The Children's Trust
For children with brain injury







Co-opted Committee Member
Quality, Safeguarding, Experience & Assurance Committee

Candidate Briefing Pack



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Registered charity number 288018 TCT_1821 09/24



The Charity

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Online information and support via our Bumps Happen hub and publications.

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Building on our success, our new five-year organisational strategy envisages significant growth in our neurorehabilitation service.

Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24-acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, a nature trail and soft play areas.

We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately five hundred committed staff
and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, retail, operations and centralised support functions such as finance, HR, fundraising and communications.





Role Description

We welcome all volunteers who want to lend their skills and experience and contribute to the stewardship and governance of The Children's Trust. We recognise that not all volunteers will have equal time to commit to the Charity and may not be able to meet the full demands of a trustee and board member.

Co-opted committee membership can be a way for volunteers to get involved and support the Charity without the need to make a significant time commitment and without assuming the statutory duties that fall to a trustee (and company director).

Co-opted committee members are not official "members" of the Charity (the only members of the Charity being its statutory directors) and as such they do not have the same rights and powers as trustees.

- They serve at committee level only and have no automatic right to attend board meetings, although they may be invited to do so from time to time.
- Their authority and powers are limited they do not have voting rights and do not count towards a quorum at committee meetings.
- They should ideally serve for an initial term of three years, which may be extended thereafter. Please note that co-opted members may still apply for a trustee position at The Children's Trust during the initial term, should an opportunity arise.
- As a minimum, co-opted members are expected to prepare for and attend all committee meetings to which they are invited and complete appropriate induction. The frequency and length of meetings may vary but committees of the board normally meet four times per annum and last a maximum of three hours. Further details can be obtained from the Committee Chair. Co-opted members may also be invited to attend other relevant meetings and events at The Children's Trust, but there is no expectation of attendance.
- Like all trustees and volunteers, co-opted committee members are not remunerated for their services but may claim reasonable expenses.

Our most important objective in making any membership appointment to our board and committees is to seek out individuals who are motivated and excited by the charity's work and ambition and who display a strong affinity with the needs and experiences of its beneficiaries.

We are particularly seeking a senior Allied Health Professional leader who can bring insight into one or more of the following areas:

- Multidisciplinary rehabilitation.
- AHP and/or Psychology workforce leadership.
- Child and family experience.
- Service transformation & impact reporting.
- Translation of evidence-base into practice and innovation.



The successful candidate will be appointed as a co-opted committee member to our Quality, Safeguarding, Experience & Assurance Committee (QSEAC). They will help the committee provide informed strategic oversight of quality, safety, safeguarding, clinical effectiveness, service development, innovation and therapy provision.

This role would suit someone with recent and relevant senior AHP leadership experience, ideally in paediatric or children's services. Experience in neurorehabilitation, paediatric neurodisability, therapy service growth and transformation would be highly desirable.

At the heart of our new strategy is our role as a provider of integrated clinical services, working increasingly closely as part of wider local, regional and national healthcare systems.

Providing safe and effective care for all children and young people at The Children's Trust is, and will continue to be, our number one priority. We continue to strengthen our clinical governance systems and processes in line with national policy and best practice.

We would like to hear from you if you are, or have been, a senior AHP clinical leader who can help the Board provide strategic oversight of quality, safety, clinical governance and excellent outcomes for children and young people.



