



**DOG AID  
SCOTLAND**



# Appointment of **Director** for Dog Aid Scotland



**AWS**

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## Appointment of Director for Dog Aid Scotland



# Welcome message

Dear Candidate,

Thank you for taking the time to consider our advertisement for a new Director.

The Board of Dog Aid Scotland is delighted to consider applications from suitably qualified candidates interested in this exceptional opportunity to lead an effective and growing dog welfare charity.

Dog Aid Scotland is a dynamic and successful charity which operates at the heart of the challenges facing dog owners throughout Scotland. We believe this is a great opportunity for a motivated and innovative individual, ideally with a successful background in the charity sector, to put their mark on shaping our future.

We have a great team of staff and trustees who are committed to Dog Aid Scotland's mission to create happy homes for dogs. We want to meet candidates who are similarly passionate about animal welfare and can demonstrate significant experience leading and developing a strong and effective team. Your work ethic, initiative and flexibility will define you.

We welcome applications from all sectors of society and in return, we offer you a dynamic and enthusiastic team of staff and trustees and a financially solid organisation. If you are ambitious to work in a thriving sector and steer Dog Aid Scotland in meeting its goals, we want to hear from you.

Kind regards,  
**Jane Spurgeon**  
Chair

# About Dog Aid Scotland

Dog Aid Scotland is a long-established Scottish dog welfare charity (SCIO) based in Edinburgh, founded in 1956.

## They provide a range of vital services including:

**Re-homing:** We operate a “home-from-home” re-homing system (rather than kennels), matching dogs in need with suitable new owners.

**Veterinary Aid:** Financial assistance is offered to owners on low incomes to help cover unexpected vet bills.

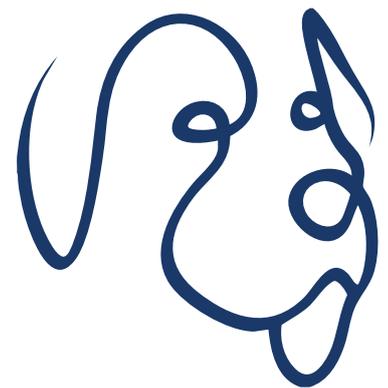
**Neutering Scheme:** We provide vouchers to support neutering, helping reduce unwanted litters and promote responsible ownership.

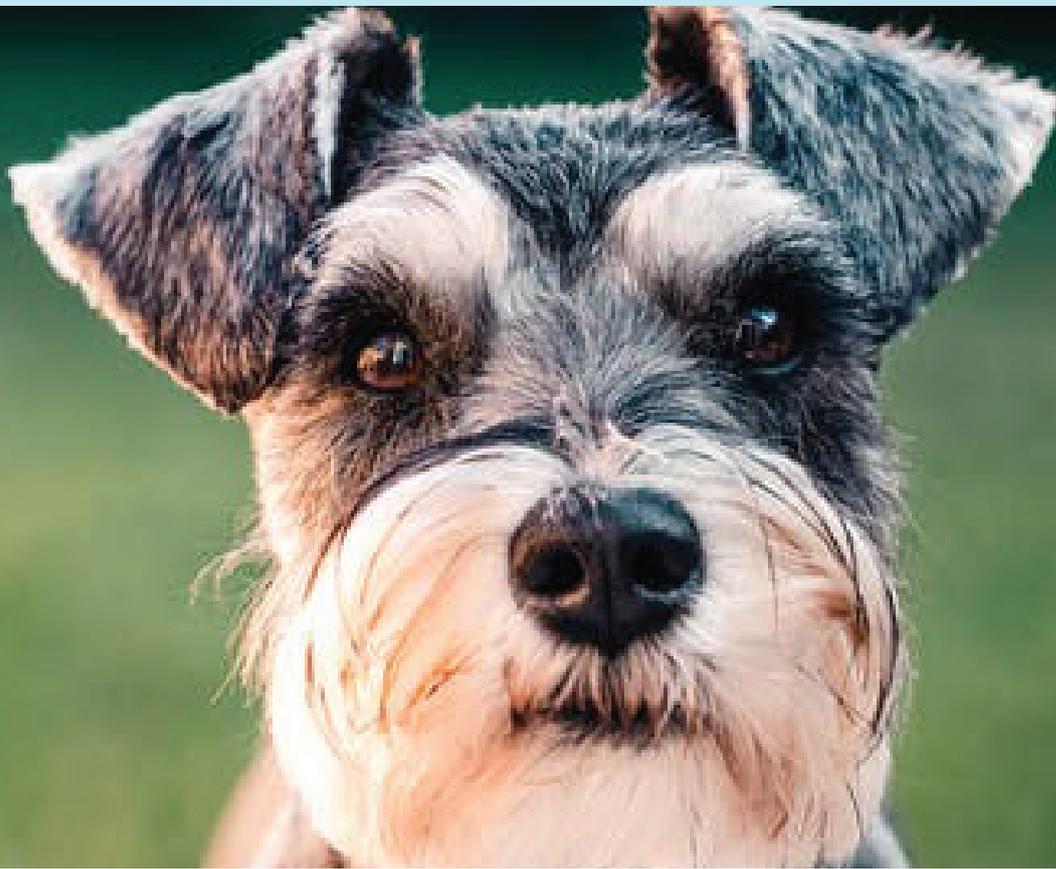
**Support for Older or Unwell Dogs:** We cover non-routine veterinary costs for dogs with pre-existing conditions or older dogs, as part of our “Old Dog” scheme.

