



Chief Executive Officer

Welcome from the Chair

Thank you very much for your interest in becoming our Chief Executive.

Hft is one of the largest and longest-established charities in England and Wales supporting people with learning disabilities. We are passionate about what we do and use our unique understanding of the challenges facing the people we support to speak up with them to bring about positive change.

We are looking for an experienced and inspirational Chief Executive to provide clear and visible leadership during an exciting time when the organisation has commenced a programme of significant financial and organisational transformation.



At Hft, we are proud of our heritage and our proven track record of delivering quality services for more than 2,500 adults with learning disabilities across a nationwide network of supported living, day opportunities and registered care services via our established Fusion Model of Support.

Like many social care organisations, we are operating against intense changes to our business environment and, in response, have recently introduced a new business operating model, 'Fusion Biz', which is designed to ensure the successful delivery of commercial and financial performance across all aspects of our organisation. As our new Chief Executive, you will accelerate the delivery of this model and drive a culture of financial performance and sustainability to match our quality service delivery.

As well as providing clear and inspirational leadership and a passion for delivering our vision, you will need to bring the skills and confidence to challenge us to anticipate, adapt and evolve with the continuing challenges of our external operating environment. This will mean driving forward a change agenda that will deliver performance to budget and make commercially based decisions that will reshape the organisation and cement a financially sustainable future.

This is a chance to shape our future and ensure that people with learning disabilities are given the choice and support they need to live the best life possible. If you share our commitment to achieving the best outcomes for the people we support, and believe you have the skills and experience we are looking for, we very much look forward to hearing from you.

Baroness Jolly
Chair of Trustees, Hft



About Hft

Vision

We believe in a world where anyone with a learning disability can live within their community with all the choice and support they need to live the best life possible.

Mission

Our mission is to work in partnership to achieve the best outcomes for the people we support.

We do this by putting people at the centre of everything we do. We work collaboratively with them to provide services that are creative, innovative and sustainable.

Our specialist teams use their skills and expertise to deliver services to people including those with the most complex of needs.

We are passionate about what we do and use our unique understanding of the challenges facing the people we support to speak up with them to bring about positive change.

Values



We have the courage to listen, speak up and take action



We care about how we work in partnership with others



We are all unique and our differences make us stronger



We are always looking for the best ways of doing things

Please visit our website www.hft.org.uk to find out about:

- Fusion Model of Support
- Our focus on partnership working
- How we're championing creative and innovative solutions focused on addressing some of the most pressing challenges being faced by the social care sector

Role description

Role title Chief Executive Officer

Key relationships Chair and Board of Trustees and the Executive team

Purpose and scope of the role

- Overall responsibility for leading the organisation to achieve our Vision
- Work with the Chair, Trustee Board and Executive team to set the strategic direction and define and deliver clear financially sustainable plans to achieve our objective
- Act as the lead ambassador for all aspects of the organisation's activity

Main duties and responsibilities

Leadership and culture

- Work closely with the Chair and Board of Trustees, ensure that the charity's Vision, Mission and Values are clear and that putting those we support at the centre of everything we do remains at the heart of our activities
- Motivate and encourage high employee engagement within the organisation, aligning staff around our Vision
- Provide strong leadership to the Executive team and ensure that they are empowered to push boundaries within the broader strategic framework of the charity
- Deal effectively with demanding situations, effectively managing continuity, change and transition
- Act as a role model for the organisation: to be an initiator, setting high working standards and pursuing goals with a high level of personal integrity drive and energy
- Ensure that partnership working with staff and the people we support is engrained within the organisation's culture

Strategy formulation and implementation

- Create, in partnership with Trustees, and the Executive Team, an organisational strategy that is robust to identified challenges
- Ensure that the charity's resources, budgets and organisational structure align with the strategic objectives and plans
- Ensure that the strategy is clearly translated into financially sustainable business operational plans to achieve strategic success for the organisation
- In partnership with Trustees, define and implement timely adjustments to the strategy as required
- Ensure that the charity's activities comply with all requirements from regulators

