



Chest  
Heart &  
Stroke

WE'RE  
ON YOUR  
SIDE

# **DIRECTOR OF CARE SERVICES**

## **Information Pack**

February 2022

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# INTRODUCTION

## Dear Candidate

Thank you for your interest in the post of Director of Care Services with NICHHS. This is a vital role, strategically leading our Care Services team and working as a member of the Senior Leadership Team.

I believe that in order to make the difference that we do, it is essential to recruit a team of high performing, dedicated staff. In this application pack, you can find out more about what it takes to become a key part of the NICHHS team.

As a voluntary sector organisation, one of the most important investments we make is in our people.

By embracing the world-recognised Investors in People Standard, we have made a commitment to strive towards the very best in people management excellence and to make NICHHS a great place to work.

We will appoint an individual who possesses the skills and qualities that match our values. These values articulate those things that we genuinely believe in, and our new Director of Care Services will be a champion for these and promote them in every aspect of what they do.

Our values are *Compassionate, Courageous, Considerate and Committed*. For many, this values-driven culture is a key element of what makes NICHHS a *special* place to work. People demonstrate how they experience the

values personally and strive to act as role models, applying them on a daily basis in their relationships both with service users and colleagues; treating people with dignity and respect; supporting people to be involved in their communities; taking responsibility for actions; and being honest, open and accountable. In short, achieving our charitable aims to the highest possible standard.

Our collaborative working style has brought together staff from across departments and built a strong sense of team identity. The successful candidate will be joining the NICHHS team at an important time and will be instrumental in shaping the future of Care Services going forward. It will be vital that the Director of Care Services can demonstrate well developed emotional awareness and team building skills.

We are lucky to have attracted and retained a resilient and talented work force, and have many long serving members of staff, some who have been with us for more than 30 years: clear evidence that NICHHS is a special place to work, with a climate of positivity, characterised by optimism, mutual supportiveness and good humour.

I would like to thank you for your interest in joining the NICHHS team.

Yours faithfully

**Declan Cunnane**  
Chief Executive

# OUR BACKGROUND

## **The work we do is vital for everyone in Northern Ireland.**

Today in Northern Ireland, ten people will suffer a heart attack. Eleven people will have a stroke. And one in every eight deaths will result from respiratory failure. In addition to this, almost 340,000 people are living with long term chest, heart, or stroke conditions.



Northern Ireland Chest Heart & Stroke is a local charity which helps people living with these conditions and their families. Each year we need to raise over £3m to fund our range of programmes, community services and research in the hospitals and universities of Northern Ireland.

Our vision for Northern Ireland is one where everyone can live life to the full, free from chest, heart and stroke illnesses. To achieve this, our work is focused in these areas: Care Services, Prevention, Health Promotion, Research, Lobbying and Policy Work. All our work is in Northern Ireland. When people donate to NICHHS, they know their entire gift will be used for local benefit. Please visit our website to find out more about what we do and the difference that we make - [www.nichs.org.uk](http://www.nichs.org.uk).

# OUR CULTURE

Our **Values** are the principles that drive us, the things that are most important to us, our motivation. They reinforce the way we interact with each other, our volunteers, service users and everyone else. They describe why NI Chest Heart & Stroke is unique, and they help to drive the culture of our organisation.

We have identified the four values that best identify the principles that are most important to us, **Compassion, Courage, Consideration and Commitment, the 4 C's.**



All our activities are undertaken to the highest possible ethical standards. In addition to meeting our legal and regulatory requirements, we are committed to acting openly and honestly in all our activities and comply with the standards outlined in the Code of Fundraising Practice and the Charity Governance Code.

