



Chief Executive Information Pack

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Introduction

Dear Candidate

Thank you for expressing your Interest in becoming the new Chief Executive of Brain Injury Matters.

Brain Injury Matters (NI) is an independent regional third sector organisation established in 2013 . Our mission is to support, empower, and advocate on behalf of all those affected an Acquired Brain Injury (ABI). ABI is damage to the brain that occurs after birth and is not related to a congenital or a degenerative disease.

With the retirement of our current Chief Executive, we are looking for a new leader to help guide us through the next phase of development for the Organisation. You will be strategically minded while able to manage the operations and development of the Organisation. Most of all, you'll share the commitment our team and our board have to improve the quality of life of people affected by ABI.

You will be joining a dedicated team of people who care deeply about the difference our Organisation makes.

We are working with Engage Executive Talent to help with the recruitment process. If you have any initial queries relating to the post, they will be delighted to address them in the first instance.

If you feel you have the relevant skills, qualifications, experience, and shared values and are inspired for this role we would very much welcome your application

Yours faithfully

Claire Sullivan



Chair
 **Brain Injury
Matters**

Who we are

Brain Injury Matters (NI) was established in 2013 as an independent regional third-sector organisation supporting, promoting, and advocating on behalf of those individuals and families affected by acquired brain injury. This is often described as an invisible disability with around 10,000 hospital admissions each year in NI.

Since then, BIM (NI) has developed a reputation for developing and delivering a range of innovative programmes and initiatives led by a diverse team of clinicians, and has grown its turnover to around £500k a year.

Our 14-strong staff team is guided by a skilled and committed 11-strong board. The executive team comprises clinicians and practitioners with expertise in acquired brain injury supported by a corporate services staff team.

Everyone associated with our organisation adheres to our values of integrity, inclusion, and respect to ensure we never lose sight of how we achieve our goals.



What we do

To serve those living with ABI, which is commonly defined as an invisible disability, we deliver a range of bespoke therapeutic services at home and in community settings led by a diverse team of clinicians and specialist staff.

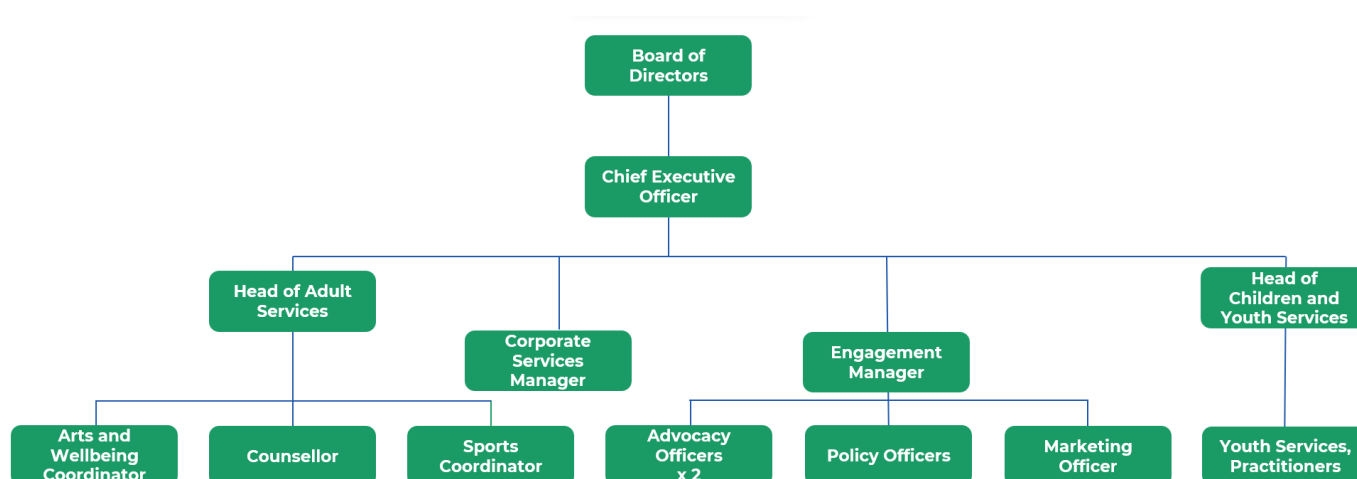


You can read about what measurable impact and outcomes we make for the people we help by clicking on our latest 2022/2023 Impact Report.

