



Appointment of CEO

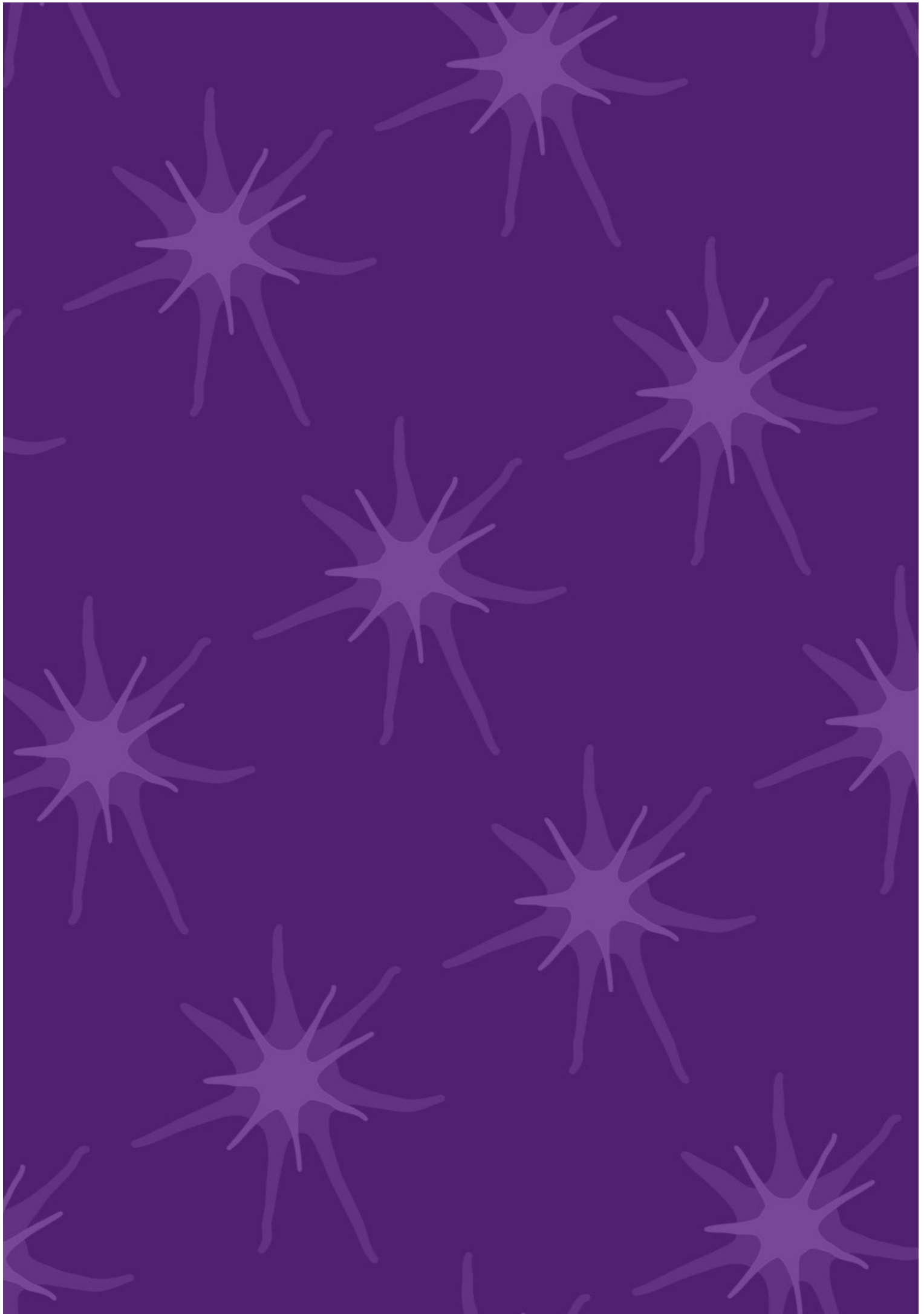
www.epilepsyscotland.org.uk


epilepsy scotland



AWS

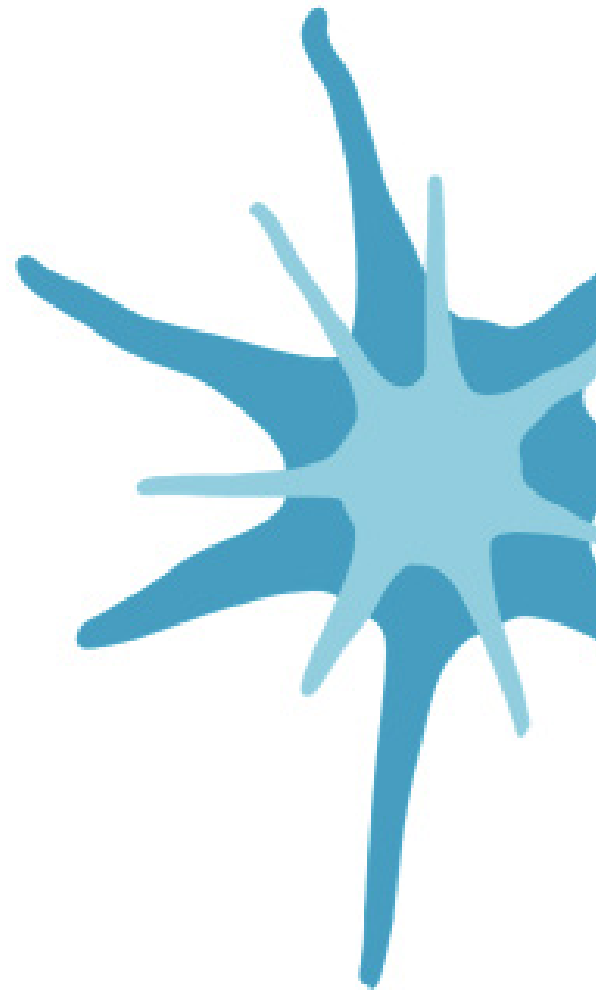
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Welcome from the Chair

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.

Epilepsy is one of the most common neurological conditions in Scotland, affecting around 80,000 people from all walks of life. Despite advances in treatment, many people living with epilepsy continue to face significant challenges – in employment, education, relationships, and in overcoming stigma.

At Epilepsy Scotland, we are here to make a difference. We provide a national helpline, support with accessing benefits, wellbeing services, youth groups, and strong public advocacy, including through our Cross-Party Group on Epilepsy at Holyrood. Above all, we aim to be the voice of people with epilepsy in Scotland and to enable individuals to live full, independent lives free from stigma.

We are now looking for a new Chief Executive who will bring energy, fresh thinking, and strong leadership – someone who can build on what we do well while guiding us confidently into the future.

Success in this role will mean:

- ✓ People trust the organisation and feel supported
- ✓ Staff understand the direction and feel part of it
- ✓ Services are valued and make a real difference
- ✓ Finances are stable and sustainable
- ✓ Our voice is strong and impossible to ignore

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 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 and friends 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).



Job Description & Person Specification

Salary

£70,000 - £75,000

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 organisational culture. Flexibility is essential, including some evening and weekend working in line with the demands of the role.

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 rather than hierarchy alone.

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

Job Description & Person Specification (cont.)

- 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.

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

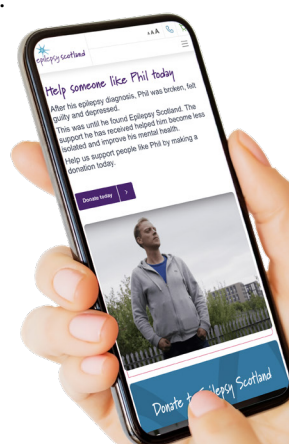
- A credible and compelling ambassador for the organisation.
- Able to build and sustain strong relationships with key stakeholders, including funders, health bodies, policymakers, partners, and peer organisations.
- Confident operating and influencing at a national level.
- Strengthens the organisation's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

