



CHILDREN'S
HEARTBEAT
TRUST

Northern Ireland's
Children's Heart Charity

Chief Executive Officer Information Pack

March 2022

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Introduction

Dear Candidate

Children's Heartbeat Trust (CHT) is one of Northern Ireland's leading children's health charities, providing practical and emotional support to children and young people living with CHD and their families. We support children and families throughout their congenital heart disease journey, from birth to adulthood.

We are passionate about delivering services within Northern Ireland, across our All Island CHD Network and in England, that make a real and positive impact to the lives of our young people and heart families.

As we move into the next phase of our development, we are looking to appoint a dynamic and inspirational Chief Executive Officer who can champion the vision, mission and values of the Children's Heartbeat Trust.

This is a unique and exciting opportunity for the new CEO to lead a growing team of 7 staff, working in partnership with our heart families and many organisations that deliver their health care. You will be building on the charity's growth of the last decade and will be leading a well-established and respected organisation through its next stage of growth.

The new CEO will have the benefit of a financially secure charity, a supportive Board of Directors, a dedicated staff team and a highly engaged network of heart families.

We are looking for a passionate and talented CEO who demonstrates a strong track record of strategic leadership and management with experience of organisational development and growth. In addition, our CEO must have a passion for supporting children, young people and families and a strong desire to work collaboratively to increase awareness of and support for those living with congenital heart disease.

We are working on this appointment with recruitment partners Engage, so they will be happy to speak with you in the first instance if you need any more information.

If you share our passion for the work we do, and you think you have the credentials, we would love to hear from you.

Prof Nichola Rooney
Chair



Who we are

Children's Heartbeat Trust has been working since 1984 to provide practical, emotional and financial support to children and young people living with heart disease and their families.

We offer youth and family support services, we fund research and we campaign for the voice of children, young people and their families to be at the heart of all congenital cardiac services.

Our work helps children and young people with heart disease live full and empowered lives; informed about their heart condition but not overwhelmed by it.

We have now grown to be an organisation working across Northern Ireland employing seven staff and over a hundred dedicated volunteers. We fund our work from our turnover of over £400,000 and maintain unrestricted reserves of nearly £800,000.



What we do

You can find a lot more information on our website about what we do, but here's a quick summary.

Support for Families

Clark Clinic

Our family support team make regular visits to parents on Clark Clinic offering practical and emotional support such as financial assistance, access to parent accommodation and have plenty of time for a cuppa and a chat should families need a listening ear.

Travelling for Surgery

Facing the prospect of your child's heart surgery is terrifying, particularly if you have to travel away from your home and your support network. Although it is impossible to take away all of their concerns, we offer supported travel services that help to guide and support them and their families.



Local Support

When you are told your child has a heart condition it is natural to feel lots of different emotions;

fear, stress, isolation and frustration to name but a few. We have a range of family support services to help people from the point of their child's diagnosis whether at an ante-natal appointment, at birth or in later years.

Living with CHD

Receiving a diagnosis that your child has a heart condition can be very distressing and it's normal to have lots of questions about what this means for your child and family.

Although every diagnosis and child is unique, our website offers some general advice on common areas of concern, as well as the support we provide on the phone or in person.

Bereavement

Sometimes, in tragic circumstances children have heart conditions that cannot be cured. We have developed our Bereavement service to support heart families at a time when they need us most.

Support for Young People

Teen Beatz (12-16 years)

We know being a teenager is tough and so we have a group just for them. We have social events, peer support, transition services and also our big SummerBlast residential!

We love to hang out together, to chat, to laugh and to grow together. Living with CHD isn't always easy but we know when we work together we can get through anything!



Tribe (17-21 years)

We support each other through loads of different events. We

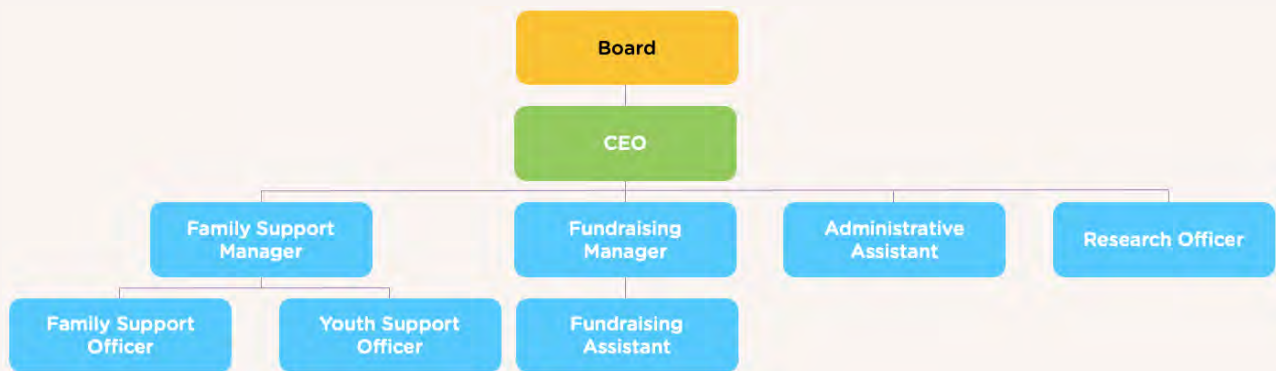
meet up for coffee, go to the cinema together or spend a day out adventuring. One thing we love to do is to hang out together, to get a chance to support each other and to have a chat.

