



Livingston James



Independent  
Living Fund  
Scotland

Position Profile

People & Culture Lead



Welcome Note .....	3
The Organisation.....	4
The Opportunity.....	7
The Preferred Candidate Profile .....	9
Remuneration & Recruitment Process .....	10



# Welcome Note



Dear Candidate,

I am delighted to have your interest in our role of People & Culture Lead with the Independent Living Fund (ILF) Scotland.

This is an exciting time to be part of ILF Scotland's team following the recent re-opening of its Independent Living Fund which will increase the number of disabled people who will receive additional funding to help achieve their independent living outcomes.

The work of the Business Services and HR Team is vital to ensuring that we continue to increase our reach so that more disabled people can access life-changing financial support.

ILF Scotland is committed to enabling independent living for disabled people, empowering them to have control, choice, and dignity over how they live their lives. Since its inception in July 2015, ILF Scotland has administered funding in Scotland and Northern Ireland, providing crucial support to over 8,000 fund recipients annually. Our mission extends to supporting young disabled people in their transition to adulthood and increasing their independence through the Transition Fund (TF), fostering active engagement within their communities.

Our People & Culture Team is a small, but incredibly busy one that touches every part of the organisation and is at the centre of delivering ILF Scotland's HR and Organisational Development Strategy.

This essential and newly created role is a key and integral part of the team focusing on leading the delivery of our People & Culture team. You will have the opportunity to shape this role to deliver an exemplary function that enables ILF Scotland to make independent living a reality for disabled people in Scotland and Northern Ireland.

If you believe that you have the skills and experience to take this role forward, and a strong desire to make a difference to the lives of disabled people, then I strongly encourage you to apply.

Thank you, and good luck with your application.



**Harvey Tilley**  
**Chief Operating Officer**



Independent Living Fund (ILF) Scotland is a company limited by guarantee, fully owned and accountable to Scottish Government. The core principle of ILF Scotland is that disabled people have the same rights, freedoms and abilities to lead the fullest lives they can, free from discrimination and on an equal basis with others.

**Our vision** is for independent living to be a reality for all disabled people living in Scotland and Northern Ireland.

**Our mission** is to enable disabled people to achieve their independent living outcomes by the dignified assessment of needs and the distribution of discretionary awards.

Focused on supporting disabled people, empowering them to lead their fullest lives, we have been providing funding support since 1<sup>st</sup> July 2015, for disabled people in Scotland and Northern Ireland to enable independent living, giving recipients control, choice and dignity.

In late 2017, and after an extensive process of co-production, the ILF Transition Fund was launched to support young disabled people aged between 16 and 25 with the transition from school or children's services. The Transition Fund is designed to encourage young disabled people to be more active and engaged in their communities, and to build and maintain relationships with other people.

In September 2023, the Scottish Government announced in its Programme for Government that ILF (2015 Fund) would re-open to new applicants in April 2024, with an initial year-one investment of up to £9 million to support up to 1,000 new recipients in Scotland. It is anticipated that this funding will increase in subsequent years.





This marks a significant step for ILF Scotland with the re-opening of the Fund enabling us to assist more of Scotland's most disabled people overcome the barriers to independent living that they face on a daily basis. ILF Scotland, as an organisation, is privileged to have this opportunity, but do not underestimate the responsibility that accompanies it as we continue our work to positively impact the lives of many disabled people across Scotland in the years ahead.

We were recently awarded the Best Small Employer award at the 2024 Working Families Best Practice Awards and Top 10 UK Employer in the annual benchmark with the judges stating that ILF Scotland continually strive to enhance their ways of working, and with a genuinely supportive culture and leadership, they epitomise walking the talk. Everyone at ILF Scotland is delighted to be recognised as being a truly flexible and life-friendly employer.

We believe that good outcomes for disabled people are our most important goals, and this can only be achieved by creating the right conditions for our people to enable them. We are not driven by targets or sales goals but have a values-based approach that relies on everyone agreeing to the same shared philosophy of "being the best we can be for the good of others."

At the heart of ILF Scotland are our **core values** of trust, dignity and respect and putting disabled people at the heart of everything we do.

## Our Impact:

"Before receiving the funding, each day I had to make a decision about what I could physically manage - either have a shower or take the bins out. My personal assistants have allowed me to live a more complete, fulfilled life, from making the beds in the morning to taking my daughter to school - small tasks that other people take for granted. The funding has given me more freedom and, crucially, enabled my daughter and I to create happy memories together."

"The ILF has improved my independence significantly in terms of getting out in the community and not being sort of stifled, and not being able to try new experiences. The ILF has improved my independence significantly in terms of getting out in the community and not being sort of stifled, and not being able to try new experiences."

ILF Scotland has made a positive difference to the lives of thousands of disabled people, their families, friends and communities. We have directly supported nearly 10,800 disabled people to live independently in Scotland and NI and support more than 7,370 young disabled people in successful transitions.



“Receiving the funding helped me to be more independent, mainly not relying on my parents for financial support all the time. It boosted my confidence, because if I needed to buy something I could just go and do it. I was making my own decisions and not relying on other people to help. Also, as I was busier, I was meeting more people face to face in my community and this helped my confidence a lot.”

“Receiving money from the Transition Fund meant I had the chance to develop my skills as a DJ, something I have always dreamed of and wouldn't have been able to without the help from ILF Scotland.”