Skills & Experience

Essential
• **Senior Allied Health Professional leadership experience**, ideally at service, divisional, directorate or system level. • **Current or recent registration with an appropriate professional regulator.** • **Strong understanding of clinical governance**, including quality assurance, patient safety, risk management, PSIRF and service transformation. **Experience of working in, or closely with, NHS-commissioned services**, with an understanding of how specialist health services are delivered, assured and developed. • **Understanding of multidisciplinary working**, particularly across AHP, psychology, nursing, medical, education, care and family support services. • Experience in **children's services**. NB: You do not necessarily need to be practising clinically but should still be viewed as a credible senior clinical leader.
Desirable
• Experience in rehabilitation and or paediatric neurodisability. • Experience leading or developing multidisciplinary therapy or rehabilitation services. • Experience in service transformation and impact reporting. • Understanding of evidenced-based practice and applying this in clinical practice. • Experience of clinical audit, quality improvement, innovation or assurance frameworks. • Knowledge of regulatory bodies such as the CQC and Ofsted. • Experience of workforce development, professional supervision or maintaining standards across AHP teams. • Experience working across integrated care pathways involving NHS providers, commissioners, education, local authorities and families. • Previous trustee, committee, advisory board, governance or non-executive experience.



Key responsibilities

Co-opted committee members do not have the same range of responsibilities as full trustee members but may be asked to contribute their professional, specialist and general management skills to our committees in a number of ways, depending on the remit of the committee to which they are appointed, for example:

- Contributing to the strategic development and planning process, including providing commercial acumen, insight into the external market and wider sector, or bringing experience of strategy development at similar organisations.
- Supporting the committee in fulfilling the full range of its oversight responsibilities in line with its terms of reference. This includes oversight of risk management, governance, quality and regulatory compliance and in providing assurance on these matters to the board.
- Coaching and mentoring senior leadership or providing subject matter expertise on specific topics/ challenges.
- Supporting fundraising events and initiatives including through personal networks.



Person Specification

In seeking to fill any vacancy, The Children's Trust endeavours to maintain a balance of skills and experience amongst its committee membership. The following is a specification for co-opted committee members in general and certain co-opted member roles may require additional skills.

Key Skills	Narrative
Interpersonal and team work	• Able to work positively with others and debate in a constructive manner. • Able to contribute collegiately to group discussion and decision-making and to respect the complementary skills and experiences of colleagues.
Communication and ability to influence	• Able to express ideas clearly and concisely and to listen actively to other views. • Able to communicate effectively.
Strategic perspective	• Able to develop a broad-based view of issues and events and understand their long-term impact.
Intellectual and technical ability	• Able to absorb sometimes complex information and rationalise appropriately. • Able to think laterally and independently to arrive at a pragmatic solution.
Experience	• Senior management experience in at least a medium-scale organisation • Expertise in a field, which is of relevance to the oversight of the affairs of The Children's Trust (some vacancies may require specific qualifications or a particular skill or experience)
Personal	• Demonstrate high standards of ethical behaviour and avoid any personal conflicts of interest. • Have a genuine interest in and enthusiasm for the work of The Children's Trust with a willingness to learn and understand more.



Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding across our workforce.

The Children's Trust has policies on safer recruitment, the recruitment of ex-offenders and criminal record checks. Please refer to the People Team for further information. It is an offence to apply for a role in regulated activity with children and young people if the applicant is barred from engaging in regulated activity relevant to children and vulnerable adults.

Equity, diversity & Inclusion

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information,
see: https://www.thechildrenstrust.org.uk/about/statement-equity-diversity-Inclusion
To help us achieve our ambition to give children and young people with brain injury and neurodisability the opportunity to live the best life possible, we want to accurately reflect the UK's diverse population. We want equity, diversity and inclusion to be at the heart of everything we do, and our people, services and culture to reflect the diverse needs of all. Through our diversity and inclusion strategy, we have made a commitment to increase the diversity of our charity and create an inclusive culture. We have networks across the organisation working to ensure that these aims are met - including an LGBTQIA2S+ group, Ethnic Diversity Group, and Spark – our broad EDI group. Read more about our EDI work

We welcome applications from all who share our ambition regardless of background. We will strive to ensure that any reasonable adjustments are made in respect of interview and working arrangements.

Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, they have genuinely enriched our Promises. That is because how we work and carry out our role is as important as what we do, and that is why as part of The Children's Trust, we all need to live by our five Promises.

