

AMIS (Abused Men in Scotland)
222 Leith Walk
Edinburgh
EH6 5EQ

Email: recruitment@amis.org.uk

Thank you for your interest in joining the team at AMIS as **Head of Services**.

This application pack contains

- Job Description
- Person Specification
- Application Form

The closing date for applications is Fri May 30 at 12:00 noon. Please email your application to recruitment@amis.org.uk with the job title of the post you are applying for in the subject line.

The provisional date for interviews is Mon June 16.

Interviews will be held in Edinburgh or via Zoom.

We will acknowledge receipt of your application by email. If you do not hear again from us within 14 days of the closing date, please assume that your application has been unsuccessful on this occasion. Please note that we can only provide feedback to shortlisted candidates.

Thank you again for your interest in joining the team at AMIS.

Job context

AMIS (Abused Men In Scotland) is a Scottish Charitable Incorporated Organisation (SCIO) raising awareness of men's experience of domestic abuse and the need for greater recognition and support for men (and their children) affected by it. AMIS provides Scotland's only national helpline service specifically for men in this situation; and is fast becoming influential and considered a mainstream service. We are hoping to secure finance to enable us to grow our service over the next 3/5 years.

Since 2010 AMIS has offered confidential support, information and signposting to men experiencing domestic abuse. We support any man aged 18+, including individuals who identify as men, regardless of ethnic origin, dis/ability, age, sexual orientation, or any other attribute. AMIS also advocates for male victims through training, education, media, and engages with policy makers through meetings, fora and consultations. The Head of Services manages 5/6 other members of staff who assist with all of the above as well as providing the key service of manning the helpline. Staff members also provide support to volunteers and manage HR functions, finance, etc.

Support is offered by telephone, email and virtual one to one meetings. The service is being developed to include online chat and may later include other platforms.

A full Protection of Vulnerable Groups (PVG) check will be required for the successful candidate before we can make a formal offer.

This role is funded by the Scottish Government Victim Centred Approach Fund, until 31 March 2027.

Main areas of responsibility

Leadership and Strategy

- Play a leading role under the direction of the Board of Trustees, to develop and implement the strategic vision for the charity.
- Ensure the organisation operates at the highest standards. Play a leading role on work towards achieving charters, quality standards or accreditations that are relevant to improving service delivery.
- Represent the organisation publicly, as a passionate advocate for AMIS's clients and AMIS's work on their behalf.
- work with trustees to raise the profile and reputation of the organisation by building and sustaining positive working relationships with partners in both the statutory and voluntary sector .
- Support staff to achieve their full potential within the organisation.

Operational Management

- Lead on and manage the delivery of the development and continuous improvement of AMIS's support services, conducting regular reviews to monitor overall performance in line with funding targets and outcomes.
- Provide line management and support to all staff.
- Manage operational health and safety matters.
- Take overall responsibility for initial staff training and continuing development, ensuring all staff are fully equipped for their roles.
- Provide direction and support to helpline staff in casework review, and provide whatever support is needed in difficult cases.
- Provide direction and support to the Volunteer Coordinator and take overall responsibility for recruitment, training and supervision of volunteers.
- Provide direction and support to the Training Officer in the design and delivery of internal and external training and workshops.
- Direct and oversee the raising of public awareness of male victims of domestic abuse and the work of AMIS through various events and media channels including social media, press releases, information and promotional materials, and our website.
- Ensure that all relevant information and documentation (both internal and external) is up to date and accurate e.g. internal operating guidelines, policies, training materials, web content, leaflets.
- Ensure that all policies and procedures are adhered to and followed by staff and volunteers.
- Ensure that services are delivered in a way that is risk-led.
- Prepare regular reports for the Board of Trustees and funders.
- Ensure compliance with current Data Protection legislation.
- Engage with external agencies to build cyber security.
- Ensure telephone and other systems are efficient and value for money.
- Undertake any other relevant tasks that may arise, under the direction of the Board.