CHD Transition NI

We are dedicated to making transition as easy as possible. The aim is to help young people as they transition from paediatric to adult care. Our specially commissioned app allows them to manage their medication, find out more about their condition, and keep in contact with their doctor and medical team.



How we are organised



Strategy

Our Mission

Our Mission is to support children, young people and their families affected by heart disease in Northern Ireland.

Our Vision

Our Vision is of a society that provides high quality and inclusive clinical, practical and emotional support for heart families at each stage of their journey.

Our Values

We are a charity that takes its values seriously. We will act in a principled and responsible way in all that we do and we have a strong commitment to the following values.





Professional

From the board, through to our staff team and with our volunteers, we will act in a professional way and always with integrity at our core. We will do nothing to compromise our reputation as a trusted partner in supporting heart families at their point of need.



Heart Family Focused

We are passionate about, and dedicated to, supporting our families and we will do everything we can to provide them with emotional and practical support.



Challenge and Influence

We are committed to delivering the highest possible standards of care and support for our families. Within CHT we will strive to offer high quality support and in the wider environment we will campaign, lobby and collaborate to promote excellent service standards for our families.



Respect and Inclusion

Compassion, dignity and respect are at the core of everything we do.



Partners in Care

We will be at the centre of decision-making that affects heart families. We will engage in co-design, collaborate on initiatives and play a constructive role as partners in care.

Financials

Here is a summary of our latest published Income and Expenditure and Balance Sheets to March 2021. You can click on the links below to access the last three years' accounts held at Companies House.

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Income from: (note 4)				
Donations and legacies	358,278	24,238	382,516	477,564
Investment income	639	4	643	1,260
Other Income	29,318	-	29,318	-
Total income	388,235	24,242	412,477	478,824
Expenditure on: (note 5)				
Raising funds	28,645	-	28,645	33,059
Charitable activities	285,066	17,162	302,228	424,427
Total expenditure	313,711	17,162	330,873	457,486
Net income for the year	74,524	7,080	81,604	21,338
Balances brought forward at 1 April 2020	724,922	3,920	728,842	707,504
Balances carried forward at 31 March 2021	799,446	11,000	810,446	728,842

	Notes	31.3.2021 £	31.3.2020 £
FIXED ASSETS			
Intangible assets	8	16,357	-
Tangible assets	9	13,682	17,500
		<u>30,039</u>	<u>17,500</u>
CURRENT ASSETS			
Debtors	10	31,919	26,592
Cash at bank and in hand		764,413	713,890
		<u>796,332</u>	<u>740,482</u>
CREDITORS			
Amounts falling due within one year	11	15,925	29,140
NET CURRENT ASSETS		<u>780,407</u>	<u>711,342</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>810,446</u>	<u>728,842</u>
RESERVES			
Restricted funds	12	11,000	3,920
Unrestricted funds - Undesignated Reserves	12	181,946	207,422
Unrestricted funds - Designated Reserves	12	617,500	517,500
		<u>810,446</u>	<u>728,842</u>

[Annual Report to March 2021](#)

[Annual Report to March 2020](#)

[Annual Report to March 2019](#)

Meet the Board

Nichola Rooney is Chair of the CHT Board of Directors. A clinical psychologist by background, Nichola has a long association with Children's Clark Clinic where she worked as part of the clinical team and led on the design and implementation of the Children's Heart Intervention Research Project (CHIP). Nichola has been chair since 2015.

Hazel Bradbury FCCA is a certified chartered accountant, having trained and worked in government organisations for the last 15 years with a primary focus on financial reporting and governance. She was appointed to the position of Treasurer and Director of Children's Heartbeat Trust in 2012.

Niall Parfitt is a marketing professional and runs his own digital agency working with companies all over Europe. As well as being a Trustee of CHT he is also a fellow of the Chartered Institute of Marketing and Board Member for Headliners and Halifax Foundation. Niall's son had heart surgery when he was six weeks old and the family have benefitted from the tremendous support from the CHT.

Mark Sidebottom, a local journalist and broadcaster is the parent of a child who was born with a congenital heart condition. Mark has been a board member of CHT for a decade.

Grainne Curran is a mother of four children and a practising conveyancing solicitor. Grainne's second child was diagnosed with a heart condition at 15 months and Grainne has been a board member for over ten years.

Paula Murray is a Social Worker and mother of two children who were born with congenital heart disease. Paula has been a board member of CHT for 12 years.

Diane McDowell is a school bursar and a board member for 12 years. She had a sibling with congenital heart disease.

Dr Brian Craig is a recently retired paediatric cardiologist having had a long association with the charity Brain currently chairs the Clinical and Research Subgroup.

