



Recruitment Pack Chief Executive



NAZARETH CARE
Charitable Trust



Welcome

Dear Candidate,

Thank you for your interest in becoming the next Chief Executive for Nazareth Care Charitable Trust.

This is a pivotal time to join us as our new Chief Executive as we transform our services, grow our impact, and invest in our communities. We are ambitious for our future and proud of our legacy, having provided quality care for residents since 1861.

We are always open and responsive to the needs of the times and as we have grown and diversified our provision of services to include Nazareth care homes and Nazareth retirement villages, as well as a nursery, we need also to ensure we have consistently high quality of provision everywhere in the UK.

Our residents are individuals of different religions and none, and yet the spirituality which is at the core of our services is an important aspect of the calm, safe and peaceful atmosphere you will find at a Nazareth House or retirement village. The chapels provide a central focus to our daily life and the celebration of Mass in each of our Houses is available to all. We are motivated to provide the best community experience we can for those living in our care, and our primary purpose is to provide a warm, supportive, and enriching environment for our residents, underpinned by our core values of love, compassion, patience, respect, justice, and hospitality.

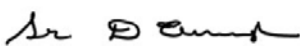
As a Chief Executive, we are looking for a future focused, strategic leader who shares our values and who will inspire all of those who work with us and everyone who uses our services. We are looking at how we can strengthen our sense of identity as a group and deepen our service impact. You will be a quality driven, outcomes focused leader who can both design and execute meaningful strategy, to deliver high quality services in an innovative, commercially viable and sustainable way but who also understands that even the best plans only succeed if people understand and believe in them.

Whether you have been a Chief Executive before or not, you will be a proven strategic leader of both services and people, in a complex organisation. You will have personal experience of embedding quality improvement and you will have a good understanding of the commercial and operational reality of leading a sustainable business in the social care sector.

Reporting into the Regional Superior and the UK Regional Board of Trustees, you will join a committed team of professionals and you will inspire our Care home, Nursery and Village Managers, to deliver excellence across all our communities, serving 700 residents, 67 young children and those in our villages. The ability to work collaboratively both internally and externally are crucial, and you will drive change, improvement, and the sharing of best practice, whilst building trust and developing effective relationships with all our staff and stakeholders.

If you believe you have the vision, values, and skills we need, and are excited by the opportunity to work with us, we look forward to hearing from you.

Wishing you every blessing and success for the future,



Sr Doreen Cunningham
Chair of Trustees for Nazareth Care Charitable Trust



About us

Nazareth Care Charitable Trust is a not-for-profit provider of residential services to more than 700 people in the UK. It is part of the group known as The Congregation of the Sisters of Nazareth, a Religious Congregation, established and approved by the Holy See, and governed by canon law. In civil law it is legally structured as a network of separate but connected entities: the Congregation, Nazareth Care, retirement villages and trading subsidiaries. The internal structures are governed primarily by the laws of the countries in which it operates, other than requiring the Superior General to retain authority over the whole Congregation.

The UK region consists of twelve care homes, known as Nazareth Houses, across England, Scotland, and Wales. The regional office is in Finchley, North London. The region also operates three retirement villages and a nursery.

The Sisters of Nazareth roots can be traced back to 1851 when Victoire Larmenier, a young novice in Rennes, France was sent to England. Our first home was established in London in 1861 and now we are part of a global community which spans across Africa, America, Australasia, Ireland, and the UK. We are proud to celebrate and extend the legacy and compassion inspired by the Sisters of Nazareth. Our core values are love, compassion, patience, respect, justice and hospitality, and these values are shared by all who work in and with Nazareth Care. Our aim is to ensure that all our homes are places of peace and tranquillity, with our staff team of 900 people, working effectively together to provide high quality care for residents and their families.

Within most Nazareth Houses we have a community of Sisters who live on site and are led by a Sister Superior. The relationship with the Sisters is intrinsic to the successful operation of each home. Each Nazareth House is a care home, providing residential and nursing care and each House is managed by a General Manager. We are deeply committed to ensuring that all our residents are treated as individuals, regardless of faith, gender, or background. We are also committed to enabling residents' families to feel very much part of the care of their loved ones, and part of the family of Nazareth House. Our families tell us that this is one of the reasons they choose to live in a Nazareth House, even though some of our facilities may not be the most modern or up to date. Our residents pay for their care in different ways, either funded by local authorities, the NHS, or private funds. Our Houses are inspected by the Care Quality Commission or the Care Inspectorate in Wales or Scotland. We have one nursery, co-located with our Nazareth House in Lancaster, and this is inspected by Ofsted.

The UK Region has a committed and skilled board of trustees, consisting of Sisters and lay members. It is chaired by the Regional Superior, Sister Doreen Cunningham.

The Superior General, her Council and the Congregational Chief Executive oversee the work of the five regions. They are based in the motherhouse in Hammersmith, London.

