

Chief Executive

Applicant information pack

Search and selection campaign being managed by:

Færfield | SEARCH
DEVELOPMENT
INTERIM





**Chris Claydon-Butler,
Chair and Trustee**

A message from the Chair and Trustees

Thank you for your interest in becoming the Chief Executive of our Hospice.

Having admitted its first patients on 24th June 1991, Bury Hospice has since gone on to provide invaluable palliative and end of life (EOL) care to hundreds of local residents as well as supporting their families and in doing so has secured a place dear to the hearts of many people across Bury and the wider area.

Our patients and families are at the centre of everything we do and our ambition is to help even more people to live as well as possible for as long as possible. Without the tireless work of all of our colleagues, whether they be paid or voluntary, Bury Hospice would not be able to carry out the excellent work that we do today.

Following the retirement of our current Chief Executive, our Trustees are seeking an individual who will take the Hospice strategy to the next level and strengthen our position as a leader in palliative and end of life care whilst bringing a commercial acumen that can be used to support the hospice and its financial sustainability.

This role is as much about leading the Hospice as it is to support and lead

palliative and end of life care in Bury. This role will be the joint Senior Responsible Officer (SRO) for the Bury locality driving and supporting Bury's strategic objectives for palliative and end of life care. A unique and great opportunity to be part of a wider system that is wanting to do more.

We are rightly regarded as a community asset but we believe we can do more.

To deliver the palliative and EOL care needs of all communities within the Metropolitan Borough of Bury, we are committed to respecting, considering and consulting with all to ensure that our services meet the needs of every individual. We are "In the community", for the community, about the community", valuing diversity and equality looking to continuously develop and improve our offer.

We are also committed to strengthening our ongoing relationships with a number of external stakeholders with a view to not only being the 'go to' place for strategic input on the subject of EOL care in its broadest sense, but also to play a full role and be a true partner to a range of institutions across Bury.

Our vision is under-pinned by the need to focus more on early support and intervention, by working closely with our community partners to support the development of resilient local communities.

Our focus is to provide fully integrated care at the heart of all pathways and to broaden our services to fill the gaps in EOL care, whilst continuing to provide excellent support through our Inpatient Unit, Living Well Centre/Outreach team, Outpatient Clinics and Bereavement Support.

Our new Chief Executive will play a key role in building on the success that has been achieved in the last three years, and work with both internal and external stakeholders to continue to develop new and innovative services.

We hope you are as excited by the opportunities that are ahead of Bury Hospice as we are and wish you luck with your application.

**Chris Claydon-Butler,
Chair**

Our focus is to provide fully integrated care at the heart of all pathways but also to broadening our services to support the gaps in EOL care wherever they are most needed.



Chief Executive

Bury

£ highly competitive + benefits



Bury Hospice provides end of life care to local residents. This invaluable service has the opportunity to be expanded and further shaped to meet the needs of our local residents and wider stakeholders. In appointing a new Chief Executive we are seeking an individual who is a system leader, who can influence and shape the impact we make across the whole of our community in the belief that we can genuinely do more.

With this in mind, we are now looking for a strategic leader with proven experience of creative thinking, crafting new and innovative solutions and executing strategic plans to drive change and ultimately improve outcomes.

We are looking to attract an individual who can demonstrate an understanding of (and commitment to) the broader objectives and challenges facing the provision of health and social care services. Whilst applicants might not have direct experience of working in the sector they must have a high degree of empathy for and dedication to the work of hospices.

We are also interested in considering candidates with previous experience of operating and leading the delivery of a complex service alongside a diverse range of providers and stakeholders.

The successful applicant will be comfortable initiating and completing change projects and will demonstrate a collaborative leadership style as a skilled communicator, with high levels of emotional intelligence. As well as being capable of building trust and respect internally in the support and mentoring of our team, they will also have the skills and experience to build mutually beneficial relationships across a range of external stakeholders.