Performance management

- Ensure the organisation's operational and support services are efficient and compliant and operate in line with Hft's Fusion and Fusion Biz Models
- Ensure the setting and communication of clear plans and budgets that align with Hft's Vision, Mission, Values and strategy
- Monitor the organisation's financial and operational/quality performance and ensure that any underperformance is rectified in a timely manner
- Establish sound practice and procedures for up-to-date performance management and financial accounting, including a "clean" financial audit

Board relationships

- Work with the Chair to enable the Board to fulfil its governance function in line with the Hft Fusion Gov model
- Work with the Chair and Committee Chairs to ensure the highest level of quality involvement of each Trustee
- Ensure that the board receives all the information it needs to make fully considered decisions
- Ensure that the board receives the right management information to ensure that they can fully scrutinise the charity's performance and hold the Executive to account

External relationships

- Develop the organisations public profile and influence and develop good relationships with government, statutory, voluntary and private bodies
- Serve as an effective spokesperson in communicating with all stakeholders
- Professionally handle public relations issues in a manner that builds goodwill for the charity and lessens concerns raised
- Champion the cause of those with Learning Disabilities and ensure that their voice is heard strongly with all audiences
- Work with opinion formers and policy influencers to promote legislative and regulatory policies that act in the best interest of those we support and the charity as a whole



Risk

- Work closely with the Chair of Audit and Risk Committee to ensure that there is a robust process for identifying, evaluating and managing risks to the charity
- Work with Executive team to ensure that the risk register is incorporated into plans and decision making and is part of regular reporting practice

Health, safety and well being

- Drive a continuous improvement approach to all aspects of Health, Safety and well being Management within the organisation including staff, the people we support, and anyone else who comes into contact with the organisation

A photograph of two men in conversation. The man on the left is wearing a blue jacket and looking towards the man on the right. The man on the right is wearing a grey sweater and has a beard, looking back at the first man. They appear to be in a casual setting, possibly a cafe or office breakroom, with a wooden pillar and blurred background elements.

Person specification

In your written application, please provide evidence of your knowledge and experience against the first part of the person specification below. For selected candidates, skills, abilities and leadership style will be further tested through the subsequent interview process.

Knowledge and experience

- Experience of working at CEO level in a large organisation operating staff intensive services on a multi-site basis
- Experience of developing and implementing organisational strategy and of operating in both commercial and not for profit/public sector settings
- A proven track record of transformational leadership through complex change programmes within the context of challenging financial landscape
- Demonstrable experience of sound organisational financial management, commercial decision making and of leading on commercial negotiations
- Knowledge and experience of operating within local authority purchasing frameworks or transferrable experience gained in similarly contract driven environment
- Experience of sector leading representation with government and other national level forums
- Experience of leading and motivating multi-disciplinary teams and of working with and through a diverse board of Trustees or Non-Executive Board

Desirable

- Experience of working within a regulated service delivery sector
- Experience of a leadership role within the learning disability or other social care sector
- Knowledge and experience of the challenges faced by people with learning disabilities and their families



Skills and leadership style

- Outstanding leadership skills with the ability to develop and implement organisational vision and strategic plans effectively
- Exceptional communication (verbal and written) skills
- Strong organisational change skills, with the ability to bring about culture and behavioural change
- Able to provide both support and challenge in a leadership and managerial context
- Strong skills in persuading, influencing and negotiating internally and externally, with the ability to secure confidence quickly and establish effective working relationships with key stakeholders

Personal attributes

- Leads by example; demonstrates professional excellence and high integrity
- Possesses the drive, energy and resilience to see through change
- Values driven with sharp business acumen
- Strong commitment to the role, vision and values of Hft



Terms of appointment

Salary

Competitive Salary and Package

Location

Emersons Green, Bristol, BS16 7FL



How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Katy.Giddens@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/xx>

and click on the apply now button, with the following prepared:

- your CV (no more than three sides)
- a supporting statement that sets out why you think this role is the right move for you and how you meet the Knowledge and Experience criteria

Please see below for a guide to the recruitment timeline for this role. If it is subject to any changes, we will update candidates accordingly.

Closing date	Friday 13th December 2019
First round interviews	w/c 6th January 2020
Agreement of the final shortlist	End of w/c 13th January 2020
References taken up for shortlisted candidates	Following shortlist
Interviews with Hft	End of w/c 20th and w/c 27th January 2020

