



YPWD (Berkshire) CIO

JOB DESCRIPTION AND PERSON SPECIFICATION

NAME OF POST	Director
DURATION	Permanent
HOURS	37.5 hours per week
ARRANGEMENT OF HOURS	Working Monday to Friday of each week. Some occasional evening and weekend work.
SALARY	£43,000 to £50,000 pa depending upon experience
ACCOUNTABLE TO	Board of Trustees
BASE	Due to the requirements of this role you will be working from various locations, as follows: Indigo House, Wokingham (Head Office)
SPECIAL CONDITIONS	<ul style="list-style-type: none"> • 3 months' probation period • Travel across the county is required, for which mileage expenses are reimbursed • Educated to degree level or graduate caliber
GENERAL CONDITIONS	See Appendix 1

DEADLINE FOR APPLICATIONS	30 th November 2018
INTERVIEW DATE (only shortlisted candidates will be invited for interview)	To be confirmed

INTRODUCTION/CONTEXT

Younger People with Dementia (Berkshire) - more commonly known as YPWD - is a charity based in the county of Berkshire. The aims of the organisation are to support younger people with dementia (that is, people of working age) across the full range of their needs, from support at the time of initial diagnosis to ongoing help with activities and day-to-day living. The needs of younger people are in many ways different from the needs of older people who develop dementia, and there is little or no direct support for them within the statutory services.



This post will help us meet our core objective, to provide meaningful activity to those with young onset dementia. The post holder will work closely alongside existing services who offer a range of services to this client group.

JOB PURPOSE

To be a motivational leader who is strategic, collaborative, innovative and ambassadorial. You will build and nurture relationships with key stakeholders, funders and commercial partners but also be hands on, comfortably leading from the front and importantly, taking your team and the Trustees with you. You will develop and strengthen our current service model to improve the lives of those living with young onset dementia within Berkshire.

THE ROLE

Job Purpose

- To ensure the long term viability of the charity.
- To ensure the smooth running of the charity.
- To network and promote the charity to outside bodies.
- To identify and secure funding streams.
- To identify and introduce new ideas and evidence based or innovative practice.
- To work closely with Trustees to achieve the above.
- To undertake key project work as agreed with Trustees.

Scope

- To prepare a strategic plan and annual budget in liaison with Trustees.
- To ensure the charity operates with reference to the strategy and within budget.
- To develop and deliver a business plan reflecting the strategy and to establish key indicators with relation to the charity's impact and financial health.
- To ensure the charity fulfils its legal, statutory and regulatory responsibilities, maintaining an awareness of risks and changes in the external environment that might affect the charity.
- To build effective relationships with the media, politicians and government officials, in partnership with Trustees.
- To make presentations and draft papers concerning the work of the charity, representing the charity at key conferences or meetings.
- To be the prime link with the media.
- To lead on identifying and accessing income generation opportunities.
- To provide regular reports and updates to the Trustee's meeting.
- To supervise the Service Delivery Manager and Office Manager and agree and evaluate annual work targets.
- To supervise the Project Lead and agree timescales for work.
- To supervise the Clinical Director and agree timescales for work.

Key skills

Leadership skills: You will be able to motivate staff and volunteers, demonstrating personal drive and energy to achieve this.



Advocacy skills: You will be the public and private face of the organisation and need to be able to effectively promote its aims.

Excellent interpersonal skills: You will be expected to build relationships with a variety of people, from beneficiaries and staff members to senior corporate executives and opinion formers.

Financial acumen: You will set, agree with Trustees and operate a budget and, increasingly, develop activities that provide a surplus for the organisation.

Relevant experience

Experience in senior management or organisational leadership is essential. A unique feature of the role is the need to work closely with the trustee board, so any experience of working with committees or boards is advantageous. Experience of working in the dementia sector is helpful but not essential.

Personal Attributes

- Commitment to developing practice in self and others.
- Being prepared to work flexibly to meet the needs of customers and the organisation.
- Able to travel throughout the Berkshire area.
- Self-motivation and a strong initiative.
- Problem solving skills.

Other

Clean driving licence and able to provide a roadworthy vehicle insured for business purposes.
Mileage allowance payable in accordance with YPWD policy.

EQUALITIES

YPWD (Berkshire) is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of Trustees, managers and employees of the charity to ensure that every individual that we come into contact with is treated with dignity and respect. A copy of the full Equal Opportunities Policy will be given to all staff.

HEALTH AND SAFETY

The post holder is expected while at work to take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.

APPENDIX 1

General Conditions

The following details are provided for the general information of applicants and are not deemed to form part of any contract of employment. Further details are available on appointment.

Pay	Salaries are payable monthly by direct credit transfer to a bank or appropriate building society account on the last Thursday of the month.
Pension	There is a company pension scheme in place through The People's Pension.
Notice period	Within your three month probationary period you will be on one weeks' notice either side. Upon successful completion of your probationary period, this will increase to three months' notice either side.
Sickness	In addition to the Statutory Sick Pay Scheme, the organisation operates a discretionary Sick Pay Scheme for employees based on length of continuous service as follows: Up to 24 months' service – Four weeks at full pay, four weeks half pay, SSP only thereafter After 24 months' service - Eight weeks at full pay and eight weeks at half pay, SSP only thereafter. For part time employees the above will be pro rata to the days and hours worked.
Holidays and holiday pay	The holiday year is from 1 April to 31 March each year. The basic annual holiday entitlement is 247.5 hours annually per year inclusive of eight Public/Bank Holidays (additional Bank Holidays are paid when applicable). After three years' service this annual leave entitlement increases to 262.5 hours annually. For part time employees, the entitlement will be pro rata to the days and hours worked.
Criminal Background Check (DBS Check)	All appointments in YPWD are subject to the completion of an application to the Criminal Records Bureau (CRB) in order to check for any criminal background. Now known as a DBS check.
No Smoking	There is a no smoking policy within YPWD.