Additionally, a critical success factor will be the ability to also be the Senior Responsible Officer (SRO) for Bury's palliative and end of life strategy. This requires a leader who understands system leadership and can command respect and credibility amongst key stakeholders such as GPs, Specialist teams, and ICB Commissioners. With this in mind, a genuine commitment to our role in 'place' is an essential criteria and although the successful applicant may well not

come from within our community, they will understand and appreciate this key deliverable.

Achieving financial stability is crucial to ensuring that Bury Hospice can continue to develop and evolve with the changing needs of its community. We recognize that we must be open to innovation and 'out of the box' thinking in regards to creating robust sustainability. A strong commercial acumen will be an added benefit to candidates.

In short, the new Chief Executive will play a key role in developing and then delivering a refreshed strategic plan that is ambitious. We are looking to identify an individual who can become genuinely excited about exploring, shaping and delivering the additional ways in which we can provide much needed support in our community.

To apply, or for further details, please contact Martin Tucker at Fairfield on **07894 095 898** or email **mtucker@fairfield.co.uk**

Fairfield Limited, The Foundry, 6 Brindleyplace, Birmingham B1 2JB
T: 0121 312 3755 E: info@fairfield.co.uk

Færfield | SEARCH
DEVELOPMENT
INTERIM



About Bury Hospice and the wider health system

Bury Hospice supports local people and their families to achieve the best possible quality of life at a time when this matters the most.

We opened our doors in 1991 to people facing a life limiting condition and have since been continually developing our services in response to our community needs. We have a dedicated specialist team, who provide supportive palliative and EOL care as well as information to both patients and their families across our Inpatient Unit, Outreach, Living Well and Bereavement Services.

It costs £4.5 million pounds to run Bury Hospice. Some of our funding is received from the Integrated Care Board, which means this year we have to raise around £3.5 through community support. Every donation makes a difference. We have

a robust income generation structure that sees us engage our community in supporting their hospice, through its shops, community activity, corporate partnership and individual gifts, and we also work with several trusts and foundations to secure income throughout the year.

We look after a population of over 190,000 (2018), in the Metropolitan Borough of Bury. It is a diverse area of six townships; Bury, Prestwich, Whitefield, Radcliffe, Tottington and Ramsbottom and we support all demographics.

We are regarded as a community asset, who delivers palliative & EOL care to all communities within the Borough of Bury.

Bury operates within the Greater Manchester Integrated Care Board. We have worked hard during this past year to develop a strategy and delivery plan that aligns with the GM ambitions for palliative and end of life.

In Bury, we have a palliative and end of life board and this is jointly chaired by the Hospice's Chief Executive and a senior leader from the Northern Care Alliance. The role of this board is to drive forward the strategy for palliative and end of life care in Bury and in doing this it is strengthening the role of the Hospice as the hub of specialist palliative care.

We now have an updated delivery plan for 2024–28 that really promotes integration and co-production across system partners and this is focusing on those actions that will really make a difference to the lives of patients and their families. The recent expansion of services to now operate across 8 beds and provide night respite as well as a patient advice line are great examples of collaborative working and activities that support the wider strategy.

Our services

The care we provide is holistic, meaning we care for the whole person. We endeavour to cater for the physical, emotional, spiritual, psychological and social needs of patients, families and carers and we aim to give patients the best quality of life that we possibly can, by providing care that is appropriate to their individual needs.

Inpatient Unit

The Inpatient Unit provides specialist palliative care to adults diagnosed with any life-limiting illness, supporting patients and families through individual assessment and the delivery of specialist nursing and medical care. In-patient unit services include complex symptom control, pain management, transitional care after treatment and EOL care with support for relatives.

The department is open twenty-four hours a day, seven days a week. The Unit and community clinical team are also supported by a Consultant in Palliative Care.

Outpatient Services/Partnerships

In our Outpatient Clinics, we offer palliative care, symptom management and a supportive approach to managing a patient's condition. It is available to those who need specialist medical support in the

management of any complex symptom. Carers are also encouraged to attend to ask questions and share their concerns.

We host a number of outpatient clinics and work with the Christie Hospital to provide Systematic Anti-Cancer Therapy and Salford Royal supporting MND clinics.