Our Aims

The Aims of the Congregation and how they are achieved are stated in the Constitutions as:

“C1.3: Our aim is to glorify Almighty God by following Christ as our supreme rule of life. We do this by personal sanctification, by dedicating ourselves to the building up of God's kingdom, and by engaging in the particular ministries entrusted to us by the Church: care of the elderly, work with children, educational pastoral and social works, and other ministries in accordance with the needs of time and place.”

Our Mission

We, the Sisters of Nazareth, aim to share the love of God through our ministries of care and education and our openness to respond to the needs of the times.

Whatsoever you do to the least of my people you do to me.

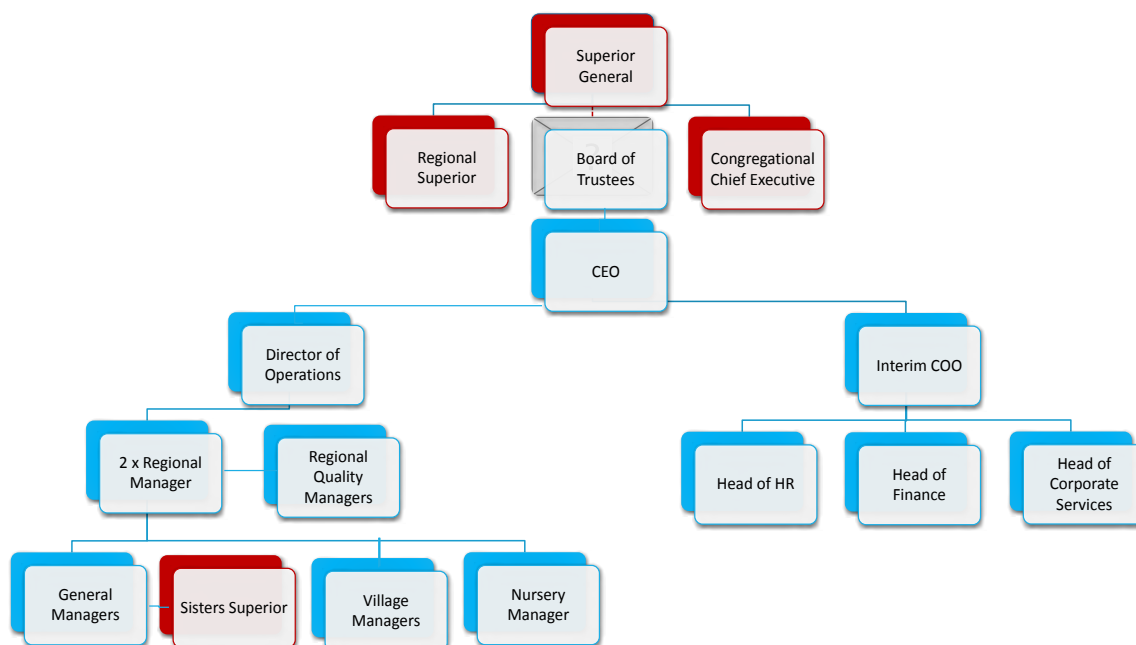
Words of Jesus Christ (Matt.25:40)

We are ambitious for our future and recognise that our group is our strength. Therefore, we want to create a stronger network of Nazareth Houses and retirement villages across the UK which have a consistent level of quality and are immediately identifiable as warm welcoming Nazareth care provision.

Our priorities

- Good quality homes are what our residents deserve. We will work together to ensure all our provision is rated GOOD or better and we recognise that for some of our houses there is more work to do.
- Our people are important to us, and we will continue to invest in our staff to create a culture which is built on high levels of trust, openness and candour to ensure we have a consistent culture which is recognisable as our own.
- Our homes are long established, and some areas need attention. In order to do this, we need to invest in our estate to ensure our residents are cared for and reside in the most comfortable environment.
- To create dynamic and sustainable communities in our Houses we will explore opportunities to expand our services, serving new clients and communities
- We will ensure that our business is improving its financial return to invest in our people and places

Nazareth Care Organisational Chart



Job description

Job title: Chief Executive

Reports to: Regional Superior and the UK Regional Board

Key relationships: Trustees, 12 x General Managers, service managers, regional managers, Congregational Chief Executive, Superior General and General Councillors.

Responsible for: 12 care homes, 3 retirement villages, 1 nursery, around 900 full and part time employees and 700 residents, £29m turnover.

Role purpose

To provide strategic leadership to Nazareth Care Charitable Trust and to work effectively with the Board of Trustees in the delivery of the organisation's strategic objectives, business and financial plans and on achieving best practice in line with our core values. Ultimately accountable for the overall performance of the organisation, and for maintaining a commitment to the integrity of the organisation and its activities. To ensure the long-term sustainability of Nazareth Care through good governance, sound financial management and effective and efficient delivery of services. To drive quality improvement and innovation to ensure that Nazareth Care continues to broaden its reach to new communities of people.