[Download our 2022/23 Impact Report here](#)



How we're organised



Strategy

Our Strategic Plan 2023 - 2026

OUR VISION STATEMENT

Living Beyond Acquired Brain Injury

OUR MISSION STATEMENT

To support, empower, and advocate on behalf of all those affected by ABI.

VALUES

We are guided and led by the following values:

Integrity: We work to the highest professional standards, consistently and with honesty.

Inclusion: We involve our participants in the design and delivery of our work.

Respect: We treat everyone with respect and compassion.

PRINCIPLES

Our work is:

- Evidence-informed and clinically led;
- Innovative and collaborative;
- Committed to considering the whole person; and
- Recognises the value of early intervention.

[Download our 2023-2026 Strategy Document here](#)

Financials

You can see a summary of our latest annual accounts here. Click on the links below to access the last three years' accounts in more detail.

	Notes	Unrestricted £	Restricted £	Total Funds 2023 £	Total Funds 2022 £
Income and endowments from:					
Donations and legacies	2	18,447	22,176	40,623	46,528
Charitable Activities	3	126,060	312,871	438,931	424,125
Other trading activities	4	4,157	-	4,157	18,479
Investments	5	47	-	47	12
Total Income and endowments		148,711	335,047	483,758	489,144
Expenditure on:					
Charitable Activities	7	(228,276)	(320,510)	(548,786)	(477,039)
Raising Funds	8	(276)	-	(276)	(4,536)
Total Expenditure		(228,552)	(320,510)	(549,062)	(481,575)
Net Income / (expenditure) for the year before transfers		(79,841)	(14,537)	(65,304)	7,569
Transfers between funds		(19,370)	19,370	-	-
Net movement in funds		(99,211)	33,907	(65,304)	7,569
Reconciliation of funds:					
Total funds brought forward		201,883	6,570	208,453	200,884
Total Funds Carried Forward	15/16	102,672	40,477	143,149	208,453

	Note	2023 £	2022 £
Fixed Assets			
Tangible assets	12	49,761	11,576
Current Assets			
Debtors	13	11,695	9,667
Cash at bank and in hand		146,455	230,400
		158,150	240,067
Creditors: amounts falling due within one year	14	64,762	43,190
NET CURRENT ASSETS		93,388	196,877
NET ASSETS		143,149	208,453

Represented by:

Unrestricted Funds	15	102,672	201,883
Restricted Funds	16	40,477	6,570
		143,149	208,453

Annual Report March 2023

Annual Report March 2022

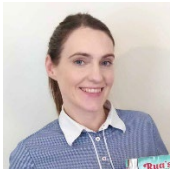
Annual Report March 2021

Our Board



Claire Sullivan - Chair

Claire has worked in public policy for over 20 years and is Head of Policy with the CBI (Confederation of British Industry) in Northern Ireland. She is a University College Dublin alumna with an MBA from Ulster University. Claire joined the Board in 2019, taking the Chair in 2021.



Sarah Moon- Vice Chair

Sarah is an alumna of both Trinity College Dublin and Queen's University Belfast holding an LLB and MSc respectively. Sarah has a range of experience across both the public and community sectors in NI and is a keen writer of both short stories and articles. Sarah is the parent of a child living with an ABI and is committed to advocating the issues faced by families and making recommendations for change within regional and local services.



Colette Kane - Treasurer

Colette is a chartered accountant and became Treasurer in 2015. She is a director in the NI Audit office and has a particular interest in corporate governance. Colette also served on the board of governors of a local integrated primary school.