Outreach/Night Respite

Working collaboratively with the community specialist palliative care team, we support the identification of patients and families who would benefit from early intervention and support. We support patients and families in their own home through the provision of education, personal, practical and emotional support and situational respite.

Continues overleaf →



We aim to provide the best possible support and care to patients, their families and those closest to them.



Our services (continued)

Bereavement Services

We offer Bereavement Support for adults and children, through the provision of Mindfulness sessions, a Walk and Talk Group and Bereavement Café for adults and a Sunflower Group for bereaved children and their families.

Education, Supportive Care and the Living Well Centre

We are continually looking to develop our community services. Our Living Well Centre is a way of creating an accessible space for our community, to provide a central hub for the delivery of supportive and palliative care services.

Reaching more people by offering a variety of services, will enable a person to live well during challenging stages of their illness, promoting independence and choice with focusses on treatment, rehabilitation, education, advice and person-led goals.

We also deliver an education program to Residential and Nursing homes, community nursing teams and other healthcare professionals to better support EOL care.

Our aim is to be the pride of Bury and surrounding districts by helping people to fulfil their wishes during life-shortening illnesses and we work hard to provide quality care whenever and wherever it is needed most.

Complementary Therapy Co-ordinator

We provide holistic therapies that can be used alongside conventional medicines and treatments to support those living with life-limiting illness or caring for someone close to them.

Hospice Liaison Service

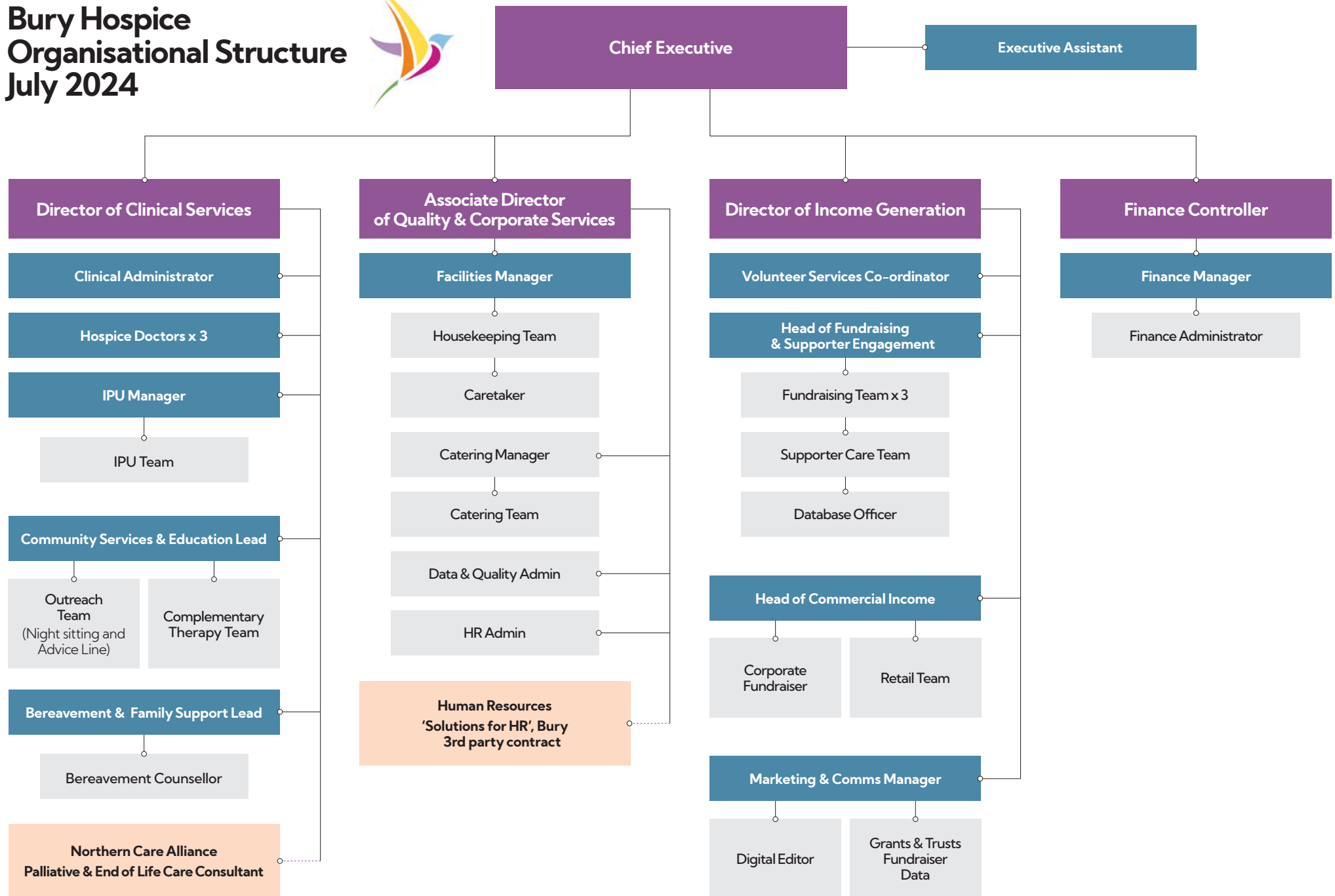
This role works across the community to support patients, families, professional and acts as a link between the Hospice and other healthcare settings across Bury. This role is often the 'go to' person when people are not sure who they should seek support from and will not only signpost, but connects and ensure patients and their families get the right support, In the right place and importantly, at the right time.



