

JOB Description: Executive Chairman Veterans Scotland

MAIN PURPOSE OF JOB

- Chair and direct Veterans Scotland (VS) Executive Committee Activities
- Is the VS representative on Cobseo Executive Committee
- Motivate, guide and encourage the VS 'Groups' specific foci
- Maintain and further develop collaboration with Central and Scottish Government, and their agencies, at the strategic level
- Promote the benefits of VS to member organisations and the wide range of stakeholders with shared interests
- Keep the VS President* and/or Executive Committee informed of activities within the VS and Veterans Community across Scotland
- Encourage further collaboration and communication in line with VS overall purpose and objectives

POSITION IN ORGANISATION

- Chair of Executive Committee as a Director of VS
- Reports to President* and/or Executive Committee of Veterans Scotland
- Acts as the designated point of contact for VS

SCOPE OF JOB

- Leadership 35% Promote cooperation and collaboration
- Relationships 30% Maintain and expand relationships, for members benefit
- Policy & Strategy 35% Continue to develop policies and strategy for the mutual benefit of VS members

DIMENSIONS AND LIMITS OF AUTHORITY

- Authorised to convene meetings of the Executive Committee as required
- Authorised to convene the VS Annual General Meeting
- Authorised to act as the focal point for the combined activities of member organisations
- Authorised to operate in line with the Strategy agreed by the Executive Committee
- Authorised to operate within the budget agreed by the Executive Committee

**If a President is in appointment*

QUALIFICATIONS

New Haig House | Logie Green Road | Edinburgh EH7 4HR | phone 0131 550 1569 | website www.veteransscotland.co.uk

Veterans Scotland is a Company Limited by Guarantee, registered in Scotland. Registered as a Charity in Scotland, SC033880.

Ideally educated to degree level

EXPERIENCE

- Awareness of military, charity and government organisations in Scotland
- Preferably independent of the direct interests of the various member organisations
- Senior military or commercial board level business appointments.
- At least 10 years military service desirable.

DUTIES AND KEY RESPONSIBILITIES

Leadership

- Foster an atmosphere of mutual trust amongst the ex-Service charities in Scotland
- Encourage progress towards cooperation, collaboration, communication and co-ordination where appropriate
- Assist members to better serve their beneficiaries
- Engage with authority on Scottish ex- Services matters to external organisations
- Lead and direct overall VS staff team

Relationships

- Maintain close working relationships with senior representatives of member charities and organisations
- Develop links with external agencies and organisations to influence on behalf of members
- Promote Veterans Scotland throughout the UK ex-Service community

Policy and Strategic Development

- Coordinate the development of Veterans Scotland in line with agreed strategic plans
- Ensure policy is compatible with member organisations plans and objectives
- Influence at senior level to achieve change in Government policy for the benefit of the Veterans Community in Scotland
- Continue development of VS strategic objectives
- Take the lead on the review and delivery of the Veterans Scotland Strategy.

The Executive committee shall elect a person to be the Executive Chair. Each person so appointed shall hold office for an initial period of 3 years and thereafter shall be eligible for re-appointment by the Executive committee for subsequent periods of three years. This is a paid, part time, appointment with Veterans Scotland; remuneration level is identified in the job advert on recruitment and is reviewed annually. The appointment is subject to a three month probationary period and a three month notice period.