



Appointment of CEO

Permanent / Interim

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Welcome from the Chair

Thank you for your interest in the role of Chief Executive at Epilepsy Scotland.

Epilepsy Scotland is the country's largest third sector organisation dedicated to supporting and advocating for people living with epilepsy. After seventeen successful years of leadership, our current CEO is stepping down to explore new opportunities, creating an important moment of transition for the organisation.

This is a unique opportunity for an ambitious and values-driven leader to build on our strengths, shape our future direction, and ensure we continue to deliver meaningful impact for the people and communities we serve.

We are looking for someone who brings strategic vision, fresh thinking, and confident leadership. You will be comfortable leading organisational change and restructuring, while recognising the importance of maintaining high-quality service delivery throughout periods of transformation.

As a Board, we are keen to hear from exceptional leaders who are interested in either a permanent appointment or a fixed-term contract focused on leading organisational change. Whether you are seeking the opportunity to provide long-term strategic leadership or to guide the organisation through a period of transformation before handing over to a permanent successor, you will play a pivotal role in shaping Epilepsy Scotland's next chapter.

Why this role matters

People with epilepsy have the right to live without stigma, to access the support they need, and to feel fully included in society. For many, epilepsy shapes confidence, opportunities, family life, and the support they receive at home, at work, and in their communities.

As Chief Executive, you will play a vital role in ensuring people are heard, supported, and empowered to live the life they choose. If appointed on a permanent basis, you will provide the long-term vision and leadership to deliver our strategic ambitions and secure a sustainable future for the organisation. If appointed on a fixed-term contract, you will lead a period of organisational change, helping to strengthen our structure, diversify income, enhance resilience, and position Epilepsy Scotland for its next phase of growth and impact.

Whichever appointment is made, your leadership will leave a lasting legacy for the organisation, its staff, volunteers, partners, and—most importantly—the people and families who rely on our services.

If you believe you have the skills, experience, and passion to lead Epilepsy Scotland into its next chapter, we would be delighted to hear from you. Please contact our search partner, AWS Executive, for further information.



With best wishes,
Dr Susan Duncan, Chair



Background to Epilepsy Scotland

About Epilepsy Scotland

Epilepsy Scotland is a registered Scottish charity that wants to make sure the needs of people with epilepsy and associated conditions are met. This is why we campaign for improved healthcare, better information provision and an end to stigma.

Our mission

Epilepsy Scotland works with people living with epilepsy and associated conditions to ensure their voice is heard.

Our vision

We believe people living with epilepsy and associated conditions have a right to:

- ✓ **be free from stigma and discrimination.**
- ✓ **have access to high quality medical, social, educational, support and information services.**
- ✓ **be valued and included in society.**
- ✓ **determine their own way of life.**

Our work

- ✓ We fight discrimination and stigma experienced by people with epilepsy and associated conditions.
- ✓ We influence public policy to achieve best practice for people living with epilepsy and associated conditions.

- ✓ We work to ensure appropriate services and support are available.
- ✓ We sustain an effective, supportive, and financially secure organisation.

In Scotland approximately 80,000 people have epilepsy. Children and older people are most at risk of developing this common serious neurological condition, but anyone can develop epilepsy at any time and around eight people in Scotland do every day. There is also a wider community of families, carers, friends etc., living with epilepsy.

This role profile has been prepared to clearly set out the standards and responsibilities that are associated with being a Trustee and director on the Board of Epilepsy Action Scotland (Epilepsy Scotland). It should be read in conjunction with our Articles of Association.

The role profile reflects the principles of good governance. This takes account of (and is compliant with) the expectations of the Financial Reporting Council (FRC) Regulator's Standards of Governance and Financial Management for Epilepsy Scotland and relevant guidance produced by the Office of the Scottish Charity Regulator (OSCR).

What we are looking for

Epilepsy Scotland is embarking on a significant period of organisational transformation. To support this next phase, the Board is seeking either a permanent Chief Executive or an interim on a fixed-term contract of up to 12 months. The successful candidate will lead a programme of organisational change, strengthen the charity's foundations for the future, and ensure the continued delivery of high-quality services and support for people affected by epilepsy.

During this period, our priority is to strengthen the organisation, build resilience and ensure we are well positioned for the future. We are seeking a leader who can quickly assess the organisation, identify opportunities for improvement and implement the changes needed to create a sustainable, high-performing charity.