Our vision is under-pinned by the need to focus more on early support and intervention



Bury Hospice Organisational Structure July 2024



Bury is steeped in history and sense of community. It became a prominent mill town during the Industrial Revolution. It now boasts its 'world famous' traditional open air market and beautiful surrounding countryside. Quite rightly the people of Bury and its surrounding towns and villages are proud to call it home.



The role

Job title:

Chief Executive

Reports to:

Chair of Trustees

Direct reports:

Directors / Managers as required

Location:

Bury Hospice

Summary:

Working closely with the Senior Management team the Chief Executive will provide high level strategic leadership and management to the whole organisation with an emphasis on fundraising, high standards of patient care, efficient and effective use of resources and developing and growing the Hospice offer.

- They will influence and be accountable for all of the services that the Hospice provides, ensuring that the Hospice meets its statutory and service obligations, and works effectively with key partner organisations and individuals.
- Work positively with the Chair / Board to deliver the agreed aim and requirements of the organisation.
- Act as the joint System Responsible Officer for the Bury wide Palliative and End-of-Life Board.
- Along with the Chair / Board, improve the standing of the organisation amongst the people of Bury, its surrounding districts and with stakeholders and the business community.
- Embed a positive working culture, goals, policies and values.
- As Registered Manager, ensure the safe, effective and efficient operation of the Hospice, meeting all clinical, statutory, financial, regulatory and legal requirements while delivering high quality care, services to patients and families and all other business requirements.
- Ensure the development of a sustainable business model including sufficient income streams, effective, efficient and productive ways of working.
- Facilitate a transparent and accountable governance and management framework that enables all colleagues – staff, volunteers, trustees – to flourish; and engenders confidence amongst local people.
- Act as an ambassador for Bury Hospice in ways that build the confidence of all.
- Carry out any other duties that may be required by the Chair / Board of Bury Hospice.

Key accountabilities

Job title:

Chief Executive

Reports to:

Chair of Trustees

Direct reports:

Directors / Managers as required

Location:

Bury Hospice


Leadership

- Provide leadership, governance and management of the organisation working closely and positively with the Chair / Board
- Undertake the role of the joint Senior Responsible Officer (SRO) for the Bury locality driving and supporting Bury's strategic objectives for palliative and end of life care
- Work to motivate, direct and support all staff and volunteers to deliver quality assured services in line with Bury Hospice strategic plan, vision, policies, processes and governance arrangements.
- Inspire a positive team ethos and culture among colleagues, delivering effective and empowered leadership to ensure that all staff and volunteers are valued and supported.