Clodagh O'Brien

Clodagh joined the Board in 2022. For the last 12 years she has held senior manager posts both in Trusts and the Health and Social Care Board within Cancer Services and Stroke Services. She is currently a senior manager within the Belfast Trust and has responsibility for the Trust's domiciliary care service.



Deborah McClinton

Deborah joined the board in 2022. She is a Fellow of Chartered Accountants Ireland, working as a Financial Controller with Dale Farm Cooperative Limited. Deborah has responsibility for the consolidation of the group accounts, taxation, and payroll and has a particular interest in strategy development.



Graeme Maclaughlin

Graeme joined the board in 2017 and is a director at Barclays bank with responsibility for a portfolio of corporate business clients. He manages financing and investment requirements for some of Northern Ireland's largest companies and has significant experience in corporate governance and risk management. Graeme also chairs the Organisation's Corporate fundraising committee.



Mary Kitson

Mary qualified as a solicitor in 1992 and after 1 year in private practice joined the Fair Employment Commission (FEC) in 1993. With the creation of the Equality Commission for Northern Ireland, Mary joined their legal team where she continues to work as a Senior Legal Officer. Mary is a member of the Employment Lawyers Group Committee, representing the interests of employment lawyers in NI and the Equality & Human Rights Group of the Law Society Northern Ireland, and is a member of the Northern Ireland Advisory Group for Barnardos.



Paula Kennedy Garcia

Paula is an Executive Vice President in global customer management with IntouchCX, leading the organisation's global innovation and product strategy. She has been industry recognised most recently with a 2022 Globe Gold Award and 2023 Titan Gold Award for Innovation. She joined the board in 2018 and has a particular interest in championing diversity and inclusion and is a founding member of Chief UK, as well as a published writer for the Forbes Technology Council



Tara Leathem

Tara joined the Board in 2019 and has over 20 years of experience in the Web and Digital Marketing Industry. Past experience includes working with The Belfast Telegraph and the BBC. Tara also ran her own Agency for 10 years.



Vicky Caddy

Vicky is a director of PR at ASG & Partners. A law graduate and PR professional for almost 20 years, she is an accredited CIPR member, visiting university lecturer, and PRide winner. She joined the Board in 2017.



Sturt Harkin

Stuart joined the Board in 2023 and has over 6 years of experience in the Technology industry. Stuart manages clients across the world utilising his HR background and IT systems analyst experience to ensure customers' HR and Financial systems are secure and appropriate IT system controls are in place.



Orla McGibbon

Orla is an independent social worker with over 25 years' experience in juvenile justice and child protection services both as a practitioner and as a senior manager within the Youth Justice Agency (YJA) where she held portfolios for both operational delivery and policy. She is the current Chair of BASW (NI) and a National Council Member and Director of the British Association of Social Workers (UK).

Job Description

Job Title:	Chief Executive, Brain Injury Matters
Reporting to:	Chair on behalf of the Board
Responsible for:	Overall strategic leadership and management of the Organisation
Location:	Based in Belfast, with some travel through NI and occasionally U.K. and Republic of Ireland
Salary:	Salary range c£55k+ negotiable
Pension:	8% employer contribution
Holiday entitlement:	25 days + 11 statutory
Term:	Permanent full-time (after 6-month probation)

Key Purpose of the post

Reporting to the Chair the CE will provide leadership and direction for the staff team, working with the Board to constantly develop and enhance the long-term growth and financial sustainability of the Organisation.

The person will have outstanding leadership skills and the ability to inspire, strategically lead, and motivate a team. They will be able to demonstrate dynamic and articulate leadership with a strong commitment to the values and ethos of the Organisation.

Overall job purpose

- Provide strategic vision and leadership to Brain Injury Matters and help to ensure long-term financial sustainability and growth.
- To build meaningful and influential relationships with key health and care organisations across the public and third sectors, ensuring that we have an effective voice for those impacted by ABI.
- Ensure that statutory requirements and charitable purposes are followed and that we deliver the greatest impact for our beneficiaries.
- Take overall responsibility for Brain Injury Matters management and administration, supporting the development and delivery of strategic plans, annual operational plans, and budgets.
- Work with the Chair of the Board to enable Board Members to fulfill their duties and legal and other responsibilities for the proper governance of Brain Injury Matters.