Key priorities for the role include:

- ✓ Providing confident organisational leadership, bringing a pragmatic, delivery-focused approach to organisational development and operational improvement.
- ✓ Leading a programme of organisational change, reviewing structures, systems and processes to ensure the organisation is equipped for its next phase of development.
- ✓ Developing an organisational structure that promotes accountability, collaboration and the effective delivery of services.
- ✓ Supporting, motivating and developing the team through a period of change, demonstrating empathy, strong people leadership and the confidence to make difficult decisions where required. This may include restructuring teams, redefining roles and leading organisational change in a fair, transparent and compassionate manner.
- ✓ Strengthening the organisation's financial sustainability through income generation, stakeholder engagement and the diversification of income streams.
- ✓ Building the capability, capacity and culture required for long-term success, ensuring the right people, skills and systems are in place to achieve the charity's ambitions.

For candidates seeking the fixed-term appointment, proven experience of organisational transformation, change management and organisational leadership is essential. You will be expected to deliver meaningful and lasting improvements, leaving the organisation stronger and well positioned for the future.

For candidates seeking the permanent appointment, you will also demonstrate the ability to provide long-term strategic leadership, connecting immediate organisational priorities with the future vision for Epilepsy Scotland. You will be capable of translating strategic ambitions into practical delivery plans while continuing to develop sustainable income, strengthen partnerships and enhance the charity's impact.

We welcome applications from candidates interested in either the permanent or interim appointment. We also recognise that some candidates may possess both the organisational transformation expertise required to lead the initial change programme and the strategic leadership needed to guide Epilepsy Scotland over the longer term. We would be delighted to hear from individuals who bring this combination of skills, experience and vision.



Job Description & Person Specification

Salary: £70-75k DOE

Hours: This is a full-time position (35 hours per week). The Chief Executive will be expected to maintain a regular on-site presence to support visibility, collaboration and a strong organisational culture. Flexibility is essential, including some evening and weekend working, in line with the demands of the role.

For candidates appointed on a fixed-term contract of up to 12 months, there may be flexibility around working hours for the right individual. We recognise

that experienced interim and transformation leaders often work in different ways, and the Board is open to discussing alternative working patterns, provided they meet the needs of the organisation and support the successful delivery of the agreed programme of change.

Holidays: 25 days annual leave plus 12 public holidays (Christmas and New included and must be taken at the time. The rest are floating).

Pension: 4% employer and employee contributions

The ideal Chief Executive of Epilepsy Scotland will be a values-led, people-centred, and strategically astute leader, capable of inspiring confidence, building organisational capability, and navigating complexity.

They will ensure that the lived experience of people with epilepsy remains central to all decision-making and organisational priorities.

1. Experience and Background

- Proven experience as a Chief Executive, Executive Director, or a senior leader reporting directly to a CEO.
- Background within the charity, health, social care, or wider public-benefit sectors.
- Experience of working effectively with Boards and within strong governance frameworks.
- Demonstrable track record in:

- ✓ Organisational transformation
- ✓ Financial sustainability and resilience
- ✓ Income generation and diversification
- ✓ Service development and improvement
- ✓ Stakeholder engagement and influence

2. Leadership Approach

- A purpose-driven leader with a clear commitment to improving outcomes for people living with epilepsy and their families.

- Able to combine strategic vision with operational credibility, setting direction while understanding delivery.
- Comfortable operating in environments characterised by change, ambiguity, and complexity, viewing these as opportunities.
- Demonstrates high levels of emotional intelligence, self-awareness, and personal integrity.
- Leads through influence, collaboration, and engagement.

3. Strategic Capability

- Ability to develop and communicate a clear and compelling strategic narrative, including:
 - ✓ The organisation's purpose and impact
 - ✓ Its target beneficiaries
 - ✓ Its distinctive contribution and value
- Confident in making complex and sometimes difficult prioritisation decisions.
- Skilled in balancing innovation with appropriate risk management.
- Uses insight, evidence, and data to inform strategic thinking.
- Comfortable with long-term planning and scenario analysis.
- Able to align people, culture, and resources behind strategic priorities.

Job Description & Person Specification (cont.)

4. Change Leadership

- Significant experience of leading complex change programmes across areas such as structure, culture, services, digital, income generation, and ways of working.
- Understands both the human and technical dimensions of change.
- Provides visible and consistent leadership throughout periods of transition.
- Demonstrates the confidence and judgement to make difficult decisions when required.