**Responsible Dog Ownership:** We promote good dog ownership through advice and practical schemes (e.g. microchipping, vaccination, neutering).

**Membership & Legacy Giving:** We rely on donations, legacies, and our membership programme to fund our work.

**Our mission is to advance dog welfare, help dogs in need find loving homes, and support owners who struggle to afford care.**





# Job Description

**Location:**

Riccarton Cottage, Riccarton  
Mains Rd, Edinburgh, EH14  
4AR (50% hybrid working)

**Salary**

£55,000 – £60,000 DOE

**Hours:**

37.5 per week

**Benefits:**

Mobile phone,  
TOIL system,  
on-site parking

## The Role

Dog Aid Scotland is seeking an experienced, strategic, and compassionate Director to lead the charity into its next phase of growth and impact.

Reporting to the Board of Trustees, the Director will provide overall leadership and direction for the charity, ensuring operational excellence, financial sustainability, and effective stakeholder engagement.

This is a highly visible, hands-on leadership role requiring both strategic oversight and practical involvement in day-to-day activities. The postholder will be an ambassador for Dog Aid Scotland, representing the organisation externally, engaging donors and supporters, and promoting our mission at events and within the community.

# Key Responsibilities

## Leadership & Strategy

- Provide strong and inspirational leadership to staff and volunteers, fostering a positive, collaborative culture.
- Work with the Board to develop and deliver the charity's strategic objectives.
- Ensure effective governance and compliance with all statutory and regulatory requirements.

## Finance & Operations

- Oversee all financial management, budgeting, and reporting.
- Maintain robust financial controls and ensure sustainable income generation.
- Manage resources efficiently to maximise the charity's impact.

## Engagement, Marketing & Communications

- Lead on external relations, ensuring Dog Aid Scotland's profile and reputation continue to grow.
- Oversee marketing, communications, and digital engagement to strengthen awareness and fundraising.
- Represent the charity as an ambassador at events, networking opportunities, and stakeholder meetings.

## Fundraising & Donor Relations

- Build strong relationships with donors, funders, and corporate partners.
- Work with the team to develop new income streams and funding partnerships.
- Report effectively on impact, outcomes, and financial performance.

## Governance & Board Relations

- Work closely with the Board of Trustees to support good governance and informed decision-making.
- Provide clear, accurate, and timely reports on performance, risks, and opportunities.



# Person Specification



## Essential Experience & Skills:

- Proven track record in a senior leadership role within a charity, non-profit, or purpose-led organisation.
- Strong financial acumen with experience in budgeting, reporting, and strategic financial planning.
- Exceptional leadership and people management skills.
- Experience in marketing, communications, and stakeholder engagement.
- Demonstrated success in fundraising and donor relations.
- Understanding of governance, compliance, and working effectively with a Board.
- Excellent written and verbal communication skills.
- A genuine passion for animal welfare and alignment with Dog Aid Scotland's mission.

## Desirable Attributes

- Experience of charity governance or service on a Board.
- Understanding of Scottish charity legislation and regulatory frameworks.
- Knowledge of animal welfare, rescue, or rehoming sectors.



# How to apply

**Closing date:** Friday 12th December at 5pm.

**1st stage Interview:** Week beginning 15th December. This will involve a presentation followed by Q and A.

**2nd stage interview:** TBC

For an informal discussion or more information, please contact Alan Surgeon at AWS Executive.

If you're a values-driven leader with the skills and experience to guide Dog Aid Scotland's next chapter, we'd love to hear from you.

**Please send your CV and a short covering letter outlining your suitability for the role to:**

✉ [alan@awsexecutive.com](mailto:alan@awsexecutive.com)

☎ 07795954029

🌐 [www.awsexecutive.com](http://www.awsexecutive.com)



**Edinburgh Office**

21 Young Street  
Edinburgh  
EH2 4HU

T: 0131 341 5533

[hello@awsexecutive.com](mailto:hello@awsexecutive.com)

[www.awsexecutive.com](http://www.awsexecutive.com)

