



Chief Executive Officer

Information Pack

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Introduction

Dear Candidate

Thank you very much for your interest in the Chief Executive Officer role at Cause NI.

Established in 1995, CAUSE is a regional unique peer-led charity providing advocacy services together with emotional support and education for carers of loved ones living with serious mental health challenges.

Partners in care - Supporters in recovery - Advocates for Change

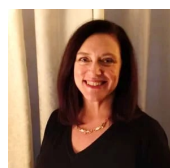
Our vision is a society which recognises, respects, values and actively supports the central role of families, partners and friends who care for loved ones with serious mental health challenges.

The overall aims and objectives of the organisation are to achieve better outcomes for unpaid mental health carers (families, partners and friends) supporting loved ones with serious mental health challenges and the complexity associated with that.

We are working with our recruitment partners Engage whom you can contact in the first instance if you have any queries.

We are looking for a proven leader with a dedication to the evidenced delivery of social impact in their field. You will have the support of an equally impassioned board of trustees, and you will lead a team of staffers and volunteers all committed to building on Cause's legacy, ready to meet the needs of the people who need our help across Northern Ireland.

We very much look forward to hearing from you.



Sheira Byrne
Chair  **cause**
families, partners, friends
caring for mental health

Who we are

Cause NI provides advocacy, emotional support and education for families and carers supporting someone living with a serious mental health challenges.



For Carers – Partners in Care

CAUSE is peer-led which means that our Advocacy Team have a level of personal experience as carers in their own lives that allows them to support and empathise with carers and families in an authentic and non-judgemental way.

CAUSE supports mental health carers to sustain their challenging role by reducing their isolation and empowering them to proactively engage with their loved one's journey of recovery.

Our frontline team of peer Carer Advocates work under the ANNI code of practice as approved by HSCB. They are empathetic individuals and experienced carers, employed to assist in the following ways:

- Offering a listening ear and enabling carers to talk in confidence about their concerns and any issues that arise for them
- Providing information about services and support groups that will help individuals with their needs and concerns
- Assisting individuals in identifying programmes that can empower and help individuals deal with their situation
- Supporting individuals in their relationship with the cared for person
- Encouraging individuals to be involved with professionals in treatment and care plans
- Informing individuals of their rights

What We Do

Our team of Carer Advocates provides a wide range of support to carers who are caring for loved ones with serious mental health challenges.

Supporters in Recovery

The Cause Model for Advocacy and Support for Carers is aligned with the Regional Mental Health Care Pathway (HSCB/You in Mind). CAUSE recognises that all treatment and care needs to be highly personalised and recovery orientated. This person centred recovery orientated approach also underpins the way in which CAUSE delivers advocacy and support to Carers.

Our range of services delivered by a team of dedicated Carer Advocates can offer carers help and support and empower them as a relative, partner or friend to cope effectively in helping their loved one's recovery.

We do this through providing:

One to One Support and Advocacy

- Western Health and Social Care Trust
- Belfast Health and Social Care Trust
- Southern Health and Social Care Trust
- South Eastern Health and Social Care Trust
- Personality Disorder Carer Advocacy and Support Service: operating across the Belfast Health and Social Care Trust area
- Shannon Clinic Carer Advocacy and Support Service: provides dedicated time to working with families, friends and partners with loved ones accessing Shannon Clinic services
- Beechcroft Regional CAMHS Unit: provides support to parents / guardians who are caring for a young person engaged with the regional CAMHS unit

Helpline

The CAUSE **Helpline** provides access to support and information from a dedicated team of Carer Advocates all who have direct personal experience of supporting a loved one with mental illness. CAUSE Helpline is available for carers during published hours.

Support groups

CAUSE facilitates local monthly **support groups** which meet at local venues across NI. Support groups provide families, partners and friends caring for loved ones with the

opportunity to share and access help with other carers. We know people can find talking and asking about mental illness difficult. CAUSE support groups not only offer carers a safe and confidential space to talk, learn about mental illness and services, but also connect with other people who are dealing with similar issues. While it is not therapy, it is usually experienced as therapeutic.