5. People and Culture Leadership

- A strong and authentic people leader, as well as an effective strategist.
- Acts as a role model for organisational values and behaviours.
- Creates an inclusive environment characterised by trust and psychological safety.
- Invests in leadership development and capability-building at all levels.
- Experienced in managing complex people matters and building healthy organisational cultures.
- Comfortable working with trade unions or staff representative bodies.
- Approachable, respectful, and clear in communication.
- Sets clear expectations and holds individuals to account in a fair and constructive manner.

6. External Leadership and Influence

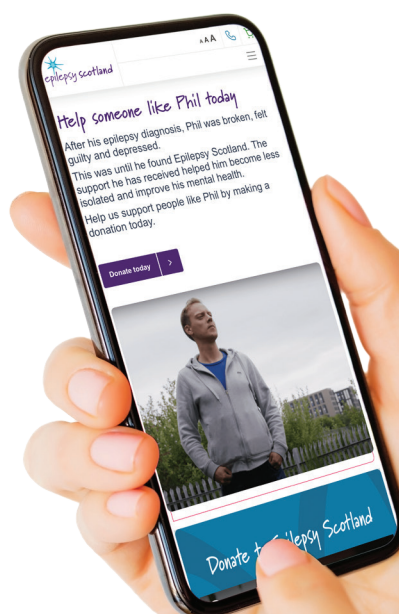
- A credible and compelling ambassador for the organisation.
- Able to build and sustain strong relationships with key stakeholders, including funders, health bodies, policymakers, partners, and peer organisations.
- Confident operating and influencing at a national level.
- Strengthens the organisation's profile, credibility, and voice.

7. Financial and Commercial Acumen

- Financially literate, with a sound understanding of key financial principles (though not necessarily a technical specialist).
- Knowledge of budgeting, cashflow management, reserves policy, and risk management.
- Experience of growing or stabilising income, diversifying funding streams, and making informed investment decisions and trade-offs.

8. Governance

- Clear understanding of the respective roles of governance and executive management.
- Welcomes and responds constructively to challenge from the Board.
- Ensures the provision of high-quality, timely information to support effective decision-making.
- Operates with transparency, accountability, and integrity at all times.



How to apply

This position is re-advertised with a revised job specification. Previous applicants need not apply.

We encourage you to read the Job Pack thoroughly, consider the information provided and ensure that your experience, skills and motivations closely align with the requirements of the role before arranging a confidential discussion or submitting an application.

If, having reviewed the information, you would like to arrange a confidential conversation about the opportunity, please contact Alan Surgeon or Donna McKay at AWS Executive. Discussions can be held via Microsoft Teams or Zoom. Candidates who wish to be considered should submit:

- A current CV.
- A covering letter (**in Microsoft Word format**) outlining your suitability for the role and demonstrating how your experience aligns with the requirements of the position.

Applications should be submitted via the recruitment microsite.

<https://awsexecutive.com/ceo-recruitment-epilepsy-scotland/>

As you prepare your application, we encourage you to reflect on how your experience and leadership will help deliver the outcomes that matter most to the organisation. In particular, please consider how you would contribute to ensuring that:

- People trust the organisation and feel supported.
- Staff understand the direction of the organisation and feel part of its future.
- Services are valued and make a meaningful difference.
- Finances are stable and sustainable.
- The organisation has a strong, influential voice that is impossible to ignore.

Please also state on your application if it is the permanent or interim post you are applying for.

The closing date for applications is Monday 14 September 2026 at 12 noon.

Before applying, please ensure that you are available to attend the interview process on the dates below:

First Interview: Monday 21 September 2026 (this stage will include a presentation).

Second Interview: Monday 28 September 2026.

Interview Location: Interviews will take place in person at Epilepsy Scotland, 48 Govan Road, Kinning Park, Glasgow, G51 1JL.

We kindly ask applicants to reserve these dates, as alternative interview dates are unlikely to be available.

Epilepsy Scotland values inclusivity, and so we welcome requests for support or reasonable adjustments during the recruitment process. If you need any support to complete your application, then please get in touch to discuss how we can support you.

AWS Executive

Third Floor,
3 Hill Street,
Edinburgh,
EH2 3JP

T: 0131 341 5533

hello@awsexecutive.com

www.awsexecutive.com



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