- **We will act honestly, truthfully and with integrity in all our actions**
- **We will report our activities in a transparent and open way**
- **We will treat everyone with dignity and respect**
- **We will always act impartially and objectively and avoid conflicts of interest**

## OUR PURPOSE

| Care                                                                                                                                     | Health Promotion                                                                                               | Research                                                                                               | Policy & Campaigning                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| We will offer and deliver exceptional Care Services to meet the needs of people who have chest heart and stroke illnesses & their carers | We will contribute & collaborate with others to prevent chest, heart and stroke illnesses and avoidable deaths | To find better ways to prevent, treat and care for people affected by chest heart and stroke illnesses | To put chest, heart and stroke conditions at the heart of Government and Health Service agendas |

# STRATEGIC PLAN SUMMARY 2018-2023

## Care

|            |                                                                                                                                                                                      |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose    | We will offer and deliver exceptional Care Services to meet the needs of people who have chest heart and stroke illnesses & their carers.                                            |
| Priorities | <ul style="list-style-type: none"><li>• to increase the number of people availing of our services</li><li>• to continuously improve the quality and impact of our services</li></ul> |

## Health Promotion

|            |                                                                                                                                                                                                                                                                                                                                                                  |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose    | We will contribute & collaborate with others to prevent chest, heart and stroke illnesses and avoidable deaths                                                                                                                                                                                                                                                   |
| Priorities | <ul style="list-style-type: none"><li>• to raise awareness of personal risk factors</li><li>• to empower people to take action to reduce their risk of illness and avoidable death</li><li>• to work with people and communities at high risk on chest heart and stroke illness</li><li>• to reach out to more young people to develop a healthy start</li></ul> |

## Research & Impact

|            |                                                                                                                                                                                                                                                                                                   |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose    | To find better ways to prevent, treat and care for people affected by chest heart and stroke illnesses                                                                                                                                                                                            |
| Priorities | <ul style="list-style-type: none"><li>• to fund high quality local research that will deliver tangible benefits</li><li>• to apply learning from research to influence policy and services</li><li>• Use our research to improve our services and to inform our public policy positions</li></ul> |

## Policy & Campaigning

|            |                                                                                                                                                                                                                                                                                                     |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose    | To put chest, heart and stroke conditions at the heart of Government and Health Service agendas                                                                                                                                                                                                     |
| Priorities | <ul style="list-style-type: none"><li>• to influence public policy relating to chest, heart and stroke conditions</li><li>• to achieve greater impact on population level health outcomes</li><li>• to ensure chest heart and stroke survivors have access to the best treatment and care</li></ul> |

## People

|            |                                                                                                                                                                                                                                                                               |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose    | We will strive to be a value-driven high performing team, with a culture of openness and accountability                                                                                                                                                                       |
| Priorities | <ul style="list-style-type: none"><li>• to nurture a culture of strong leadership and continuous improvement</li><li>• to ensure our people demonstrate our values</li><li>• to invest in our people</li><li>• to promote health and wellbeing within the workplace</li></ul> |

## Income Generation

|            |                                                                                                                                            |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose    | To grow income to support our charitable activities with an ethical and sustainable approach                                               |
| Priorities | <ul style="list-style-type: none"><li>• to grow existing income streams</li><li>• to introduce new and innovative income streams</li></ul> |

## Corporate Services

|            |                                                                                                                                                                                                                                                                                                           |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose    | To ensure efficient and effective support is given to enable delivery of our charitable activities                                                                                                                                                                                                        |
| Priorities | <ul style="list-style-type: none"><li>• to ensure regular and accurate financial reporting</li><li>• to ensure robust policies and procedures are in place, complied with and regularly updated</li><li>• to provide secure, flexible, innovative and responsive IT and physical infrastructure</li></ul> |

## Marketing & Communications

|            |                                                                                                                                                                                                                                                                               |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose    | To inform, grow and engage our audience                                                                                                                                                                                                                                       |
| Priorities | <ul style="list-style-type: none"><li>• All our messages are engaging and informative</li><li>• Maximum use of all platforms and channels</li><li>• Raise the profile and awareness of NI Chest Heart &amp; Stroke</li><li>• Improve staff and volunteer engagement</li></ul> |

# WHAT WE DO

We understand that surviving or being diagnosed with a chest, heart or stroke illness can have a significant impact on a person's life, and their loved ones. Our network of care, support and rehabilitation programmes are here to support them, emotionally, physically and practically, so they do not have to go through it alone.

## SUPPORT FOR CHEST CONDITIONS

Our **Breathing Better** service provides education and a support network to people affected by a respiratory condition and their families. The service is designed to help people breathe more easily and live as full a life as possible.

