



# Job Description - Director

<b>Job Title:</b>	Director
<b>Responsible to:</b>	The Trustees of the Hospital of God
<b>Responsible for:</b>	The senior management team and any other staff as necessary
<b>Location:</b>	Based at the Hospital of God at Greatham, Hartlepool with travel to any area as required

## Purpose:

The Director is responsible to the Board of Trustees for the strategic development and management of the Hospital of God in order that it achieves its charitable objects to the greatest possible extent.

## Main Tasks:

- 1 To work with the board of Trustees and the Chair in particular to ensure that there is the correct and effective governance of the charity
- 2 To provide leadership to the executive operation of the charity
- 3 To work with the board of Trustees to ensure that the Hospital of God has in place a strategic plan that achieves the legal objects of the charity to the greatest possible extent
- 4 To lead the management team of the charity in accordance with the values, beliefs and legal objects of the Hospital of God
- 5 To ensure the correct operation and further development of the Hospital of God care services
- 6 To ensure the most effective use of the charity's financial resources in the furtherance of the objects of the charity and its continuing financial good health
- 7 To ensure the effective stewardship and maintenance of the charity's property assets

- 8 To lead the development of new Hospital of God services in geographical and service areas where the charity may or may not be currently active
- 9 To ensure that all of the charity's services and activities are of the highest possible quality
- 10 To ensure that all of the charity's activities and services comply with relevant legislation and regulations
- 11 To act as the Hospital of God company secretary
- 12 To ensure that there are effective health and safety policies and procedures in place
- 13 To ensure that there are effective employment practices and procedures in place
- 14 To ensure that there are appropriate staff pension arrangements in place
- 15 To ensure that the charity has an effective approach to marketing and promotion
- 16 To ensure there is an effective grant making programme in place
- 17 To understand and respect the Christian foundation of the Hospital of God
- 18 To recognise that the Hospital of God is a part of the community of Greatham and ensure that it is a good neighbour to the village
- 19 To ensure that there are effective administration arrangements within the charity

### **Key Result Areas:**

#### **I Governance**

- i) To work with trustees and the Chair in particular to ensure that the governance of the charity is of the highest standards
- ii) To follow good practice in governance as advised by the Charity Commission and other relevant bodies
- iii) To work with the Chair in particular to ensure that there is an effective working relationship between the Director and the Chair and the wider board of Trustees.
- iv) To develop with Trustees an understanding and realisation of the different and complementary roles of the Trustees and the charity executive and in particular the "critical friend" role of Trustees
- v) To ensure that the Chair is made aware of any actual or emerging conflict of interests within the board of Trustees
- vi) To work with the Chair in order to manage the workflow and agenda of Trustee meetings
- vii) To ensure that the Trustees have the information they need through board papers and other means as necessary to enable the effective oversight of the charity and effective decision making
- viii) To be appraised by the board of Trustees as required

## **2 Leadership**

- i) To provide leadership to the paid staff of the charity by developing a culture of cooperation and mutual support and respect in the delivery of the objects of the charity
- ii) To hold and act upon the values of the charity and transmit these to staff in thought, word, deed and example
- iii) To act as an ambassador for the charity by explaining its mission and purpose to external organisations and the public and ensuring that its values are translated into reality

## **3 Strategic Development**

- i) To work with trustees and senior managers to ensure that there is a vision for the Hospital of God based upon its values and legal objects
- ii) To create with trustees and senior managers a 3-5 year strategic plan that sets out the developmental path of the charity
- iii) In compiling this plan to be well informed of all relevant factors in relation to social care, housing, grant making, local and national policies and politics, the wider economy, and business regulations
- iv) To maintain the independence of the Hospital of God and in particular to ensure that it does not become over reliant upon any single external or government source of funding
- v) To ensure that the Hospital of God works in partnership with any external body but never becomes a lesser partner in any such arrangement
- vi) To be appraised by the board of Trustees as required

## **4 Management Team**

- i) To form and lead an effective Hospital of God management team
- ii) To ensure that the management team has the skills and development opportunities needed for the advancement of the charity
- iii) To develop the skills of senior management team members in particular beyond their functional areas in order that they may contribute to the wider development of the charity
- iv) To ensure that executive decisions made by the charity benefit from the collective skills, knowledge, wisdom and experience of the senior management team
- v) To convene senior management team days and events as appropriate
- vi) To engage with all staff in the organisation to harness their skills, knowledge, wisdom and experience in the development of the charity

## **5 Care Services**

- i) To carry out the role of Responsible Person in relation to care services that are registered with the Care Quality Commission

