

Role title	Locality Leader
Responsible to	Head of Localities
Location	Locality based

PURPOSE OF ROLE

The role of Locality Leader will be to work in close collaboration with key stakeholders including Head of Localities, to achieve highly effective outcomes across the locality. The role will be required to adopt and exhibit a style of management and leadership that will influence a positive culture of engagement, that gives employees an effective voice and delivers the vision.

The Locality Leader, supported by the Head of Localities and locality team, will be responsible for ensuring the Alzheimer Scotland vision is actively delivered within the locality and that there is clear understanding of the need to have very strong local connections to donors and supporters. Mobilising the collective voice of people with dementia and their carers, our members and activists, using their power as local citizens is also key to influence and effect change.

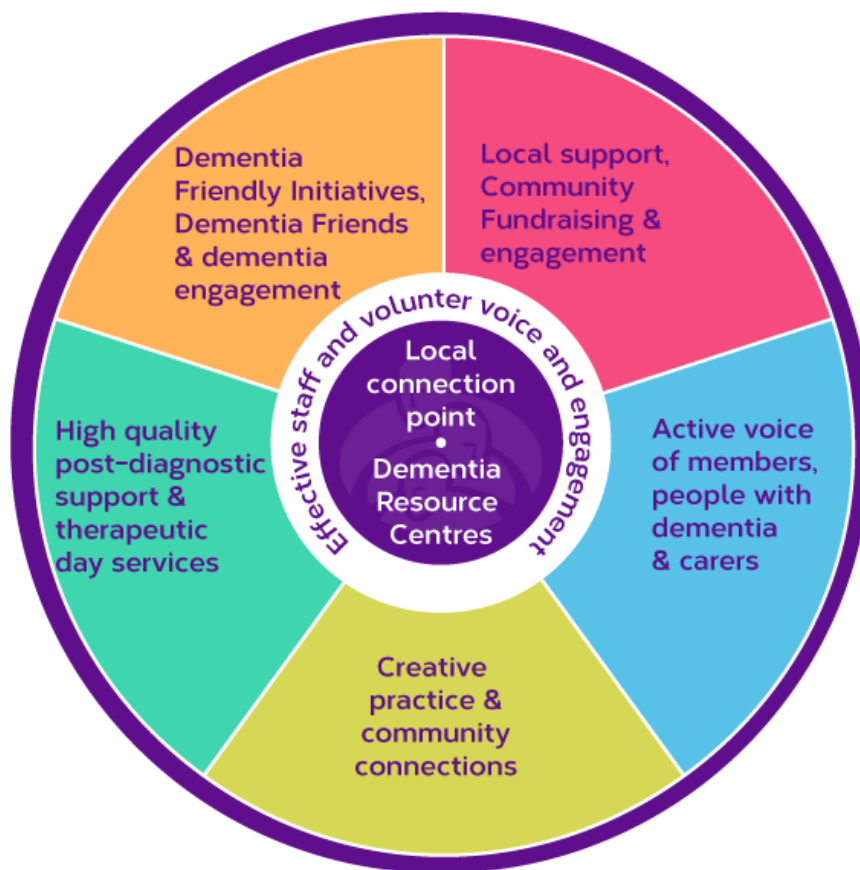
There is a responsibility to create and enable the transition towards a future model that is inclusive, engaging, offering support, has a range of activities, and maximises the potential use of our resources and facilities. You will help to create a self-sustaining model of activities and support, utilising our fundraised income to best effect and building a self-directed model of support, that offers and creates a connection to Alzheimer Scotland for people with dementia as their journey transitions from the first point of contact through to end of life.

LEADING LOCALITIES - KEY STRATEGIC RESPONSIBILITIES

The Locality Leader will be responsible and accountable for exhibiting key leadership behaviours and achieving the outcomes aligned to this role. This section describes the key strategic priorities.

Delivering the 7 dimensions of the locality vision

The focus of the role is to ensure the operational day to day running of your locality is based upon the 7-dimensions model and that a strategic approach is taken to locality planning.