We work with local Health and Social Care Trust teams around Northern Ireland to deliver this service in an integrated and supportive way.



Our **Taking Control Self-Management Programme** from Stanford University helps people develop the skills and confidence they need to better manage their condition and helps them feel stronger and better equipped to deal with daily life. The

programme involves six weekly workshops lasting 2.5 hours each and is free of charge. The programme also supports participants to meet other people who share similar experiences and who understand what it is like to live with a long-term condition.



## SUPPORT FOR HEART CONDITIONS

Piloted in 2020, **Heart Strong** is a unique programme designed not simply to rehabilitate, but to support people to grow beyond their current abilities, fitness levels, confidence and self-belief. This programme will be designed to teach the same basic fundamentals to all but will be adaptable to the needs and ability of each person who takes part.

## OUR STROKE SERVICES

We have designed a number of services for people and their families to help them at different stages of their journey. We work with local Health and Social Care Trust Teams around Northern Ireland, to deliver this service in an integrated and supportive way.

### Stroke Family Support

We offer to meet people in their home or another suitable location. We listen to them and help them prioritise issues arising from a stroke and we will help them get more support from elsewhere in NICHs or other services in their local area.



### Post Rehab Exercise Programme (PREP)

Our physio-led, community based programme helps people rebuild their life and confidence following a stroke, through exercise and education. Following the rehabilitation and support they get from their Health and Social Care Trust, and Community Stroke Teams, PREP supports them in their continuing journey. For a period of up to 12 weeks, physiotherapists, PREP Co-ordinators and volunteers, will help them go through an Exercise After Stroke

programme. They will be supported in a group setting with other stroke survivors, but it can be tailored to their needs.