Financial Management

- Ensure effective pursuit and management of funding, including grants, donations, corporate sponsorships, and take a lead in the preparation of large fundraising bids.
- Oversee the day-to-day financial management of relevant budgets, employing sound fiscal management and oversight.
- Take the lead in preparing reports to funders.
- Support and oversee fundraising events.

Stakeholder Engagement

- Build and maintain strong relationships with stakeholders, including clients, staff, funders, volunteers and community partners (eg social work, medical professionals, the judiciary, the police).
- Ensure clients are invited to provide feedback and involved in various forums, panels, and focus groups, to help inform service development and improvement.

Team Management

- Oversee the work of the staff team and provide supervision, guidance and line management.
- Lead, mentor and develop the staff team, fostering a positive and inclusive environment and encouraging CPD for all staff and volunteers.

Other information

Responsible to: Board of Trustees

Place of work: Much of the work will be home-based, with face-to-face meetings and training sessions as required, generally in Edinburgh, but locations may vary.

Salary: £34,000 - £36,000 dependent on experience

Contract: Fixed Term contract until March 31st 2026. The term is likely to be extended, subject to funding.

Working hours: 35 hours per week. Primarily office hours, but some flexibility around evening and weekend working will be required.

Annual Leave: 24 days plus 12 statutory days (*pro rata*).

Travel: All reasonable travel, subsistence and other necessary expenses on AMIS business will be reimbursed.

Pension scheme: New staff are enrolled with Now Pensions. AMIS will match employee contributions up to 6%.

Equal Opportunities: AMIS is committed to equality of opportunity and non-discrimination on the grounds of sex, gender identity, gender reassignment, sexual orientation, race, religion, ethnicity, age, marital status, disability or any other attribute.

Conditions: Eligibility to work in the UK, successful membership to the PVG scheme and two satisfactory references all to be verified before formal offer of employment

To Apply:

Please complete the attached application form. This should be attached to an email to: recruitment@amis.org.uk with *Head of Services* in the subject line.

References: Referees should be current or recent line managers, or equivalent. Appointment to the post will be conditional until satisfactory references are received.

Closing Date for applications: **Midday** on Friday 30 May

Provisional date for interviews: Monday 16 June

Interviews will be held at an Edinburgh location or on Zoom; to be confirmed.

We will acknowledge receipt of your application by email. If you do not hear again from us within 14 days of the closing date, please assume that your application has been unsuccessful on this occasion. Please note that we can only provide feedback to shortlisted candidates.

Person Specification

| | Essential | Desirable |
|--|---|---|
| General | Commitment to and ability to represent AMIS's aims and values clearly and respectfully An ability to inform, influence, motivate and support others leading to positive development Strong planning, people management, organisational, and prioritising skills, including working to deadlines and taking initiative. Flexibility regarding working outside office hours A supportive and enabling approach to staff, volunteers and clients | |
| Education/Qualifications | A degree or equivalent qualification A willingness to complete the Safelives Service Manager course, if not already completed | A relevant degree (law, social work, counselling, coaching, etc) or other training |
| Personal Qualities | The ability to advocate for AMIS with colleagues in the third and other sectors, forming good collaborative relationships | |
| Experience | Leadership and/or management experience Experience writing reports Experience of partnership working Experience managing a budget Experience of writing successful funding applications or securing other forms of funding | Experience of dealing with people in crisis, difficult situations and emergencies Experience of providing direct support to men and their children |
| Abilities, Skills & Knowledge | An understanding and commitment to equality, diversity and inclusion Knowledge of health and safety, GDPR, safeguarding and employment legislation | Knowledge of family and/or criminal law in Scotland |

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| | <p>Knowledge and awareness of domestic abuse – different types of abuse, risk factors, prevalence, effects and barriers to seeking help, and how these may be affected by sex or gender.</p> <p>An understanding of the importance of providing a confidential and non-judgemental service, and safe working practice</p> <p>An understanding of the diverse needs of men and children experiencing domestic abuse and particular difficulties they may face</p> <p>Excellent communication, numeracy, organisational and IT skills</p> | |
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