Approach

You will have a specific responsibility to support the Head of Localities to deliver strategies and achieve outcomes. You will support your Head of Locality to deliver a flexible approach to locality planning, creating and enabling a culture of highly effective engagement, ensuring structures allow for employees to access the principles and dimensions of the Fair-work Framework, and that they have an effective voice, and stake in everything we do.

You will ensure that the activities, development and work of others is enabled through a supportive culture which includes ensuring that there are strong links and support for Dementia Advisers in their role within community groups. A key responsibility is to provide strong managerial and leadership to the team through setting clear objectives and outcomes, regular review of performance and undertaking appraisal.

You will identify and support colleagues to be their best with the ability to empower and provide opportunities to grow, develop and take on leadership roles where appropriate.

You will work with the Head of Localities to ensure safe practice and high-quality delivery of each of the 7 dimensions in line with the organisation's Quality Framework, routinely ensuring that standards, policies and procedures are followed by implementing quality assurance processes and improvement plans.

You will be responsible for implementing a positive health and safety culture which promotes enablement for everyone involved in the locality. With this comes a responsibility to ensure health and safety compliance is achieved in line with both legal and Alzheimer Scotland standards.

You will manage the locality budget through regular monitoring and reviews of all expenditure, income and reserves.

Specific responsibilities

- To embed the 7 dimensions and locality pathway within locality plans and operations.
- To ensure that services and activities are thoroughly planned and resourced and regularly reviewed and evaluated to achieve good outcomes for people we support and effective use of resources.
- To maintain an overview of registered services in your locality and lead in the delivery of contracted services.
- To support opportunities for growth in day care, new developments and improving the quality of services and/or activities.
- To manage the locality budget through regular monitoring and reviews of all expenditure, income and reserves.
- To ensure contract compliance and internal standards are achieved in both regulated and non-regulated services.
- To ensure Health and Safety is actively monitored and implemented.
- To work collaboratively with Head of Localities and support functions.
- To undertake reporting efficiently and in a timely manner.
- To use IT systems appropriately and safely including iTrent, Yammer and Outlook.
- To collaborate with peers and colleagues both internally and out-with the organisation; developing relationships and promoting the reputation of Alzheimer Scotland at a locality level.
- To work flexibly with colleagues and provide short-term Locality Leader cover within other localities, where required.
- To operate within the context of Alzheimer Scotland policies and procedures.

Fundraising

You will collaborate with the national fundraising team, specifically the Community Fundraisers, as well as support the Head of Localities in leading a change in culture and mind-set to the way we all understand fundraising. This will involve creating a shared and better understanding about how fundraising works as an integral part of locality planning.

You will be responsible for feeding into a fundraising and marketing strategy for your locality that clearly outlines what the locality needs to achieve, identifies funding priorities, and the collaborative method that is needed to create a seamless approach with the fundraising teams. You will help employees understand how fundraising works across the organisation.

In locality strategic planning, there will be a clear plan that engages local teams and fundraising roles to develop short, medium and long-term goals towards achieving ongoing and new funding for a Dementia Resource Centre, Dementia Adviser, Community Activity Organiser and Volunteer Co-ordinator within each locality.

The role of the Locality Leader will be to understand, promote and help nurture colleagues understanding and practice towards delivering organisational messages locally whether this be

how fundraised income is spent, what the organisation offers or how it is funded. You will be required to collaborate with the communications and marketing team to understand raising awareness does not have to be done solely from local resources. You will lead by example in this arena and ensure GDPR rules and regulations are followed and understood.

Employee voice and engagement

You will make sure employees understand the approach is all about engagement, across every aspect of the organisation, and externally.

Lead by example by supporting and enabling effective employee voice by participating in and leading engagement of employees in how they access, contribute to and benefit from the key core priorities and activities described in the strategy and plan.

The post holder will be required to understand and support the principles of the overall Fair Work Framework and ensure that this dimension is delivered, supporting and sponsoring the delivery of key activities and actions as described in the People strategy, Engagement strategy, and overall the commitment to enabling effective employee voice and stakeholder engagement.

Volunteer voice and engagement

You will actively support the integration of volunteer activity, in a way that maximises the return on this significant and highly valued resource. You will support, enable and pro-actively promote ways to coordinate volunteer activities and input, and direct key skills and ability towards the right place and time. You will support and facilitate the Alzheimer Scotland commitment to engagement through effective volunteer voice.