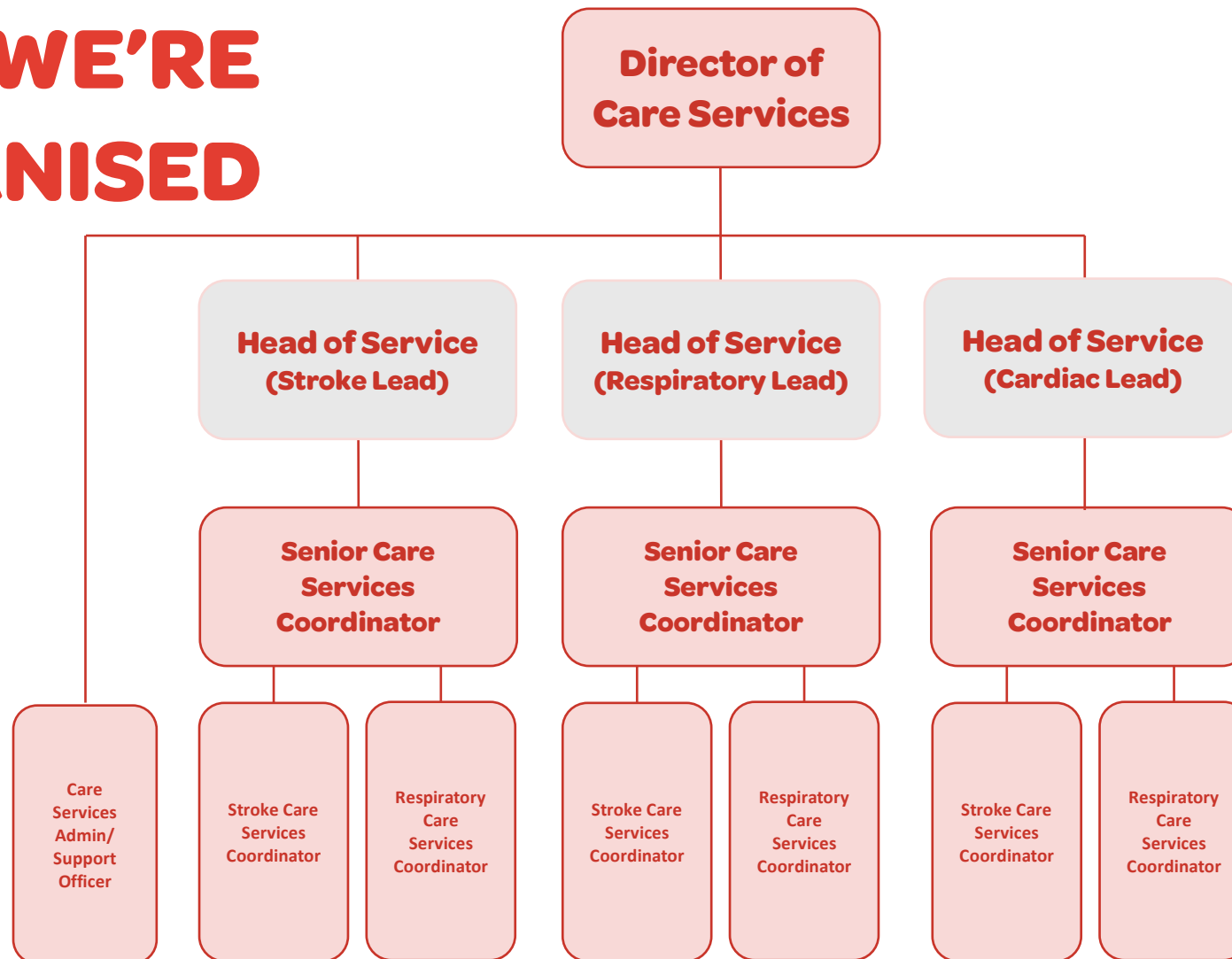
## SUPPORT FOR CARERS

The **Taking Care Self Management Programme for Carers** is a free service where carers participate in 6 weekly 2.5 hour sessions to help cope with difficult thoughts, find out more how to stay healthy, plan the future, how to work with health professionals and how to relax. It's a vital chance to meet other people experiencing similar issues, and for them to make new connections.

We also run a network of **Carers' Groups** across Northern Ireland providing monthly meetings, interesting talks, help for carers with relaxation and to look after their own health.



# HOW WE'RE ORGANISED



**27 coordinators and senior coordinators**

# FINANCES

You can download NICHS annual reports and accounts from our website. Here are the Income & Expenditure and Balance Sheet for the year ended March 2021.

|                                        | Note | Unrestricted Funds<br>2021<br>£ | Total Funds<br>2021<br>£ | Restated<br>Unrestricted Funds<br>2020<br>£ | Restated<br>Total Funds<br>2020<br>£ |
|----------------------------------------|------|---------------------------------|--------------------------|---------------------------------------------|--------------------------------------|
| <b>Income and endowments from:</b>     |      |                                 |                          |                                             |                                      |
| Donations and legacies                 | 1    | 2,543,714                       | 2,543,714                | 3,655,906                                   | 3,655,906                            |
| Income from investments                | 2    | 74,406                          | 74,406                   | 84,596                                      | 84,596                               |
| Income from charitable activities      | 3    | 606,533                         | 606,533                  | 617,496                                     | 617,496                              |
| Other income                           | 4    | 274,713                         | 274,713                  | -                                           | -                                    |
| <b>Total income and endowments</b>     |      | <b>3,497,366</b>                | <b>3,497,366</b>         | <b>4,357,998</b>                            | <b>4,357,998</b>                     |
| <b>Expenditure on:</b>                 |      |                                 |                          |                                             |                                      |
| Expenditure on raising funds           | 5    | (811,539)                       | (811,539)                | (911,751)                                   | (911,751)                            |
| Expenditure on charitable activities   | 6    | (1,999,801)                     | (1,999,801)              | (2,763,363)                                 | (2,763,363)                          |
| <b>Total resources expended</b>        |      | <b>(2,811,340)</b>              | <b>(2,811,340)</b>       | <b>(3,675,114)</b>                          | <b>(3,675,114)</b>                   |
| <b>Net income</b>                      |      | <b>686,026</b>                  | <b>686,026</b>           | <b>682,884</b>                              | <b>682,884</b>                       |
| <b>Other recognised gains/(losses)</b> |      |                                 |                          |                                             |                                      |
| Net gains/(losses) on investments      | 10   | 266,941                         | 266,941                  | (301,738)                                   | (301,738)                            |
| <b>Net movement in funds</b>           |      | <b>952,967</b>                  | <b>952,967</b>           | <b>381,146</b>                              | <b>381,146</b>                       |
| Total funds brought forward (restated) |      | 4,523,125                       | 4,523,125                | 4,141,979                                   | 4,141,979                            |
| <b>Total funds carried forward</b>     |      | <b>5,476,092</b>                | <b>5,476,092</b>         | <b>4,523,125</b>                            | <b>4,523,125</b>                     |