To learn more about our impact and the positive difference for recipients of our funding please view one of the three case studies below:

- [Obioma's Story](#)
- [Stuart's Story](#)
- [Joan's Story](#)





<b>Job Title:</b>	People & Culture Lead
<b>Reporting to:</b>	Chief Operating Officer
<b>Location:</b>	Livingston (Hybrid)

In this essential and newly created role, you will have the opportunity to shape, develop and lead the People and Culture function, embedding best practices and developing a vision for a strategic and solutions-focused approach that directly supports the delivery of the organisation's strategic aims and future growth ambitions.

To have a **positive impact in the role** you will:

- Drive and consistently embed a positive, inclusive, dynamic workplace environment built upon a culture of compassion, inclusion, trust and integrity
- Lead the development and ongoing evaluation of a new People strategy, ensuring its continued effectiveness in supporting the delivery of the organisation's key strategic objectives
- Oversee the organisational Learning & Development Strategy working with colleagues to ensure the effective implementation which meets organisational growth and maturity, enhancing leadership development, employee skills and career growth
- Lead the development, delivery and evaluation of effective employee engagement and wellbeing initiatives that create a work environment that supports physical and mental health wellbeing and promotes ILF Scotland as an 'employer of choice'
- Develop innovative approaches to ensure continuous improvement and quality processes and systems development for all HR & OD activities through creative problem-solving and bringing new thinking and solutions to the organisation
- Create and oversee the design and implementation of effective recruitment processes and a robust induction programme for all new entrants so they are orientated into roles to become effective contributors as soon as possible
- Continue the development of positive and collaborative working relationships with ILF Scotland recognised Union representatives
- Directly contribute, as a member of the management team, to the creation and delivery of the operational business plan including policy setting and corporate reporting to the ILF Scotland Board
- Ensure the active promotion of equality, diversity and inclusion across the organisation and ensure it is ultimately an environment where everyone is treated with courtesy and respect

### Key Responsibilities:

- Provide both strategic leadership and operational management to the People & Culture team (Senior HR Manager and Business Support Administrator) promoting best practices and ensuring the function adds value across the organisation
- Act as a coach and mentor to the People and Culture team, ensuring they are highly motivated and developed ensuring appropriate personal development plans are in place



- Ensure the timely and accurate provision of HR advice and support to managers regarding policies, procedures and practices to ensure adherence to contractual arrangements, legal compliance, good employment practice and consistency of approach
- Develop and ensure implementation of effective HR management information, including metrics development and performance reporting, to directly contribute to and inform business decisions, improve organisational capability and resilience and support the delivery of ILF Scotland's overall strategy
- Continually review and ensure updating of HR policies, procedures and systems to ensure efficient and consistent services which are compliant with good management practice and legislation and also meet the current and future needs of ILF Scotland
- Directly support colleagues to raise performance through feedback, coaching and an organisation-wide skills development / strategic training plan that supports both personal and organisational development needs for current and future requirements
- Create, in partnership with Finance colleagues, the People & Culture annual budget and oversee and monitor the budget working closely with colleagues to report quarterly to the Board of Directors
- Ownership and accountability for ensuring job design and descriptions fulfil both current and future needs of the organisation, setting up systems to regularly benchmark and/or evaluate to deliver a skilled organisational workforce
- Maintain and develop positive relationships with a wide range of external stakeholders and agencies including staff from statutory and voluntary organisations, government agencies, funding bodies and sponsors

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An experienced HR professional (CIPD qualified or equivalent) you will bring both strategic and hands-on operational HR experience across the full Human Resources and Organisational Development portfolio, as well as involvement in the development of an effective People strategy.

As people are at the heart of our organisation, the personal value set, work style and integrity of the individual will be crucial in ensuring the organisation's ongoing and future success.

## Skills and experience:

- Direct experience of leading, managing and developing a high-performing HR function or team
- Relevant experience and in-depth knowledge and expertise in people management practices, including case management, recruitment, performance management and employee relations
- Detailed up-to-date knowledge and understanding of employment legislation and HR good practice with the ability to develop and implement robust people management policies and procedures
- The ability to develop strategies and policies, translate them into operational actions and articulate good HR practice in a jargon-free and accessible way
- An excellent knowledge of organisational development and change management approaches, techniques and their successful application
- Knowledge and experience of Job evaluation activities and frameworks
- People-centric, able to support business objectives, combined with a practical and hands-on approach to implementation
- Strong communication skills, both written and verbal, coupled with the ability to provide clear and consistent advice on all People & Culture related matters
- Successful partnership working, specifically the ability to effectively engage with and manage relationships with a wide range of internal and external stakeholders
- Able to lead, oversee and undertake negotiations in both formal and informal settings on behalf of the organisation with trade unions and staff representatives
- Detail driven, and with a critical eye on the scrutiny / accuracy of data
- Highly competent in managing and completing tasks to pressurised deadlines coupled with the ability to prioritise a changing "to-do" list
- Exceptional organisational skills and IT skills in Microsoft Office packages including Word, Excel and Outlook, and associated / relevant packages

# Remuneration & Recruitment Process



Salary:	£57,145 – £71,054
Holidays	30 Days + 6.5 Public Holidays
Pension:	Civil Service (Defined Benefit) Pension
Other:	Flexible / Hybrid working available Volunteer time off (up to 5 days paid)

## The Recruitment Process

The recruitment for this essential role is being managed by our advising consultants, Livingston James who will conduct initial conversations prior to discussing candidates with ILF Scotland

Interested candidates should provide a tailored CV and covering letter, outlining their interest and suitability, to [douglasadam@livingstonjames.com](mailto:douglasadam@livingstonjames.com)

Closing date:	Friday 10 <sup>th</sup> January
Panel Interviews:	Thursday 5 <sup>th</sup> February

ILF Scotland is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