- Promote, lead and effectively manage change within the Hospice to sustain it as a learning, accountable, transparent and responsive organisation.
- Work with the Chair / Board to engender effective, inclusive communication, shared common vision, values and objectives.
- Ensure good people management practices through the recruitment, induction, development and engagement of our staff and volunteers.
- Work with the Chair / Board to make Bury Hospice a leading local charity that inspires trust and confidence in every aspect of its work.

Vision, aim and goals

- Work closely with the Chair / Board to ensure clear strategic direction for the charity supported by sound business planning and delivery.
- Recommend and work with the Chair / Board to ensure effective strategies, policies and plans for the safe, effective and efficient operation of Bury Hospice in conjunction with stakeholders and regulators.
- Work with the Chair/ Board to ensure that plans are known and understood throughout Bury Hospice, delegated to relevant members of staff and that clear objectives for the achievement of plans are established.
- Ensure that Bury Hospice has the appropriate level of resources (human, material and financial) to achieve its strategies and objectives.

Continues overleaf 

Key accountabilities

Job title:

Chief Executive

Reports to:

Chair of Trustees

Direct reports:

Directors / Managers as required

Location:

Bury Hospice

Service delivery

- Establish the Hospice’s high standard of clinical and supportive care and services, taking prompt action to remedy any under performance and prevent recurrence.
- Ensure that the organisation is, and is seen to be, responsive to the views of regulatory bodies, commissioners, patients, relatives, other carers, staff, volunteers and other palliative care providers.
- Review and analyse current and anticipated service delivery needs and seek to implement appropriate changes and efficiencies consistent with the Hospice’s high standards of care.
- Ensure the delivery of any and all requirements of regulators as quickly and efficiently as possible.

Governance, audit and accountability

- Work effectively and cooperatively with the Chair and Board of Trustees to maintain effective communications and ensure informed and beneficial decision making in support of the Hospice and its work.
- Alongside the Chair / Board ensure that Bury Hospice operates within all legal, governance and regulatory requirements, ensuring that all reporting returns required under legislation, regulation and service contracts are submitted within required time scales.
- Working with the Chair / Board to ensure that the organisation works to the Memorandum and Articles of Association.
- Ensure effective reporting to and organisation of Board Meetings to ensure effective accountability and a smooth-running organisation.
- In particular, ensure effective reporting on matters of safety and help to establish robust risk management arrangements that are managed, reported and reviewed effectively.

Relationships

- Communicate, influence and negotiate effectively with NHS Trusts, locality commissioners, GM ICB, other statutory bodies, hospices, charities and relevant bodies.
- Establish an effective communications and public relations strategy and a high profile for the Hospice and its work.
- Act as good ambassador for the Hospice representing the organisation as required.

Other duties

- Carry out any other duties required by the Chair or the Board.

Health & safety

- Comply with Hospice policies, procedures and protocols

Person specification

	Essential	Desirable
Education and qualifications	<p>Educated to degree standard or equivalent</p> <p>Evidence of professional development</p> <p>Evidence of management training</p>	MBA or equivalent
Knowledge and experience	Strong track record of successfully managing a team	In a health and social care, hospice or comparable charity setting
	Demonstrable experience of change management & service transformation in a comparable setting	
	Experience of strategic thinking, planning and implementation	At organisational level
	Experience of supporting organisational development and embedding values, vision and ethos	
	Previous experience of inspiring, managing and leading staff and volunteers	In a health and social care, hospice or comparable charity setting
	Experience of financial management including budget setting in a comparable setting	
	Understanding of key issues facing hospices	
	Experience of identifying and developing effective partnerships and commercial opportunities to support the achievement of organisational goals	
	Sound knowledge of good governance principles and compliance requirements	In a charitable setting
Experience of contract development and negotiation		

Person specification (continued)