## Balance sheet

|                                                                | Note | 2021<br>£        | Restated<br>2020<br>£ |
|----------------------------------------------------------------|------|------------------|-----------------------|
| <b>Fixed assets</b>                                            |      |                  |                       |
| Tangible assets                                                | 9    | 883,138          | 913,899               |
| Investments                                                    | 10   | 3,100,201        | 2,333,381             |
|                                                                |      | <b>3,983,339</b> | <b>3,247,280</b>      |
| <b>Current assets</b>                                          |      |                  |                       |
| Debtors                                                        | 12   | 413,469          | 243,108               |
| Cash at bank and in hand                                       |      | 2,383,711        | 2,713,464             |
|                                                                |      | <b>2,797,180</b> | <b>2,956,572</b>      |
| <b>Creditors: amounts falling due within one year</b>          | 13   | <b>(309,329)</b> | <b>(291,142)</b>      |
| <b>Net current assets</b>                                      |      | <b>2,487,851</b> | <b>2,665,430</b>      |
| <b>Total assets less current (liabilities)/assets</b>          |      | <b>6,471,190</b> | <b>5,912,710</b>      |
| <b>Creditors: amounts falling due after more than one year</b> | 14   | <b>(995,098)</b> | <b>(1,389,585)</b>    |
| <b>Net assets</b>                                              |      | <b>5,476,092</b> | <b>4,523,125</b>      |
| <b>Funds</b>                                                   |      |                  |                       |
| Unrestricted income funds                                      | 15   | 5,476,092        | 4,523,125             |
| <b>Total funds</b>                                             |      | <b>5,476,092</b> | <b>4,523,125</b>      |

# JOB DESCRIPTION

|                             |                                                             |
|-----------------------------|-------------------------------------------------------------|
| <b>Job title:</b>           | Director of Care Services                                   |
| <b>Reporting to:</b>        | Chief Executive                                             |
| <b>Responsible for:</b>     | All NICHS staff providing Care services to clients, carers. |
| <b>Salary:</b>              | NJC point 44 £47,846 + Contributory Pension Scheme          |
| <b>Hours:</b>               | 35 hours per week (with occasional evening & weekend work)  |
| <b>Contract:</b>            | Full time permanent                                         |
| <b>Location:</b>            | Belfast with travel and responsibilities across N. Ireland  |
| <b>Probationary period:</b> | Six months                                                  |

## THE ROLE

Northern Ireland Chest Heart and Stroke (NICHS) is the leading service provider of Care Services to people and carers affected by chest, heart and stroke illnesses. Our portfolio of Services will continue to grow, and we require a person who will help lead service development and delivery for those services, as we enter into our new Strategic Planning phase.

We are looking for a motivated and experienced professional, with a proven track record in strategically developing services to people affected by long term conditions. You will also have relevant experience in managing teams of people and be able to demonstrate experience as a member of a senior leadership team.

As a Director of Care Services, you will lead a team of Heads of Service and Care Services Co-ordinators across Northern Ireland. You will lead on the design, planning and management of the delivery of services to chest, heart and stroke clients and carers, ensuring the highest standards of care services.

Building regional and local relationships with Health and Social Care colleagues will be a key responsibility. You will delegate as appropriate to the Heads of Service to ensure operational delivery of services, and to ensure quality of services across Northern Ireland. You will ensure an effective programme of secondary prevention services are available to those who have encountered these illnesses and will ensure that clients are enabled to self-manage their illness/es effectively.

As a member of the NICHHS Senior Leadership Team, the Director of Care Services will support the Chief Executive and other members of the Senior Leadership Team ( SLT ) in the effective development, management and delivery of all NICHHS services. NICHHS is focused on making an impact, and you will be passionate about making a difference through delivering high quality services.