- ii) To provide supervision, guidance and support to the work of the Care Services Manager
- iii) To recognise and be able to understand in detail the range of Hospital of God care services which includes residential care, nursing home care, day care, home from hospital rehabilitation services, dementia advisory services, care support services, community support services for people living with dementia and sheltered almshouses for older people.
- iv) To ensure that all care services put the service user first and are guided by the principles of ensuring independence, privacy, dignity and well being of our service users.
- v) To challenge and remedy as necessary poor or inappropriate practice both within the Hospital of God and external agencies
- vi) To be inventive in considering new ways to care for and support the beneficiaries of the Hospital of God
- vii) To ensure that all Hospital of God care services are outstanding in their quality and commitment
- viii) To act as a catalyst for beneficial change in the wider network of social care, housing and health services in which the charity is involved
- ix) To ensure that there are systems in place to facilitate the effective governance, audit and improvement of our services

## **6 Financial management**

- i) To work with the Trustees and in particular the Finance and Property Committee to develop the financial strategy of the Hospital of God
- ii) To ensure the financial good health of the charity and in particular to exercise prudence in terms of the way in which the financial assets of the charity are managed and to ensure that the financial resources of the charity are applied only in furtherance of the objects of the charity
- iii) To report to the Finance and Property Committee on the financial position of the charity as required
- iv) To ensure the organisation fully complies with its financial reporting obligations under both Charity Commission regulations and company law, including effective liaison with the external auditors
- v) To employ the skills and knowledge of the Finance Manager to the greatest possible extent
- vi) To work with the Finance Manager to ensure that there is a full range of appropriate financial reporting information available
- vii) To ensure that the charity's financial systems are effective, reliable and secure, and sufficient for the needs of the organisation
- viii) To ensure that the performance of the charity's investments is properly understood and that there is an effective dialogue between Trustees and investment managers
- ix) To work with the Finance Manager to develop the annual charity budget and to monitor the performance of the charity in the light of this budget
- x) In cooperation with the Finance Manager and auditors ensure that there are systems and policies in place to prevent fraud and error within the charity
- xi) To ensure that there is an efficient and effective finance function within the charity

## **7 Property management**

- i) To ensure the correct stewardship of Hospital of God land and property in accordance with Charity Commission regulations and guidance
- ii) In so doing to take a strategic view and a long view of the position of the charity as a significant land and property owner
- iii) To ensure that there are effective systems, policies and resources in place to enable the proper maintenance and legal compliance of all Hospital of God properties
- iv) To ensure there is an adequate cyclical annual property repair budget and that there are sufficient funds for extraordinary repairs as they arise
- v) To be a good and effective housing, commercial and agricultural landlord
- vi) To ensure that there are in place effective systems for tenant selection and the management of relations between the Hospital of God and all its tenants
- vii) To have in place systems for dealing effectively with rent arrears as they arise and the recovery of property in the case of rent arrears or unacceptable tenant behaviour

## **8 Service Development**

- i) To continually move the charity forward into new areas of service delivery both geographical and by type of service in order to meet the needs of beneficiaries
- ii) To be knowledgeable and inventive about new developments in service delivery
- iii) To recognise that the charity is for the wider north east and to promote the charity where it is not currently operating
- iv) To be proactive about developing new services in the social care and housing markets
- v) To be in contact with a wide range of external organisations with whom the Hospital of God may work or see as competitors
- vi) To form beneficial alliances with other agencies in order to move the charity forward
- vii) To take a view about tendering for services that retains the values and independence of the Hospital of God
- viii) To ensure that any new services operate within the objects of the charity
- ix) To ensure the effective marketing of any new services

## **9 Quality of services**

- i) To be knowledgeable about the quality standards that apply to Hospital of God services
- ii) To ensure that services have in place a means of assessing the quality of the services provided and in particular a means of receiving the views of residents, tenants, clients, guests, staff and the wider public
- iii) To achieve the highest possible ratings for Hospital of God services in external quality assessment systems

## **10 Regulations and compliance**

- i) To be knowledgeable of and keep up to date with all regulations and guidance that affect the areas of the work undertaken by the Hospital of God. These areas of work include but are not limited to; the full spectrum of social care, housing, charity law, company law, health and safety, property, landlord duties, employment law and motor transport
- ii) To ensure that the regulations and guidance are known to all staff as necessary through the provision of Hospital of God policies and staff training
- iii) To ensure the application of regulations and guidance in a manner that is proportionate to the work and situation of the Hospital of God
- iv) To inform Trustees of such regulations and guidance in order to support them to carry out their proper role

## **11 Company secretary role**

- i) To take and fulfil the role and meet the responsibilities of Company Secretary to the charitable company
- ii) To ensure that all charity and company reporting requirements are met in a compliant and timely manner
- iii) To develop a working knowledge of the roles and responsibilities of a company secretary
- iv) To undertake training as necessary in order to keep up to date with the requirements of the role of company secretary