Training and Awareness Raising

CAUSE believes that the most effective advocacy work involves ensuring that individuals have the knowledge and understanding of issues so that they can navigate mental health challenges and treatment options. CAUSE supports learning and development with carers through structured training, as well as providing psycho-social workshops and small group information and learning sessions for carers.



CAUSE collaborates with mental health staff on The Triangle of Care, so that staff identify carers at first contact or as soon as possible thereafter and recognise the essential role that they play. Training to staff includes highlighting what it means to be 'carer aware' and to explore effective carer engagement strategies.

Respite

Provision of short break social events, in a stigma free, peer led and facilitated environment, Carers are supported in interactions with each other and are able to foster a significant network of support, impacting on experiences of isolation and loneliness as a result of their caring role



Representing carers views and linking carers with professionals - Advocates for Change

As services change and modernise, there is a growing recognition of the central role families, partners and friends play in caring for their loved ones in communities across NI. Core to our work is participating in and encouraging carer involvement in committees, service user and carer groups and policy / consultation events. We aim to represent carers' views and experience and strengthen carers' voices to influence service providers and decision-makers.

As carers and professionals, we all share a common objective of wanting to have the best possible mental health services we can.

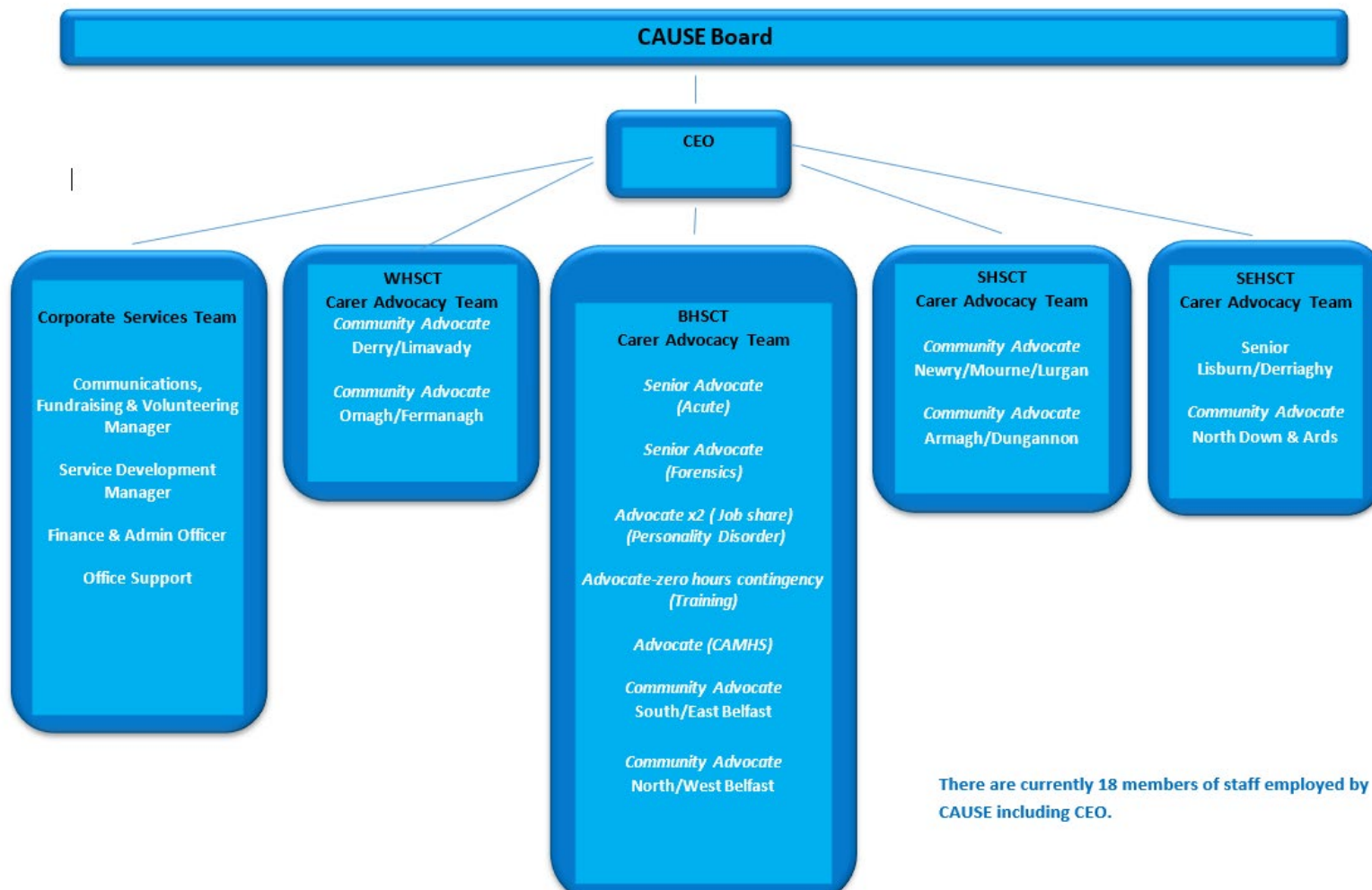
CAUSE plays a vital role in ensuring that the often muted and hard to reach voice of mental health carers is understood and reflected back to those who are responsible for policy and service development. We do this by effectively capturing the current and ongoing experiences of carers across all HSCT areas and ensuring that these concerns are fed back into Mental Health Teams and through Regional development initiatives.