Main responsibilities

- Ensure the mission, ethos, philosophy and values of the Congregation of the Sisters of Nazareth ('the Congregation') are practiced and upheld in all actions, recommendations made and decisions taken.
- In partnership with the Regional Board and the Congregation, develop and deliver the strategic plan for the UK Region including the setting of direction, standards, and priorities.
- Work with the Regional Board and the Congregation to develop a corporate strategy that ensures the organisation meets the developing needs of the community and becomes a provider of choice for people in the areas where we operate.
- To lead, motivate and develop all those working within the Congregation and Nazareth Care, inspiring all colleagues to achieve the highest standards of performance, and putting our residents at the heart of what we do.
- Role model active, visible, and listening leadership skills. Lead and manage the senior team, ensuring best practice ways of working, transparency and accountability are visible throughout the organisation.
- Represent the Nazareth Care brand and ensure it is communicated internally and externally and that the core values underpin everything we do. Provide leadership on communications with statutory authorities, internal and external stakeholders and other audiences.
- Liaise with and support the Regional and House Superiors to enable them to fulfil their roles, ensuring that they are provided with all the necessary information in an accessible form.
- Work with the Regional and House Superiors to recruit General Managers and other senior positions, support, advise, encourage and appraise them regularly and set their objectives, ensuring that the facilities and business operations in the Region are run:
 - according to the Congregation's ethos and values
 - to the highest professional standards
 - to achieve a cash surplus for each facility and the Region as a whole.
- Act as the Registered Provider (or equivalent) for all registered care facilities in the Region, liaising with CQC, Ofsted, and local authorities (and their equivalents in each nation) to ensure that the highest possible standards of care are delivered.
- Ensure regular monitoring of key performance indicators, including service reviews and improvement plans, operational and financial targets and recommending and driving corrective action when needed. Create an open and transparent culture of regular budget setting, reporting and sharing of best practice around the region.
- Report to the Regional Board on:
 - operating and financial performance including loan repayment agreements
 - progress against Regional and house plans & budgets including service improvement plans
 - regulatory issues e.g. compliance with care standards, health and safety, training
 - building projects
 - other major changes in the region and issues of significance.
- Present annual budgets and regular updates of the Regional and House Plans for approval by the Regional Board. Ensure loans are repaid on schedule and bank covenants are delivered.
- Review and update Regional policies and procedures, where necessary submitting them to the Regional Board for approval.
- Maintain a schedule of delegated authorities that clarifies decision-making processes and limits in line with the Congregation's Governance Handbook and in compliance with the Charity Commission.
- Develop and maintain a framework for the analysis of risk and management of internal controls.

Person specification

Part One: Knowledge and Experience

- Outstanding track record of senior leadership experience, ideally at CEO or executive level, in an organisation of comparable scale with experience across care, finance, marketing and HR.
- Detailed knowledge of the social care sector, preferably for older people's care gained from direct experience of working within it.
- Deep experience of complex operational management and leadership and having successfully delivered results in a similar environment.
- Proven experience of building and getting the best from a talented management team, ideally across multiple sites.
- Excellent track record of establishing new and diverse income streams and negotiating and securing funding and new contracts.
- Demonstrable experience of working with regulatory bodies to achieve positive outcomes.
- Proven experience in building a high performing culture and improving quality outcomes across an organisation.
- Demonstrable experience of governance, working effectively with a board of trustees.
- Evidence of developing organisational strategy and initiating and leading organisational change.
- Professional healthcare qualification, relevant post graduate qualification preferred and evidence of continuing professional development.

Part Two: Skills and Abilities

- Proven organisational development and leadership skills.
- Good business and financial planning skills together with the ability to evaluate, assess and manage risk.
- Strong in people leadership and management – team building, people development and engagement.
- Results oriented and disciplined but able to work collaboratively to achieve the results.
- Strategically insightful, capable of bringing ideas and innovation.
- The authority, passion and communication skills to represent Nazareth Care with internal and external stakeholders, partners, residents and our Sisters.

Part Three: Leadership Style and Attributes

- Completely aligned with and committed to the vision, values, ethos and continuing mission of the Congregation of the Sisters of Nazareth.
- Inspiring leadership, with the ability to engage and motivate stakeholders both within and outside the organisation.
- Insightful and with high levels of energy and emotional intelligence.
- Strategic focus but with the capacity and willingness to get involved in the detail as required.
- Collaborative and adaptable working style.
- Committed to excellent service quality.
- Respectful of the dignity and needs of residents and the Sisters.
- Willing to travel extensively across the Region, plus occasional international travel.

Terms and conditions of appointment

Remuneration

This role attracts a salary of circa £140,000. Starting salary will be determined based on experience.

Location

This role will be based at Nazareth House in Finchley, North London, with significant UK travel around the Nazareth Houses. There will be occasional international travel.

Pension

We offer an attractive pension scheme with an employer contribution of 8%

Annual leave

Twenty-five days a year plus bank holidays

We are a caring compassionate employer, and the well-being of our staff is important to us. Our values underpin our organisation in everything we do, for our residents and our employees.

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 Hilary Clifford at hilary.clifford@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/nazareth-care-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:

Friday 16th December

Preliminary interviews with Starfish:

5th and 6th January 2023

Interviews with Nazareth Care Charitable Trust:

w/c 16th January 2023

