



## YPWD (Berkshire) CIO

### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>NAME OF POST</b>	Director of Clinical and Operational Services (maternity cover)
<b>DURATION</b>	Temporary (8-12 months)
<b>HOURS</b>	37.5 hours per week (would consider part time for the right candidate)
<b>ARRANGEMENT OF HOURS</b>	Working Monday to Friday of each week. Some occasional evening and weekend work.
<b>SALARY</b>	To be decided based upon experience
<b>ACCOUNTABLE TO</b>	Board of Trustees
<b>BASE</b>	Due to the requirements of this role you will be working from various locations, including:  Indigo House, Wokingham (Head Office)
<b>SPECIAL CONDITIONS</b>	<ul style="list-style-type: none"> <li>• 6 months' probation period</li> <li>• Travel across the county is required, for which mileage expenses are reimbursed</li> <li>• Educated to degree level or graduate calibre</li> </ul>
<b>GENERAL CONDITIONS</b>	See Appendix 1

<b>DEADLINE FOR APPLICATIONS</b>	4 July 2022
<b>INTERVIEW DATE</b> (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.

## **THE ROLE**

### **Job Purpose**

- To ensure the long-term viability of the charity.
- To ensure the highest standard of clinical delivery by the charity.
- To provide clinical advice/oversight to the charity and its staff.
- To ensure the smooth running of the charity.
- To network and promote the philosophy and work of the charity.
- To identify and introduce new ideas and evidence based or innovative practice.
- To evaluate the effectiveness of the charity's work with younger people with dementia and their carers.
- To lead and provide good governance to other Authorities who wish to utilise the charity model in their area.
- To work with other local stakeholders to maximise the support available to carers of younger people with dementia in Berkshire.

### **Scope:**

#### **Clinical delivery**

- To provide leadership and expert advice on young onset dementia
- To meet the multiple and often complex needs of families living with young onset dementia, with due regard to their wellbeing but with a positive risk mitigating approach.
- To advise on and deal with day-to-day clinical decision making.
- To prepare clinical and operational reports as required but specifically for funding organisations.
- To ensure that individual care plans are put in place in a timely manner and to offer regular clinical guidance to staff.
- To ensure that the charity reflects the requirements of funding bodies, to include the delivery of the YPWD and carers' education courses, leading sessions where appropriate.
- To oversee the charity staff NHS contracts.
- To initiate/contribute to designated research projects and to use evidence-based findings to the benefit of client care.
- To monitor contemporary research relevant to the speciality and bring to the attention of the service, those research findings which could be implemented as part of service development.



### Strategic delivery

- To prepare a strategic plan and annual budget in liaison with Trustees
- To develop a series of key indicators to measure the charity's progress in relation to the strategic plan.
- To ensure the charity operates with reference to the strategic plan and within budget.
- To identify and action funding opportunities.
- To promote the work and ethos of the charity.
- To lead on new projects, to include the development and implementation of a business plan.
- To represent the charity to local, national and government bodies as agreed with Trustees.
- To ensure the charity fulfils its legal, statutory and regulatory responsibilities, maintaining an awareness of the risks and changes in the external environment that might affect the charity.

### Staffing & other operations

- To monitor and evaluate the staffing structure to ensure it remains fit for purpose.
- To supervise lead staff members as agreed with the Trustees.
- To ensure all staff undertake relevant training and to identify and action any short fall.
- To provide regular reports and updates to Trustees.
- Any other duties consistent with the nature of the post.

### Person Specification

Criteria	
Knowledge and Experience	Specialist knowledge and understanding of the multiple and complex needs of people living with young onset dementia and their families · Hands on experience of working clinically in the field of young onset dementia in a health setting. · Knowledge and understanding of the health and social care systems and operating frameworks and the Mental Capacity Act · Knowledge and experience of managing situations concerning safeguarding, risk management, complaints and investigations · Experience in providing clinical supervision · Experience of working effectively in a multi-disciplinary team and multi-agency environment · Degree level qualification desirable, relevant to the post (this could be in Nursing/Allied Health/Arts) – · Experience of managing budgets and developing strategic plans

<p>Skills and Abilities</p>	<p>Exceptional interpersonal, influencing, communication, observation and reporting skills. Ability to engage and communicate with a wide range of professionals, staff and other service stakeholders</p> <ul style="list-style-type: none"> <li>· Strong organisational skills and the ability to analyse situations and be able to make the right decisions</li> <li>· Strong leadership skills</li> <li>· Able to empathise, be supportive and sensitive to the needs of others</li> <li>· Ability to work to timescales and comfortably cope in pressurised situations, applying practical problem-solving skills in everyday and complex situations</li> <li>· Competent IT skills and the ability to navigate around various systems and software packages (such as outlook, databases, MS office and the internet)</li> <li>· Ability to work flexibly and creatively to meet the needs of the service</li> </ul>
<p><b>Additional requirements</b></p>	<p>Ability to manage conflict and difficult situations confidently Previous experience at Director level preferable.</p> <p>Clean driving licence and able to provide a roadworthy vehicle insured for business purposes. Mileage allowance payable in accordance with YPWD policy.</p>

## 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 six month probationary period you will be on four weeks' notice either side. Upon successful completion of your probationary period, this will increase to three months' notice either side.
Sickness	<p>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:</p> <p>Up to 24 months' service – Four weeks at full pay, four weeks half pay, SSP only thereafter</p> <p>After 24 months' service - Eight weeks at full pay and eight weeks at half pay, SSP only thereafter.</p> <p>For part time employees the above will be pro rata to the days and hours worked.</p>
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.