CAUSE provides representation in a number of Regional development fora, such as the Forensic Managed Care Network, The Regional Personality Disorder Network, Protect Life 2 and Towards Zero Suicide, and the continued development of the Regional Mental Health Care Pathway. We also sit on a number of voluntary sector collaborative bodies, such as the Coalition of Carers organisations, and the Voluntary and Community Sector Mental Health Collective.

We regularly link carers we work with to other services (statutory and voluntary) within their communities, and work collaboratively within our own sector and across community and voluntary and health and social care sectors.



How we're organised



There are currently 18 members of staff employed by CAUSE including CEO.

Strategy

Mission, vision, values

Partners in care - Supporters in recovery - Advocates for Change

Our vision

Our vision is a society, which recognises, respects, values and actively supports the central role of families, partners and friends who care for loved ones who have experienced serious mental illness.

Our mission

To provide practical and emotional support to empower families, partners and friends caring for a loved one who has experienced serious mental illness.

Our values

In working to realise our mission and vision CAUSE will be:

Informative

Supportive

Affirmative

Collaborative

Empathetic

We are committed to working collaboratively within our own sector and across sectors to achieving better outcomes for families, partners and friends supporting loved ones with a serious mental illness, regularly linking carers we work with to other services (statutory and voluntary) within their communities.

We believe in, invest in and deliver quality.

Financials

Here's a snapshot of our latest published annual income and expenditure report, and you can click on the links below to access the last three years' annual accounts for more detailed information.

		Unrestricted funds	2023 Restricted funds	Total funds	2022 Total funds
	Note	£	£	£	£
Income and endowments					
Donations and legacies	5	14,156	–	14,156	29,234
Charitable activities	6	336,628	53,697	390,325	442,622
Other trading activities	7	866	1,000	1,866	889
Investment income	8	–	–	–	226
Other income	9	–	28,349	28,349	30,539
Total income		351,650	83,046	434,696	503,510
Expenditure					
Expenditure on charitable activities	10	325,732	130,442	456,174	414,030
Total expenditure		325,732	130,442	456,174	414,030
Net (expenditure)/income and net movement in funds		25,918	(47,396)	(21,478)	89,480
Reconciliation of funds					
Total funds brought forward		273,939	76,288	350,227	260,747
Total funds carried forward		299,857	28,892	328,749	350,227
	Note		2023 £	2022 £	
Fixed assets					
Tangible fixed assets	16		2,554	3,310	
Current assets					
Debtors	17		7,093	11,764	
Cash at bank and in hand			380,805	391,344	
			387,898	403,108	
Creditors: amounts falling due within one year	18		61,703	56,191	
Net current assets			326,195	346,917	
Total assets less current liabilities			328,749	350,227	
Net assets			328,749	350,227	
Funds of the charity					
Restricted funds			28,892	76,288	
Unrestricted funds			299,857	273,939	
Total charity funds	21		328,749	350,227	