These roles are distilled into the following areas of responsibility:

- Strategic leadership
- Financial management
- Income generation
- Operational management
- Governance
- Communications, marketing, and public relations (PR)
- Clinical oversight

Strategic leadership

- Ensure the Organisation follows an effective vision and strategy, which is commonly understood by all key stakeholders, including the Board and staff.
- Oversee the review, development, and implementation of strategic business planning through a coordinated and consultative approach.
- Set the vision and culture for being an effective voice for people impacted by ABI, shaping the internal activities of the Organisation.
- Develop and strengthen the profile and brand reputation in furtherance of both short and long-term goals.
- Develop and maintain a strong profile and relationships with our present and previous funders.
- Influence key stakeholders and opinion shapers, developing appropriate relationships and new opportunities to further the Organisation's vision in all aspects of its work (research, engagement, and the service delivery).
- Ensure that the voice and lived experience of the people and their families impacted by ABI are always at the heart of the Organisation's work and vision.
- Analyse and anticipate shifts in the external environment with an eye to both the risks and the opportunities for the vision and day-to-day activities of Brain Injury Matters, including the commissioning and provision of health and care services, the population health context of NI, and the wider charity/social enterprise context.
- Keep abreast of relevant external developments, strategies, and legislation, evaluate the applicability and implications for Brain Injury Matters, and recommend actions.
- Represent Brain Injury Matters as appropriate in negotiations with funders and other stakeholders regionally and oversee responsibility for funding applications.
- Liaise and cooperate with statutory bodies to ensure compliance with statutory requirements and implementation of best practice.
- Liaise and cooperate with relevant partner organisations in relation to current and future funding opportunities.

Financial Management

- Responsible to the Board for the overall financial health of Brain Injury Matters, ensuring the application and adherence to budgets, forecasts, and reserves policies, and that appropriate financial control, audit, and reporting systems are in place.
- Undertake preparation of budgets, regularly monitoring performance against budgets and analyse variances, ensuring that, where necessary, corrective action is taken on a timely basis.
- Ensure effective cost control and utilisation of resources to provide cost-effective service options whilst maintaining the quality of service.

Income Generation

- To develop and implement an income generation strategy that ensures our long-term sustainability and growth.
- To explore the development of additional sources of unrestricted income through exploring a range of options in keeping with our mission including new social enterprises and collaboration with corporate partners
- To take the lead on identifying, and submitting successful funding applications for competitive tenders, independent trusts/foundations, and public sector grants.
- Develop our existing partnerships and collaborative work with other like-minded organisations both statutory/non-statutory and private sector to develop our work and opportunities.

Operational Management

- Develop and deliver against effective annual operational plans and budgets (approved by the Board, as required) in the context of Brain Injury Matters strategic plan and vision.
- Lead an inspirational organisational culture that values and encourages staff to contribute to the vision and ensure that policies and procedures are relevant, fair, and consistently and transparently practiced.
- Ensure performance management systems for staff are applied across all staff.
- Manage quality assurance procedures concerning service delivery.
- Oversee and support management in the recruitment and selection of staff and liaise with the Board.
- Coordinate activities to ensure cohesive and effective utilisation of resources.
- Develop and maintain an environment that attracts, retains, and motivates good quality staff, constantly seeking ways to learn and improve performance.

Governance

- In the capacity of Company Secretary together with the Chair, enable the Board to maintain high standards of governance and to fulfill its

role effectively through the provision of transparent briefings and reports, proportionate to their importance.

- Ensure that the Board receives sufficient and timely information and advice to enable Committee members to make informed decisions.
- Working with the Board in fulfilling its constitutional, regulatory, and legal obligations.
- To ensure that the major risks to which the Organisation is exposed have been reviewed and systems have been established to highlight and mitigate these risks including utilising the risk register as a live document.
- To ensure that Brain Injury Matters maintains and regularly reviews policies and procedures to ensure the highest standards of governance.