In keeping with our Vision and Values, the Director of Care Services will perform their duties and exhibit the behaviours of an NICHHS person, putting the wellbeing of the people who use our services at the heart of everything that they do.

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## MAIN RESPONSIBILITIES

### Leadership and Strategy

- To work with the Chief Executive and SLT in the development and delivery of NICHHS's Strategic and Operational plans, with particular responsibility for service delivery across NI
- To provide outstanding leadership and act as a role model for the charity's values, by exhibiting the required behaviours and by motivating and inspiring staff, volunteers, and other stakeholders to deliver the vision of NICHHS
- To act as an ambassador for NICHHS, and continue to build a strong external image and reputation, taking every opportunity to enhance our external stakeholders such as Commissioners, Health and Social Care colleagues, Trusts and Clients
- To participate in the Long Term Conditions Alliance NI (LTCANI) and to represent NICHHS in other partnerships forums and conferences

### Staff Leadership & Management

- Provide strong, visible and supportive leadership for the NICHHS Care Services Team, by inspiring and motivating the team of Heads of Service, Senior Care Services Co-ordinators and Care

Services Co-ordinators by creating a culture which encourages continual service review, innovation and collaborative working to improve outcomes for those with whom we work

- Lead on new initiatives and work collaboratively within the Care Services Team, and across the organisation in order to achieve the charity's strategic and annual operational plans
- Lead and develop the Care Services team to ensure high levels of engagement, by providing appropriate direction, clarity of role and link to the overall NICHHS Strategy
- To act as a role model for the values of NICHHS, and champion positive behaviours with the team
- Regularly review and monitor staff performance, in line with organisational performance management systems
- Promote and encourage a 'coaching culture', supporting staff in their development, and encouraging problem solving, innovation and creative thinking within staff roles
- Work with the HR Manager to ensure that appropriate workforce strategies and plans are in place to recruit, retain and develop our people, ensuring that NICHHS has a high performing team at all levels

- Ensure that all staff in your team adhere to the organisation's policies and procedures
- To work across teams and departments in the charity to support effective communication and collaborative working through a 'one-team' philosophy

### **Service Development**

- To lead the development of new Services across NI, and contribute to the development and delivery of NICHHS's Strategic and Operational Plans
- To ensure new and existing Services are in line with NICHHS's Quality and Impact Framework
- To manage the introduction of new and evidence-based services and to review existing services in order to be responsive to the needs of clients and carers and to ensure best use of existing resources
- To manage human resources in such a way as to optimise the service available to clients and carers; to further develop the standards, Key Performance Indicators (KPIs), impact measures and outcomes
- To develop a culture of continuous improvement of services
- To cultivate and develop relationships with all relevant organisations
- To represent the organisation and to participate in external meetings and events
- To keep abreast of new developments in your area of expertise
- To work in partnership with Health and Social Care colleagues and other stakeholders to develop and deliver effective referral and reporting systems

### **Secondary Prevention**

- To ensure that clients and carers are aware of the opportunities for secondary

prevention through lifestyle changes e.g. smoking cessation, nutrition, physical activity, to reduce greatly the high risk of a further cardiovascular episode working closely with NICHHS's public health team

- To ensure that NICHHS events and other activities are compliant with the lifestyle guidelines on nutrition, physical activity and smoking cessation
- To develop communication and empowerment strategies to encourage lifestyle changes which will lead to reducing the high risk of exacerbating chest, heart or stroke conditions
- To encourage physical and other activities which improve quality of life and enhanced independence

### **Financial Management**

- To be accountable for setting the annual budget, in conjunction with the Heads of Service and SLT, to ensure successful delivery of the strategic business plans
- To manage a devolved budget, and provide monthly financial reports
- To lead negotiations with funding bodies to develop, improve and extend contracts and service-level agreements
- To work towards full cost recovery including a contribution to NICHHS overheads
- Work closely with the Deputy Chief Executive to ensure the presentation of high level and quality financial reporting and information