Annual Report March 2023

Annual Report March 2022

Annual Report March 2021

Meet the board



Sheira Byrne
Chair

'I am a counsellor in training, enjoying returning to studies after several decades. I have eight years' experience as a Safeguarding and Child Protection school governor and volunteered with NSPCC School's Service, visiting primary schools delivering their Speak Out Stay Safe campaign to children, staff and parents. I have had experience caring for a family member with severe mental health issues and fully appreciate the outstanding commitment and support from CAUSE. I feel honoured to be part of this great family!'



May McCann

'I have been associated with CAUSE for many years now, both as a board member and as a member of staff, when for a limited period of time I worked part time as CAUSE Carer Advocate. In 2009 I was appointed by the Minister for HSSPSNI as a non-executive director of the newly established Patient and Client Council an independent, arms-length public body tasked with ensuring that the voice of all people on health and social care is sought, listened to and acted upon. I also chair the Bamford Monitoring Group whose role it is to seek and make known to the Minister, department, trusts and other relevant bodies, the views and experiences of people - service users, carers, the public and communities - concerning the changes being made to services resulting from the Bamford Review of Mental Health and Learning Disability.'



Susan Bowman

'Married for 41 years, I commenced my nursing career in 1972 and have worked in mental health for many years having also attained a Diploma in Community Psychiatric Nursing at University of Ulster and completed the 'Thorn Course' at the Institute of Psychiatry in London. As a Community Psychiatric Nurse, I continued links with Queens University and facilitated the role of assistant lecturer working alongside Fiona Martin who developed and established the 'Thorn' training course. Although I retired in 2009, I have continued to work part-time with the Belfast Early Intervention Team. My main role within the Team is working with families. In 2022 I had the honour of being invited to join the Board of CAUSE, a post I have had the privilege to hold.'



Glen Dickson

Glen is retired and is a CAUSE member and carer. He had a long Academic Career in Queen's University Belfast teaching Anatomy to Medical, Dental and Biomedical Science students. He supervised and grant funded undergraduate and postgraduate research projects. He holds a number of Fellowships of Scientific Societies and held positions of Chair and President. He served for twelve years on the Board of Governors of Greenwood House Assessment Centre, a cross-community school for children with learning disabilities. He is a committee member of Carers NI (linked with Carers UK) and engages with our MLAs on the Carers All Party Group of the Northern Ireland Assembly. He is on the DOH Social Care Collaborative Forum as a Carer Member and has participated for years with the Carers Support Service of the Belfast Health and Social Care Trust.

Gerry Maguire

Formerly a social worker and a social care commissioner with regional responsibility for support to carers and a carer for ten years for a family member diagnosed with anxiety disorder, Gerry is also vice chair of Community Advice Banbridge.

Job Description

Location	CAUSE office, Holywood Road, Belfast.
Contract type	Permanent
Hours of work	28 to 35 hours per week negotiable
Reporting to	Chair and Board of Trustees
Direct reports	10
Salary:	£50,000 (35hrs), 3% employer pension contribution

Overview

In this role, the CEO will provide leadership and direction for CAUSE working across sectors with a range of diverse stakeholders and network partnerships. As a truly unique peer-led carers' organisation, we value empathy and understanding of caring and mental health issues which is core to our leadership, Board and frontline team of Carer Advocates.

Potential applicants should be able to demonstrate leadership experience gained at a senior level. The role requires a track record in strategic and operational planning and delivery to agreed outcomes, empowering and supporting teams, innovating new services / projects, overseeing budgetary resources and management, communicating and influencing in the arena of policy and other areas to further the work of CAUSE and carers' issues.