Will Young is an Executive Director of People and Organisation Development having spent the last 32 years working in both the public and private sectors. He has been a Director at CHT since 2016.

Job Description

Position:	Chief Executive Officer
Reporting to:	Chair of Board of Directors
Hours:	37.5 hours per week (to include occasional evening and weekends)
Type of contract:	Permanent full time
Salary:	c£47,000 negotiable subject to experience, plus employer pension contribution

Key Accountabilities

1. Leadership

- To lead the charity in the implementation of its strategic and operational plans, including setting appropriate targets and reviewing progress against the five year plan.
- To develop effective working relationships with relevant external organisations, including the All Island CHD Network, DoH and HSC officials, clinicians, charity partners and corporate sponsors, to promote the work of CHT and facilitate its strategic direction.
- To effectively manage the charity's human resources, ensuring an effective, motivated and reliable workforce.
- To ensure the delivery of a safe, high quality service, working with young people and their families, both in the community and in-reach hospital settings.
- To ensure that young people and their families are aware of the range of resources and services provided by CHT.

2. Operations

- To develop and lead on the implementation of CHT's financial plans, including setting budgets, day to day financial responsibilities and all financial compliance requirements.
- In conjunction with the Fundraising Manager, to identify and secure funding opportunities to support the delivery of the strategic plan and to maximise income to ensure sustainability.
- To lead on risk assessment and management, employment issues and governance requirements.
- To ensure compliance, through effective governance processes, with all relevant legislation including employment law, charity law, company law, health and safety legislation, data protection legislation and with relevant best practice, as applicable to the work of the charity.

3. Advocate & Influence

- To be a passionate ambassador and voice for heart families in promoting CHT's mission and vision and work closely with external stakeholders.
- To seek media opportunities and to be a spokesperson for the charity.
- To raise awareness of Congenital Heart Disease and the work of the charity with policy makers and the general public.
- To link all relevant stakeholders in a common ambition to provide world-class services for children and young people living with CHD.
- To set clear ambitions which inspire and inform policy making.

6. Working with the Board of Directors

- To prepare a strategic plan, an annual operating plan and budget for Board approval.
- To provide appropriate presentations and reports to the Board on the progress of the charity and matters relevant to the discharge of its constitutional and legal obligations.
- To provide sound, clear and timely information and advice to the Board, based on professional knowledge and understanding of the field.
- To assist the Board in identifying, recruiting, retaining and developing Directors and working with the Board in line with established codes of good practice
- To work with the Board in enabling effective governance
- To organise, attend and support Board meetings, and sub-committees, including preparation of papers and records of minutes and agreed actions.

This job description is not exhaustive and will be subject to review in the light of changing circumstances.

Person Specification

	Essential	Desirable
Qualifications	Educated to degree level or professionally qualified by suitable demonstrable experience e.g. management, health and social care, education, or community development.	Professional qualification in leadership and/or management to level 5 or above.
Experience and knowledge	- Relevant experience in a strategic leadership role. - Experience in financial management and budget setting and monitoring of expenditure. - Experience of implementing HR policies and of successfully managing, motivating and developing staff. - A clear understanding of the governance, legal requirements of a charity and company limited by guarantee. - Understanding of quality assurance frameworks and standards. - A strong understanding of the needs of the children, young people and families living with illness or disability.	- Experience in income generation. - Experience in an organisation supporting a similar client group.
Skills and Abilities	- A strategic thinker who can communicate a clear vision to a range of stakeholders. - Proven leadership and management skills. - Ability to work under pressure and handle challenging and sensitive situations. - Full UK driving license and access to a car.	- Skills in CRM and information management systems. - Excellent IT and presentation skills.
Personal qualities	- Personal drive, energy, adaptability and ability to meet deadlines. - Commitment to improving the lives of children, young people and families living with CHD. - Ability to remain calm under pressure. - Compassion and commitment to the values and ethos of the organisation.	

How to apply

Please forward a CV, maximum three A4 sides, together with a completed Supplementary Questions form available from 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 from the recruitment timetable. You will also be asked to submit a separate equality form (see below).

The deadline is **noon on Monday 21 March 2022**. Applications should be made by email to:

patrick@co3.bz

Contact Patrick Minne 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

Children’s Heartbeat Trust is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Timeline

CV, Supplementary Questions and
Equality Monitoring and Criminal
Convictions forms to be submitted

Noon, Monday 21 March 2022

First Interviews

Monday 28 March 2022

Second Interviews (may include a seen
or unseen task)

Tuesday 5 April 2022

Final Interviews

Friday 8 April 2022



Please address any enquiries relating to the advertised position, and your submission, to CHT's recruitment partners:

Patrick Minne



Tel: 07792 509003

Email: patrick@co3.bz

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Children's Heartbeat Trust

Howard Building, HF10,
Twin Spires Centre,
155 Northumberland St,
Belfast, BT13 2JF

Tel: +44(0)28 9031 2228

Email: info@childrensheartbeattrust.org