### **Quality & Impact**

- To develop, improve and update standards, KPIs and outcomes for all services in conjunction with relevant stakeholders and aligned to NICHHS's Impact Framework
- To ensure that staff provide all the data on a regular basis regarding standards, KPIs and outcomes

- To ensure that all services delivered are of the highest standards and that all personnel involved in such delivery operate to these standards
- To ensure staff have access to training and support to ensure they have the right skills and knowledge to deliver their roles
- To ensure compliance with funders and regulatory requirements
- Through effective team participation, to ensure continuous improvement prevails in every aspect of the work of the Directorate
- To ensure that all staff are deployed in a manner which optimises the quality and the efficiency of service to clients

### **Governance**

- To ensure that we adhere to the highest standards of governance via methods such as audit, risk assessment, and management, incident and complaint management, evidence-based care policies and procedures. Operational

management of these methods delegated as appropriate

- To ensure accurate record keeping and information management in accordance with legislative and regulatory guidelines.
- To ensure that all statutory safeguarding regulations are adhered to and that our mandatory training, policies and procedures reflect best practice.
- To report as requested to the Board of Trustees and relevant sub committees

### **General**

- To contribute to the effective planning and delivery of any relevant events which promote the work of NICHHS
- To represent NICHHS at special events or occasions
- To be flexible to meet out of hours requirements and be prepared to travel where necessary
- To attend and participate in meetings, Council, Governance Board, Committees, as required

## SUMMARY OF TERMS AND CONDITIONS

- Annual Leave:** The post-holder will be entitled to 29 days annual leave. This is exclusive of 10 bank and public holidays. The annual leave year runs from 1 April to 31 March.
- Pension:** Organisation's contributory pension scheme (6% employee contribution, 9% employer contribution)
- Car Mileage:** The post-holder will be reimbursed for any business mileage under the Car Mileage Scheme.
- Car Parking Space:** A city centre car parking space will be provided
- Health Scheme:** You will be eligible to join the health scheme provided by the organisation.
- Death in Service:** You will be eligible to join the death in service scheme provided by the organisation.



# PERSON SPECIFICATION

|                                   | Essential                                                                                                                                                                        | Desirable                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Qualifications</b>             | Educated to degree level or equivalent                                                                                                                                           | Postgraduate qualification<br><br>Leadership and management qualification; |
| <b>Experience &amp; Knowledge</b> | A minimum of three years' experience working at a senior level within a similar role                                                                                             | Five years' experience working at a senior level with a similar role       |
|                                   | Proven track record of leading a team in the development, implementation and successful operational delivery of a strategy and of managing a significant budget                  | Experience in the health & social services field                           |
|                                   | Demonstrable experience of delivering successful outcomes in a health and social care environment, or a voluntary service that has delivered positive outcomes for service users | Experience in managing volunteers                                          |
|                                   | Proven track record of developing services from conceptual stage through to implementation and in critically analysing and evaluating services                                   |                                                                            |
|                                   | Successful track record in implementing a restructuring programme of an organisation or a department/function in terms of human, financial and physical resources                | Experience of managing multi-disciplinary teams                            |
|                                   | Knowledge of regulatory frameworks relevant to the care services provided through NICHS                                                                                          |                                                                            |
|                                   | Knowledge of governance and quality assurance systems                                                                                                                            |                                                                            |

|                  |                                                                                                                                                                                   |                                                              |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
|                  | Knowledge of strategic health and social care policies & strategies                                                                                                               |                                                              |
| <b>Qualities</b> | Proven track record of an enabling and participative approach to work, with the ability to provide clarity of vision, and inspirational leadership                                |                                                              |
|                  | A high degree of emotional intelligence, with evidence of self-awareness and empathy, with a strong understanding of your own emotions and the impact they have on others         |                                                              |
|                  | Commitment to ongoing personal development, and the ability to foster a culture that encourages the development of others, by encouraging autonomy, accountability and innovation |                                                              |
|                  | Focus on collaborative and partnership working, with the ability to develop and encourage effective partnerships and team working, based on shared outcomes and objective         |                                                              |
|                  | Ability to work under pressure and manage time effectively                                                                                                                        |                                                              |
| <b>Aptitudes</b> | A compassionate and considerate leader, with excellent communication skills and the ability to inspire and motivate a team of staff at all levels                                 |                                                              |
|                  | Excellent writing skills with a demonstrable commitment to high standards of presentation                                                                                         |                                                              |
|                  | Excellent communication skills with the ability to speak confidently representing NICHs through the media, at strategic meetings and public speaking opportunities                | Training in dealing with the media, both broadcast and print |

Flexible, adaptable with a high level of integrity

IT skills to enable use of database and Microsoft Office Package – (e.g. Word, Excel, Outlook PowerPoint).