Leadership

The Locality Leader will work in close collaboration with peers, and colleagues across all aspects of Alzheimer Scotland, leading by example and exhibiting behaviours in a leadership style that places engagement at the heart of delivering the best outcomes for people with dementia and their carers.

You will also have a responsibility to nurture creativity and ensure their teams continue to develop and have opportunities to learn, in an environment that is safe, supportive and collaborative. Ongoing development for the Locality Leader role will be embedded within support structures.

You will lead their team to influence change externally by empowering the active voice of members, carers, and people with dementia, progressing Alzheimer Scotland's human rights-based approach to achieve priorities for change at a locality level.

You will play a key leadership role for the Dementia advisor and Community Activity Organiser role to ensure maximum impact can be successfully achieved across your locality.

CORPORATE LEADERSHIP TEAM SHARED RESPONSIBILITIES

The following paragraphs are aligned to similar paragraphs within this section of the job description for Head of Localities. The idea is to bring cohesion and to strengthen and encourage a more seamless leadership view of the strategic plan.

Provide clear, directional, supportive leadership to direct line reports within your locality, and a proactive, positive management style representing the core values, behaviours and outcomes as described in the strategy to deliver the vision. Ensure key outcomes and priorities are led, communicated, described and delivered within your locality.

Work collaboratively with the Head of Locality and peers to develop activities that will support the workforce to deliver the Alzheimer Scotland vision and in a way that enables highly effective engagement in how we interact with colleagues, external partners, investors, volunteers and people with dementia and their carers and towards achieving our shared mission to make sure no one faces dementia alone.

Ensure that your personal approach and work practices supports and enables collaborative working, leading by example, to support and enable an environment of trust, integrity, respect and where creation and innovation are encouraged to ensure that we strive to continually improve the way that we support people living with dementia.

**Person Specification
Locality Leader**

This person specification should be read with the job description for the post of Locality Leader. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

	Essential	Desirable
Skills and Abilities		
Leadership and management skills to align people to the priorities of the organisation and the locality objectives, in a way that helps them see where they can contribute, and that motivates and inspires them to give their best.	✓	
Able to work collaboratively with colleagues and build positive working relationships and networks.	✓	
Strong understanding of and engagement with the wider context of your work and the overall vision of Alzheimer Scotland.	✓	
Being accountable for the operational and strategic performance of the locality in formulating and implementing locality plans, whilst balancing resources and energy on key priorities. Having the ability to cope with limited resources, seize opportunities and think creatively and exercising judgement and initiative.	✓	
Able to communicate, negotiate and collaborate effectively with a wide range of people and organisations and able to influence others.	✓	
Ability to comprehend and monitor budgets and relate financial information to locality activity.	✓	
Self-motivated, dynamic, and able to work without close supervision.	✓	
Approachable, with excellent listening skills, tact and the ability to offer support and encouragement in a non-judgmental manner.	✓	
Excellent interpersonal and communication skills both verbal and written.	✓	
Shows a commitment to and understanding of equal opportunities, the elimination of discrimination and the empowerment of individuals and groups.		
Good organisational skills and proven ability to manage own time and workload.	✓	

Qualifications		
Recognised professional qualification in health, social work or related field.	✓	
Leadership and/or management qualification.		✓
Understanding of Health and Safety and environmental health regulation and practice relevant to social care.	✓	
Competent in the use of Microsoft Outlook and using internal digital systems.	✓	
Full and valid driving licence and access to a vehicle during working time.	✓	
Experience and Knowledge		
Experience of staff management, including the use of reflective practice.	✓	
An understanding of the volunteering role within a charitable organisation.		✓
Understanding and/or experience of working in a rapidly changing environment.	✓	
Understanding and/ or experience of working with, or supporting people living with dementia and their families.	✓	
Understanding and/or experience of the personalisation agenda.		✓
Knowledge and understanding of the 5-pillar model of post-diagnostic support.	✓	
Experience of delivering presentations and undertaking responsibility for learning and development within a team.		✓
Understanding and support of the principles of the Fair Work Framework.		✓
Understanding and experience of the importance of fundraised income within a charitable organisation.	✓	