Main Responsibilities

Strategy and governance

- Support and work with the Board to develop CAUSE's strategy and vision which will guide the organisation to achieve its objectives and peer-led approach taking account of carers needs and evolving policy in health and social care.
- Lead the implementation of the strategy, including reviewing progress against the business plans and set appropriate targets which reflect the organisational values and the ethos of CAUSE.
- Ensure that there are systems measures of performance and quality in place to monitor, report and evaluate against key performance indicators across the organisation.

- Work closely with the Chair and Board to facilitate and support the development of governance processes and structures, Board membership and continued skills development and fulfilment of regulatory requirements.
- Ensure the Board is provided with high quality, regular management and monitoring information so that it can carry out its governance role.

Leadership and management of People

- Provide clear leadership for the organisation and ensure development of the staff team.
- Co-ordinate and motivate teams by involving and enabling staff to shape and lead on their delivery of a high-quality service for carers.
- Oversee operations working with the team to ensure that services delivered are accountable and effectively manage risk, performance and work to qualitative standards and best practice.

Representation and collaboration

- Work collaboratively and strategically to develop and maintain effective working relationships with other organisations and stakeholders and manage existing partnership relationships to progress CAUSE's objectives.
- Seek opportunities to expand and promote the role and profile of CAUSE and work to influence strategically on relevant areas of policy.
- Represent the charity in public forums such as speaking at conferences, events and participating in relevant sectoral/cross-sectoral networks or committees.
- Optimise opportunities for carer involvement in developing CAUSE, the services it provides and its membership base as a peer-led organisation.

Sustainability and organisational development

- Oversee organisational income and expenditure within budgetary constraints, underpinned by robust financial governance and risk management.
- Diversify existing income streams and secure appropriate contracts / grants for service delivery and core costs aligning with fundraising strategies and objectives.
- Sustain and enhance organisational structures, teams and volunteering to deliver on CAUSE's mission.
- Develop and review organisational policies and procedures working with the Board and team.

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder. In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by Trustees.

Person Specification

Essential criteria

- Degree qualification, or equivalent professional experience
- Minimum of three years' experience in senior management
- Strong experience of financial management with evidence of leading and managing budgets.
- Able to demonstrate strategic management experience at a senior level in the formulation and implementation of strategy and business plans.
- Demonstrable experience of communicating and influencing with key external stakeholders.
- Able to illustrate an understanding of serious mental challenges and the impact of illness on carers and families.
- Able to demonstrate knowledge of mental health and health and social care services and structures.
- Able to demonstrate an understanding of peer advocacy.
- Able to show an understanding of the community and voluntary sector and required governance standards.
- Able to build collaborative working relationships with individuals and other organisations at a senior management level.
- Strong leadership and management skills to motivate and support the continued professional development of a team.
- Able to innovate new services / projects / processes within an organisation working with others or service beneficiaries.
- Able to collate a variety of monitoring /evaluation reports or other briefings for a range of stakeholders.
- Highly motivated self-starter able to work on own initiative.
- Proficient user of Microsoft Office (Word, Excel, Outlook etc.)
- Must have a driving licence and access to transport as the role will involve travel (Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence).
- Able to work flexible hours and to travel for work as demanded by the job.
- Willing to be subject to a mandatory Access NI check.

Desirable criteria

- Personal experience of caring for a loved one who has experienced serious mental health challenges or personal experience as recipient or delivery of mental health services.
- Demonstrable experience of income generation for an organisation.
- A proven track record in starting new services / projects.
- Experience of working effectively with a Board of Trustees.



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 8 April 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.

Equal Opportunities

CAUSE 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 8 April 2024

First Interviews

Friday 12 April 2024

Second Interviews (may include a seen or unseen
task) TBC

Final Interviews

Friday 26 April 2024



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

Patrick Minne



Tel: 07792 509003

Email: patrick@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

CAUSE

Lesley Office Park
393 Hollywood Road
Belfast BT4 2LS

Tel: 02890650650

Email: info@cause.org.uk

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