	Essential	Desirable
Personal skills & abilities	Ability to engage with a diverse range of staff, volunteers and stakeholders through an empowering, encouraging and engaging style	
	Ability to convene key stakeholders across the local and regional health and social care system	
	Ability to act as an Ambassador for Bury Hospice locally, regionally and nationally	
	Ability to engender a shared team spirit between individuals and across services	
	Ability to understand and analyse complex issues applying innovative and practical solutions to problems and challenges	
	Strong written and oral communication skills	
	Strong emotional intelligence with the ability to assess the implications and impact of decision making	
	Resilience, energy and sensitivity in changing and often emotionally challenging situations	
Other	Ability to travel to local and national events and all Hospice premises	
	Willingness to work outside of usual working hours when required	

Volunteers

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

Confidentiality

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

Data protection

You should make yourself aware of the requirements of the General Data Protection Regulation which came into effect on 25th May 2018 and follow all codes of practice to ensure appropriate action is taken to safeguard confidential information. Please refer to Hospice Information Governance and data Protection Policies and Procedures.

How to apply

For a confidential discussion about the role, please contact **Martin Tucker** at Faerfield on 0121 312 3755 or mtucker@faerfield.co.uk. To apply, please visit www.faarfield.co.uk/buryhospice and follow the instructions.

- An up-to-date CV setting out your career history, with responsibilities and achievements and preferred contact details.
- A supporting statement (no more than four pages) outlining suitability for the role and the value that your expertise will add to the Trustee Board.
- Details of two referees who can speak authoritatively about you. Referees will not be contacted without your prior consent.
- Proof of your eligibility to work in the UK.

Candidates whose CV reflects the requirements of the role will be invited to attend a first stage interview.

The closing date for applications
Thursday 5th September 2024

For an informal and confidential discussion, please call our retained consultant at Faerfield, Martin Tucker on 07894 095 898.

Faerfield will, of course, respect the privacy of any conversations regarding this role. Please send your application to mtucker@faerfield.co.uk



We are “In the community, for the community, about the community”, valuing diversity and equality and respecting, considering and consulting with all



Recruitment timetable

These dates are indicative and may be subject to change (except closing date). Please note that candidates will need to be available for preliminary and final panel interviews, if selected. Faerfield will advise all candidates of outcomes at each stage of the process as soon as possible.

Closing date:

Thursday 5th September 2024

First interviews:

w/c 16th September 2024

Second interviews:

w/c 23rd September and/or
w/c 30 September 2024

Your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information.
- ensure that you know why we need it.
- protect it and, insofar as is possible, make sure nobody has access to it who shouldn't.
- ensure that you know what choice you have about giving us information.
- make sure we don't keep it longer than necessary.
- use your information only for the purposes you have authorised.

We ask that you:

- give us accurate information.
- tell us as soon as possible of any changes.
- tell us as soon as possible if you notice mistakes in the information we hold about you.

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you apply, so that your application form and CV can be assessed. These individuals will usually be identified in the information pack.

How we will deal with your application

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- Candidates selected at long list will be invited for interview by Faerfield. From these interviews, we will agree a shortlist of candidates to be recommended to Bury Hospice. All candidates interviewed will be contacted with feedback by Faerfield.
- Where a candidate is unable to attend an interview on the set date, an alternative date will be offered only at the discretion of Bury Hospice.
- If, in the view of Faerfield, you have the skills for the post and are one of the best candidates, your name will be recommended to Bury Hospice, who will make the decision on final appointment.
- If successful, you will receive a letter confirming your appointment.
- If you are unsuccessful, you will be notified by Faerfield and feedback will be offered.



BURYHOSPICE

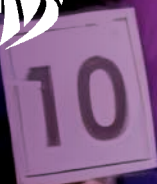
Touching local lives



Strictly
BEST FOODS
FORWARD

Strictly Best
is an amazing

- ✔ Learn to Balance Change
- ✔ Free lessons in a
- ✔ Class with your
- ✔ Reach your target
- ✔ great diversity
- ✔ Strictly celebrates
- ✔ your new success



Search and selection campaign being managed by:

Færfield

SEARCH
DEVELOPMENT
INTERIM

T : 0121 312 3755

E : mtucker@faerfield.co.uk