**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**

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.