

**We are  
all  
Join  
our team!**

**May 2024**

Dear Colleague

Thank you for your interest in the post of Head of Policy & Programmes – a new and pivotal post as part of the leadership team at Homeless Network Scotland.

While legislation and policy on housing and homelessness in Scotland is progressive, the environment in which it is implemented is increasingly challenging due to a range of national, UK and global factors. Consequently, homelessness is rising and the number of people in temporary accommodation the highest on record.

We are looking for someone who can advise on and influence policy development and implementation at a local and national level. And who can interpret and apply current evidence and knowledge – and ask the right questions in the right places.

We are entrusted with the implementation of key policy, including Housing First and ending destitution experienced by people with no recourse to public funds. The postholder will take a leading role delivering on our partner's expectations across our programmes and projects, while taking account of the range of perspectives and challenges experienced across our diverse network.

**Our ideal candidate is already proficient in Scotland's housing and homelessness policy landscape. Maybe a step over for a different perspective is of interest to you – or maybe you're ready for a step up in responsibility. We'd love to hear from you.**

We are a small team that values commitment, flexibility and a sense of perspective. And in return, we offer an enabling environment where you can use all your skills – and maybe discover new ones too. We also provide a unique vantage and opportunity to be involved in major programmes making a difference.

We hope this recruitment pack provides all the information you need to apply for the post. If you would first like to discuss any aspect of the post or about working with us, please contact me on 0141 420 7272 or email [mbrunj@homelesnetwork.scot](mailto:mbrunj@homelesnetwork.scot).

Best regards,



**Maggie Brünjes**  
Chief Executive

## About us

We believe homelessness in Scotland can be ended if we work together on what works and what matters. We are a membership organisation that helps to advance the changes needed to resolve homelessness in Scotland.

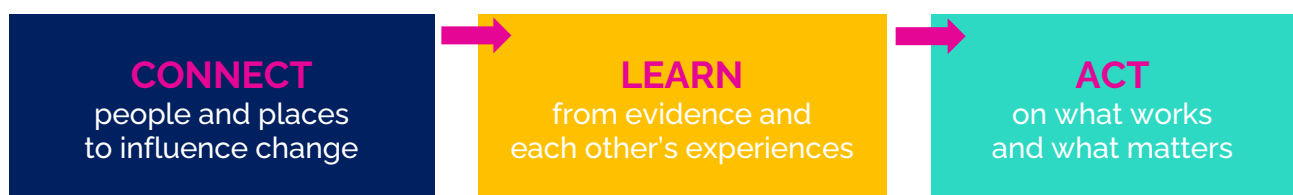
Our contribution is delivered through:

- A strategic partnership with Scottish Government and within the planning structures that oversee the national Ending Homelessness Together plan.
- The platforms we provide for people with first-hand experience of homelessness.
- The spaces we create for a diverse network to collaborate, influence and share knowledge.
- The multi-partner programmes that we support to achieve an impact.

And we lay the groundwork for shared progress that is:

- Evidence led: using the best knowledge available.
- Focused on impact: making a measurable difference.
- Contextualised: sensitive to partner's different perspectives and challenges.
- Equality competent: recognising the different risk and impact of homelessness.

We want to be a valued, knowledgeable and reliable organisation that listens, learns and is always moving forward. And we want our people (our board, staff and associates) to have challenging and rewarding work, where performance is appraised, talent nurtured, and people have opportunities to develop and progress.



# Head of Policy & Programmes Job Information

<b>Reporting to:</b>	Chief Executive <i>We have a policy of leadership coaching instead of line management.</i>
<b>Hours:</b>	35 hours, Monday to Friday. <i>Very occasional weekend or evening work may be required.</i>
<b>Salary:</b>	SCP 51-53: £57,302 - £60,029 <i>We normally appoint at the first point of the salary band with annual increments awarded. Cost of living pay award pending for 2024-25.</i>
<b>Duration:</b>	Permanent, subject to a 6-month probation period.
<b>Occupational Benefits:</b>	Employer contribution pension scheme at 9.72% Death-in-service cover.
<b>Incentives:</b>	Blended working - Glasgow office and home. Flexible working hours. Annual pay increment and cost-of-living increase. Access to free professional coaching sessions. Access to free confidential counselling services.

## In Brief

You will provide strategic leadership for a small and highly motivated team of staff and associates and reach across a diverse network to instigate, influence and implement the policy and system changes that are needed to resolve homelessness in Scotland. You will also deploy expertise and oversight that increases the impact of Homeless Network Scotland's programmes and projects.