## **12 Health and safety**

- i) To ensure that the Hospital of God adheres to all legislation and regulations in respect of the health and safety of staff, service users and the general public
- ii) To work alongside any external health and safety advisers and consultants
- iii) To ensure that there is in place appropriate policies and risk assessments for the promotion of health and safety within the organisation
- iv) To convene the charity Health and Safety Management Group and ensure that its minutes are reported to the Trustees of the charity
- v) To ensure that there is effective representation of services and staff on the Health and Safety Management Group
- vi) To ensure that the charity keeps abreast of developments in health and safety practice and law and develops policy and procedures accordingly

## **13 Employment**

- i) To put in place employment policies and procedures that ensure that the Hospital of God adheres to employment law and good employment practice
- ii) To ensure that all staff recruitment is carried out in accordance with legal requirements and the need to safeguard vulnerable adults
- iii) To convene and hear as necessary staff grievance and disciplinary hearings
- iv) To liaise with any external employment advisers in order to ensure the provision of timely and effective employment advice
- v) To ensure that there are staff training programmes in place that promote the development of staff skills and ensure the quality of services that are provided

## **14 Pension arrangements**

- i) To ensure that the Hospital of God has in place staff pension arrangements as required by law, regulation and the appropriate scheme deeds and rules
- ii) To work with the Finance Manager and other staff in the operation of the charity's auto-enrolment pension arrangements and of its closed schemes, including the in-house administration of the closed, defined benefit Greatham Hospital Pension Scheme
- iii) To ensure effective liaison with the professional advisers to the Greatham Hospital Pension Scheme including the scheme actuarial and investment advisers on all matters including scheme funding
- iv) To provide support to the Trustees of the Greatham Hospital Pension Scheme in their decisions regarding the operation and funding of the Greatham Hospital Pension Scheme
- v) To act as the link between the various pension schemes and the Trustees of the charity in order to ensure that the Trustees are fully aware of pension arrangements and any resulting benefits and liabilities and in particular the funding obligations of the charity in relation to the Greatham Hospital Pension Scheme

## **15 Marketing**

- i) To put in place a marketing plan for the charity that defines its approach to service development and the promotion of the charity and its services
- ii) In so doing to work to ensure the greatest possible awareness of the Hospital of God
- iii) To ensure that the brand of the Hospital of God is characterised by ethical standards, high quality of services, user friendliness and value for money
- iv) To use a range of promotional means for the work of the charity including printed material, social media, websites and advertising to promote the message of the Hospital of God

## **16 Grant making**

- i) To ensure the promotion of Hospital of God grant making to widest possible audience in the north east
- ii) To ensure a presence at funders fairs and other events as necessary in order to promote the availability of Hospital of God grants
- iii) To ensure that there is a consistent and objective method of assessing grants applications received
- iv) To ensure that there is an assessed report for each grants committee
- v) To work with members of the grants to committee to adjust and refine the grants assessment process as necessary
- vi) To assess the progress of grant recipients as necessary

## **17 The Christian Foundation**

- i) To understand the Christian foundation of the charity and be able to do so in the context of a society that is both secular and multi faith
- ii) To work with staff and trustees to identify key values and Christian values that inform the humanity of our services and turn these values into day to day reality

- iii) To work with and be known to the range of denominations and faith groups in contemporary society

## **18 Greatham**

- i) To act as the day to day focal point of the charity for the village of Greatham and to ensure that the charity is seen by the village as a good neighbour
- ii) To ensure that the charity exercises good stewardship of the areas and properties in the village for which it is responsible

## **19 Administration**

- i) To ensure that there are effective administrative structures within the charity
- ii) To ensure that the organisation has an up to date, robust and secure IT infrastructure, sufficient to meet the its needs, with adequate and secure back up arrangements
- iii) To ensure that all data held by the charity is held securely and only in accordance with data protection laws and regulations

## **Other Duties**

The above list of tasks is not exhaustive and the Director at the request of the Trustees may undertake other duties as required. There are no limits to the range of duties that may be required.

## **Terms and Conditions**

Salary:	The initial salary is £70,000 per annum increasing to £75,000 per annum after one year subject to satisfactory progress in the job
Pension:	The Hospital of God accords with auto-enrolment pension requirements
Annual leave:	5.6 weeks per year increasing to 6.2 weeks per year after 2 years and 6.6 weeks per year after 5 years. In all cases including statutory holidays.
Normal working hours:	Normally 35 hours per week Monday to Friday but with working outside and beyond these hours as needed for the management and development of the charity. The postholder will be expected to sign an exemption from the Working Time Directive.
Travel:	The post holder will hold a full, current driving licence.



The post holder will provide a car for work use and will have business use insurance which they will provide at their own expense.

Car mileage will be paid at the agreed Hospital of God rates.

Probationary period: 6 months.

DG

27.9.17