7. Financial and Commercial Acumen

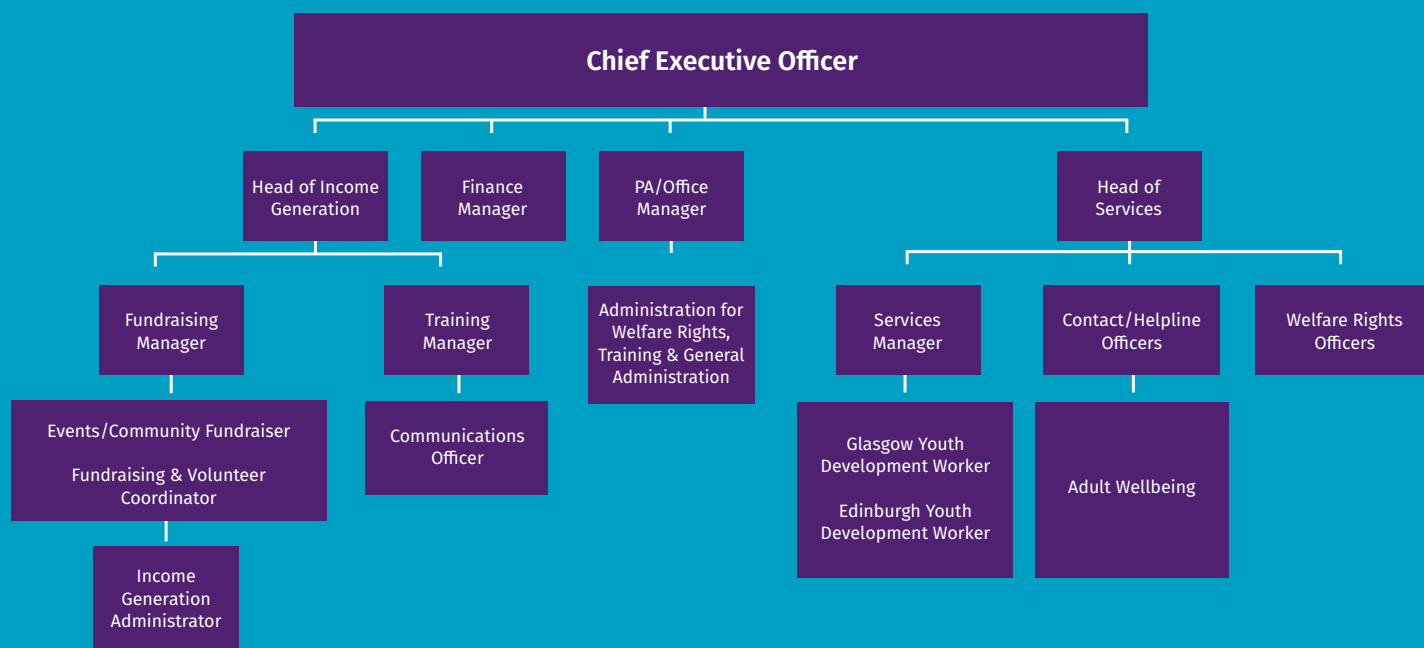
- Financially literate, with a sound understanding of key financial principles (though not necessarily a technical specialist).
- Knowledge of budgeting, cashflow management, reserves policy, and risk management.
- Experience of growing or stabilising income, diversifying funding streams, and making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



Organisational Structure



How to apply

We encourage you to read the job pack thoroughly, consider the information provided, and ensure you meet the specified criteria before arranging a conversation with us or submitting an application.

To arrange a confidential discussion via Teams or Zoom about this opportunity, please contact Alan Surgeon or Donna McKay at AWS Executive.

Suitable candidates will then be invited to apply by submitting a CV and cover letter in Word format outlining suitability via the microsite link below:

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

- ✉ alan@awsexecutive.com
- ✉ donna@awsexecutive.com
- ☎ 0131 341 5533
- 🌐 www.awsexecutive.com

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.



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