Communications, Marketing and Public Relations (PR)

- Represent the Organisation with all stakeholders (internal and external) promoting the Organisation's aim and objectives through the development of appropriate PR, Marketing, and Communication plans.
- Act as a spokesperson (as appropriate) for the Organisation presenting a positive and professional external image of the Organisation.
- Oversee the development and implement a coherent internal and external PR and Marketing Strategy and relevant policies/procedures which utilises a range of communication platforms (including digital and print).

Clinical oversight

- Oversee the implementation of relevant training and professional supervision to ensure the continuous development of clinical staff to deliver the highest standard of care.
- Ensure clinical practice complies with Brain Injury Matters policies and code of ethics and takes account of best practice.

Additional duties

It is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to undertake work that may not be specifically covered in the job description.

These additional duties will normally be compatible with the regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the employee's job, it will be included in the job description in consultation with the member of staff.

Person Specification

Essential Qualifications

Hold a third-level qualification (eg Foundation Degree, HNC, HND, BSc, BA Hons) or equivalent

Essential Experience

A minimum of five years of demonstrable experience in leading and motivating teams, inspiring and engaging them to achieve ambitious goals and deliver high-quality work

A minimum of five years of current experience at a senior management level, with experience reporting directly to a Board or at a Director level

Financial Management experience. Experience in setting and managing multiple budgets and resources within a range of c£500,000 and above

A proven track record of identifying, negotiating, and securing funding /new income generation opportunities which have led to the sustainability of the organisation

Strong strategic planning, prioritization and execution skills with the proven ability to manage multiple objectives, and competing demands and monitor progress and impact through the development of operational plans

Essential Knowledge

A detailed understanding of all funding networks and sources of income available to charities and social enterprises

An understanding of the health and social care strategic environment in Northern Ireland's public and third sectors

An understanding of the key issues relevant to the work of Brain Injury Matters

Essential Skills

Exceptional written and verbal communication skills, with the ability to distil complex ideas and evidence in ways that inspire and engage a diverse range of audiences, including colleagues, senior government representatives and officials, academics, policy-makers, and media

Experience of influencing, negotiating, representing, and networking with external stakeholders

Highly self-motivated, creative, and determined with the ability to take initiative and problem-solve effectively

IT literate and proficient with Microsoft Office

A full current driving licence and access to a car, or access to alternative modes of travel in respect of applicants with a disability who cannot hold a licence, to meet the travel requirements of the job

Ability to work flexible hours and to travel throughout Northern Ireland and on occasion elsewhere in the UK and RoI.

Desirable

Seven years' demonstrable experience in leading and motivating teams, inspiring and engaging them to achieve ambitious goals and deliver high-quality work

Seven years' current experience at a senior management level, with experience reporting directly to a Board or at a Director level

Experience in securing and managing contracts within the field of health and social care

How to apply

Please forward a **CV, a maximum of 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 29 July 2024**. Applications should be made by email to: **apply@engageexec.co.uk**

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.

It is our policy to offer a Guaranteed Interview Scheme (GIS). All GIS applicants who have demonstrated they meet the minimum essential criteria (as determined from the information provided on their application) will proceed to the next stage of selection without being subject to additional criteria or assessment for the purposes of shortlisting

Equal Opportunities

Brain Injury Matters 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 are to be submitted

Noon, Monday 29 July 2024

First Interviews

Wednesday 7 August 2024

Second Interviews (may include a seen or unseen task)

Wednesday 14 August 2024

Final Interviews

Wednesday 21 August 2024





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

Patrick Minne
Director



Tel: 07792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk

Enquiries unrelated to this recruitment can be addressed to:

Brain Injury Matters

Suite 5C Stirling House,
Castlereagh Business Park,
478 Castlereagh Road,
Belfast, BT5 6BQ

Tel: 028 90 705 125
Email: info@braininjurymatters.org.uk

Registered Charity Number NIC103691