## Key Relationships

*Internal:* Chief executive, leadership team, advisors, leads, board of directors, associates.

*External:* Member organisations, Scottish and local government, housing associations, funders and wider collaborations across community justice, health and social care.

## Main Duties and Responsibilities

4 programmes reflect our strategic objectives which are to prioritise prevention, end rough sleeping and destitution, support the transition to rapid rehousing and provide platforms for lived experience.

*You will draw on your knowledge, skills and experience to:*

1. Take a highly relational approach that builds and nurtures the key relationships needed to achieve policy and programme objectives.
2. Create opportunities to influence, improve and implement policy and to brief internally and across our wider networks.
3. Oversee multi-agency programmes to end homelessness and destitution, with a strong focus on delivering equality, impact and improvement.
4. Analyse the impact of Homeless Network Scotland's strategic plan periodically and collaborate across the organisation to review and revise impact measures.
5. Develop and deliver clear and consistent policy positions across all our activities, based on best available evidence and diverse experience.

*Working as part of the **leadership team** to:*

6. Contribute to the strategic development and direction of Homeless Network Scotland, supporting equality, impact and improvement and mitigating risks and issues.
7. Provide inspiring leadership across the organisation, promoting a culture of collective responsibility that helps an expert and dedicated team to achieve their potential.
8. Work to deliver relevant and timely media statements, briefings, blogs and articles.
9. Monitor, review and continuously improve the satisfaction of Homeless Network Scotland members and the wider network.
10. Schedule and submit quality and compliant reports to Homeless Network Scotland's various funders as required.

*And working as part of the **full team** at Homeless Network Scotland to:*

11. Adopt an evidence-based and solutions-focused approach to resolving homelessness.

12. Centre lived experience and raise knowledge and awareness of how different groups experience homelessness and the action needed to reduce housing inequality.
13. Build and maintain a knowledge of the network of sectors and services that prevent and respond to homelessness in Scotland.
14. Support fundraising and income generation and create opportunities for the organisation to be commissioned as experts and consultants.
15. Represent Homeless Network Scotland in accordance with our vision and values, policies and procedures and contribute flexibly to the range of our work required to meet our objectives.

## Competency Framework

### (i) Core Competencies

The post holder will be expected to demonstrate that they meet Homeless Network Scotland's core values and competencies at **Level 4** (*see attached our competencies framework*).

### (ii) Job Specific Competencies

The post holder will also be expected to meet the following job specific competencies, or clearly show how they could be quickly developed:

- Expert knowledge of the housing and homelessness policy landscape in Scotland.
- An experienced and motivational project developer, ideally in multi-partner structures.

And have:

- Success in a policy, public affairs or other influencing role.
- Knowledge and experience of research methodology, designing research materials.
- Exceptional written communications skills.

# Application Process

## Application and Enquiries

Application packs can be downloaded from our website at [www.homelessnetwork.scot/recruitment](http://www.homelessnetwork.scot/recruitment)

For more information about the role, the application pack or process, please contact Janice Higgins, Head of Corporate Services on 0141 420 7272 or email [recruitment@homelessnetwork.scot](mailto:recruitment@homelessnetwork.scot)

No agencies or CVs please.

## Some points to note

Closing date for applications is **5pm on Friday 7 June**.

Shortlisting will take place on 11 June. Applicants selected for interview will be notified by email as soon as possible after that.

If you have not heard from us by end of Friday 14 June, please assume that you have not been successful on this occasion. However, please do not let that put you off applying for a post with us again, since the range of requirements for every post are different.

## Interviews

If invited for interview, this will take place on **Monday 17 June** at our office at Unit 16a, Adelphi Centre, 12 Commercial Road, Glasgow G5 0PQ. It will include a presentation, a conversation and a scenario-based written task. More information will be sent with the invitation to interview.

### Homeless Network Scotland

Charity Registered in Scotland (SC0 03453) and Company Limited by Guarantee (SC112361)  
Registered Office at Unit 16a, Adelphi Centre  
12 Commercial Road, Glasgow G5 0PQ  
Chief Executive: Margaret-Ann Brünjes

### Contact Us

T: 0141 420 7272  
[hello@homelessnetwork.scot](mailto:hello@homelessnetwork.scot)  
w: [homelessnetwork.scot](http://homelessnetwork.scot)

