

Head of Oxfam Scotland Job Description

Division: Campaign & Policy	Job Family: Communications
Department: Oxfam Scotland	Level: B
Location: Glasgow	Salary: From £36,830 gross per annum
OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering.	
REPORTING LINES: POST HOLDER REPORTS TO: Head of UK Programmes with a dotted lines to the Head of UK Campaigns, Policy and Programmes	
STAFF REPORTING TO THIS POST: The post has direct line management responsibilities for Programme Coordinators, Research and Policy Adviser, Campaigns Coordinator, Policy and Public Affairs Manager and an Office Manager. Some dotted line responsibility for Trading staff	
BUDGET RESPONSIBILITY:	Yes
<ul style="list-style-type: none"> • DIMENSIONS: • <ul style="list-style-type: none"> • Required to develop a long-term vision and action planning to achieve high and long-term impact on own department/regional and corporate programme, and organisational and external policy and practice. • Represent Oxfam corporately in Scotland managing and influencing significant external relationships. • Help shape corporate and division strategies and lead their interpretation and delivery in a large and diverse region/department and/or in a delegated organisational capacity. • Plan and manage overall regional /department/ staff and resources allocation. • Problems are highly diverse and complex requiring comprehensive analysis of management and programme information from a wide variety of sources. • Anticipate, analyse and manage highly complex and diverse public policy issues and programme strategy. • Decision-making is both highly strategic and operational with judgement based on highly complex problem solving experience, and a full 	

understanding of a range of internal and external factors.

- Develop and maintain the Scotland Advisory Group to ensure effective external support for Oxfam's objectives in Scotland and in line with Council/CMT parameters

KEY RESPONSIBILITIES:

- To shape and lead an integrated Scotland programme challenging poverty in Scotland, across the UK and globally
- To develop a clear vision and plan for how Oxfam Scotland can help achieve Oxfam's domestic and international objectives, how change can best be achieved in Scotland and how action in Scotland can contribute to global change.
- To undertake direct influencing and representational activities with devolved nation decision makers, institutions and funders
- To develop and maintain strategic alliances and partnerships with key actors in Scotland; including civil society networks, public and private sector organisations and the media.
- To keep well informed of developments in the external context relevant to Oxfam's work in Scotland, seeking to make effective use of opportunities in this changing context.
- Oversee the delivery of a strategic national anti-poverty programme in Scotland, ensuring impact at a Scottish and a UK-wide level
- To be responsible for ensuring effective administration, financial management and the stewardship of financial resources, human resource management, development and use of information systems, planning and reporting, health & safety in the office and in the Scotland programme and to ensure compliance with corporate standards and procedures.
- To ensure gender mainstreaming commitment visibly underpins all aspects of Oxfam in Scotland programme.
- To work with others in Oxfam Great Britain and Oxfam International to shape Oxfam's strategic direction and plans.
- To participate as a proactive member of management teams within the Campaigns, Policy and Programmes division
- To develop and maintain the Scotland Advisory group to ensure it provides effective support for Oxfam's strategy in Scotland

SKILLS AND COMPETENCE:

- Proven leadership competence, with sound business skills, able to demonstrate allegiance to a corporate mandate through demonstrable followership skills whilst delivering at a regional level. (E)
- Strong people-centred management expertise, skills and proven track record in leading complex, multi-disciplinary teams. (E)
- Proven influencing and advocacy skills, and an understanding of Scottish political and economic structures,. (E)
- Strong understanding of international poverty issues and how these relate to a UK and Scottish context (E)
- Knowledge of UK and devolved social and economic policy as it impacts on poverty and social exclusion in Scotland and the UK (E)
- Proven experience of strategic programme development and leadership (E)
- Ability to think innovatively and operate strategically. (E)
- Skills and ability to develop achievable plans for the implementation of divisional and corporate strategies and policies. (E)
- Strong conceptual and analytical skills. (E)

- Skills and confidence to take, contribute to and implement decisions to achieve results. (E)
- Financial management expertise and diligence in accounting for and maximising resource use. (E)
- A good understanding of the development of the external context in Scotland as relevant to Oxfam's work, including institutional processes, non-government organisations and the voluntary sector. (E)
- Awareness of own strengths and weaknesses. (E)
- Commitment to Oxfam's overall aims and beliefs including equality, diversity, gender and race. (E)
- Ability to work unsociable hours, and to travel both within and outside Scotland e.g. to/from Oxford and Regional Trading offices. (E)
- Evidence of self managed learning. (D)
- Experience of ability to manage change effectively. (D)