Driving license and access to a car essential



# OUR REWARD STATEMENT

- Salary
- Employer Pension contributions (NEST/Company pension scheme)
- Access to Financial Adviser
- Pay increases linked to NJC – cost of living
- Organisation wide training budget
- Attendance at external seminars and conferences
- Accommodation at events
- Business expenses
- Car Mileage Scheme
- Uniforms
- Enhanced paid annual leave
- Paid Bank and Public Holidays
- Statutory celebration/commemoration days
- TOIL & Managed Time
- Enhanced sick pay
- Enhanced Parental Pay (maternity, paternity, adoption pay)
- Laptop provision
- Mobile phone provision
- Bike to Work scheme
- Translink TaxSmart scheme
- Death in service plan

- Comprehensive induction training
- Investors in People Silver Accreditation
- Annual Performance Review
- 121 meetings with line manager
- Team Meetings
- On the job learning
- Learning & development linked to Operational plan
- Continuing professional development
- Learning & development linked to individual requests
- Study leave
- Strategy away days
- Staff team building away days
- Coaching & mentoring
- Training certificates
- Open culture of communication
- Staff empowerment – involvement in decisions and consultations
- Policies and procedures
- Equality of opportunity

- Return to work interviews
- Occupational Health service
- Access to Independent counselling service 24/7
- Access to a free health check
- Staff Health and Wellbeing days
- Kitchen facilities
- Free tea/coffee/milk/water fountains
- Flowers/gifts to recognise employees with 10 and 15 years' service
- Chairman's letter and gift to recognise staff with 20+ years' service

- Childcare Vouchers Scheme
- Compassionate & Bereavement Leave
- Early closure at Christmas, Easter and July
- Part time work
- Compressed Hours
- Remote/Home Working
- Parental leave
- Dependency leave
- Job share
- Flexible working hours
- Domestic distress leave
- Reasonable time off to attend appointments
- Marriage leave
- Incremental increases to annual leave to recognise long serving staff

# HOW TO APPLY

NICHHS has partnered with Engage Executive Talent for this recruitment. Please forward a CV, maximum three A4 sides, together with a completed Supplementary Questions form available from [www.engageexec.co.uk](http://www.engageexec.co.uk), ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the recruitment timetable. You will also be asked to submit a separate equality form (see below).



The deadline is **Noon, Monday 28 February 2022**. Applications should be made by email to:

**patrick@co3.bz**

Contact Patrick on 07792 509003 if you have any queries about the role or the application process.

## **Equality Monitoring and Criminal Convictions Disclosure**

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

## **Disability**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

## **Equal Opportunities**

NICHHS is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

# TIMELINE

CV , Supplementary Questions and Equality forms to be submitted

Noon, Monday 28 February 2022

First Interviews

Thursday 3 March 2022

Second Interviews

TBC March 2022

Final Interview (including a seen or unseen task)

TBC March 2022



# CONTACT US

NICHS has partnered with Engage Executive Talent for the recruitment of the Director of Care Services. For information about this recruitment, please contact:

## ENGAGE EXECUTIVE TALENT

Patrick Minne - Director

**e** [patrick@co3.bz](mailto:patrick@co3.bz)

**m** 07792 509003

For general enquiries about the work of Chest Heart & Stroke, or on how you can help:

## NORTHERN IRELAND CHEST HEART & STROKE

21 Dublin Road

Belfast

BT2 7HB

**t** 028 90320184

**e** [mail@nichs.org.uk](mailto:mail@nichs.org.uk)

**w** [www.nichs.org.uk](http://www.nichs.org.uk)