mission. They will be personally motivated by their Catholic faith to continue advancing the rich history of SCIAF and mobilising an active and primarily Catholic supporter base.

The role of Director requires an outstanding individual with the following qualities:

## Qualifications and Experience

- Educated to first degree level or equivalent experience.
- Significant experience of management at a senior level in the voluntary or public sector.
- Experience of strategic and financial planning.
- Experience of the successful management of people.
- Experience of working effectively with a strategic Board.
- Experience of working in international development at senior level, preferably with experience of working and living in a developing country.
- Experience of representing an organisation at senior level to the media, key decision-makers and the general public.

## Knowledge

- Active member of the Catholic Church with sound theological awareness of justice issues and Catholic social teaching and strong commitment to SCIAF mission and values.
- Significant knowledge of international development.
- Awareness of how small organisations operate in particular in the voluntary sector.
- Knowledge of best practice in fundraising, advocacy, education, finance and HR.
- Knowledge of Catholic Church and Scottish setting in relation to media and institutions is desirable but not essential.

## Person specification continued

### Skills & Abilities

- Ability to initiate change in order to make things happen and to continuously improve performance.
- Excellent written and verbal communication skills including the ability to present information engagingly to a variety of audiences.
- Ability to negotiate effectively with colleagues.
- Confidence and ability to deal effectively and diplomatically with the Board of Directors and Senior Management in SCIAF; also with overseas partner organisations, beneficiaries and the public.
- Proven ability to inspire, motivate and develop people to achieve high performance.
- Ability to put SCIAF's values into practice, internally and externally, through a strong Catholic faith and good understanding of Catholic Social Teaching.
- Strong team player.
- Ability to self-manage.
- Computer literate.
- A willingness to work outside office hours and to travel within the UK and overseas.

# Appointment Process

Perrett Laver will conduct an executive search process in parallel with the public advertisement of the role. Following the Search Committee's thorough review of all applications, which will be completed in mid-March, the longlisted candidates will be invited to interview with Perrett Laver during mid to late March. The Search Committee will subsequently meet in early April to decide upon a final shortlist who will be invited to informal meetings on the 8<sup>th</sup> and 9<sup>th</sup> of April followed by a formal interview process on the 14<sup>th</sup> April.

The role will be based in Glasgow, UK and will require travel within the UK and overseas.

The salary will be competitive with market rate and negotiable depending upon experience.

The appointment will be made subject to satisfactory references and the successful candidate will be expected to take up the post as soon as is reasonably possible.

## How to Apply

To apply, please upload an up-to-date curriculum vitae (including comprehensive details of key achievements and responsibilities) along with a covering letter of application summarising motivation in applying and addressing the role description, key competencies and person specification at [www.perrettlaver.com/candidates](http://www.perrettlaver.com/candidates) quoting reference 1534.

The closing date for applications is **Tuesday 11<sup>th</sup> March 2014 at 12.00 noon (GMT)**.

Applicants are asked to provide suitable daytime and evening telephone and email contact details.



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We are proud members of the Caritas global family of Catholic development charities.



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