

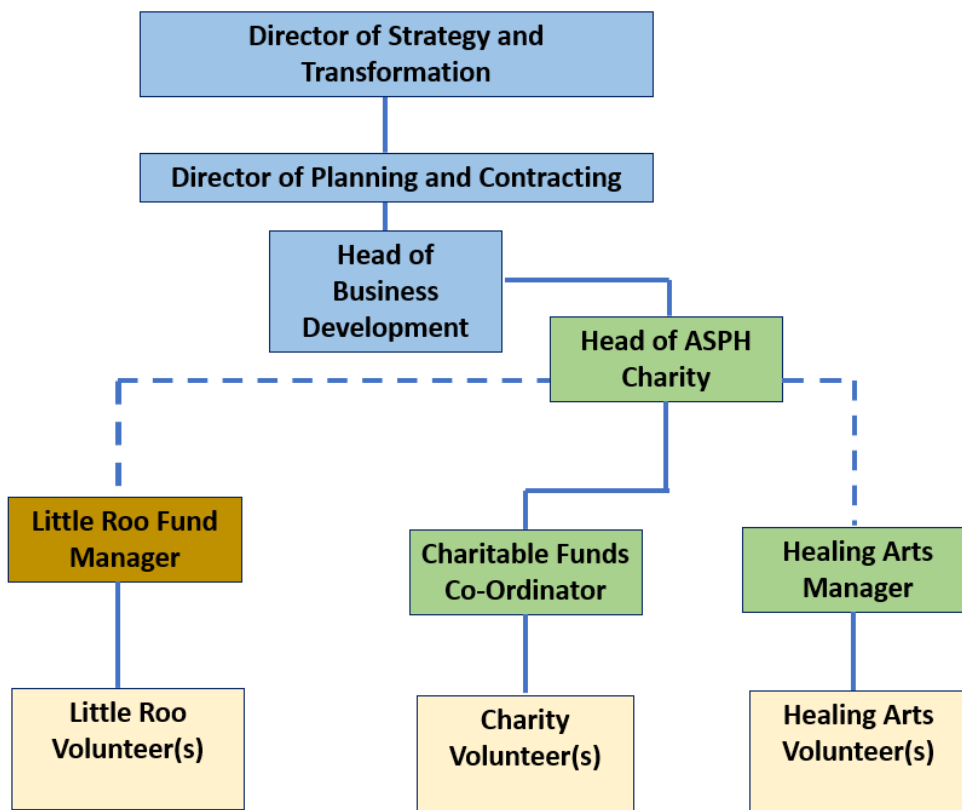


## JOB DESCRIPTION

<b>Job Title:</b>	Head of Trust Charity
<b>Department:</b>	Business Development
<b>Division:</b>	Finance
<b>Band:</b>	8B/C - TBC
<b>Hours:</b>	37.5 hours per week
<b>Responsible to:</b>	Head of Business Development
<b>Accountable to:</b>	Director of Contracting and Planning
<b>Responsible for:</b>	Fundraising Co-ordinator Charity volunteers Healing Arts Manager Little Roo Fund Manager
<b>Base:</b>	Main base St Peter's Hospital, with requirement to work across both St Peter's and Ashford Hospital sites to fulfil role and working at any other Trust site as required.
<b>Disclosure and Barring Service Required:</b>	Yes Standard
<b>Job Summary:</b>	<p>The postholder will</p> <ul style="list-style-type: none"> <li>• This role demonstrates our commitment to further development of a professional and efficient approach to fundraising for The Ashford and St. Peter's Hospital Charitable Fund (registered charity number 1058567). The post holder will lead on the design, implementation and management of the Trust's fundraising strategy.</li> <li>• This role represents an opportunity for an experienced individual with the right talents to shape and develop the scope and effectiveness of the post and the evolution of fundraising within the Trust.</li> <li>• The Head of Trust Charity will act as lead in all fundraising activities and, as such, will be a highly developed specialist in fundraising techniques. They will be expected to be pro-active in identifying and developing new opportunities in order to maximise appropriate charitable fundraising throughout the Trust. They will be the lead specialist on high profile fundraising appeals and, by sensitive and appropriate means, procure charitable income which meets agreed financial targets and timescales. This will require excellent communication, persuasion and negotiation skills.</li> </ul>
<b>Key working relationships</b>	<p>Internally the postholder will develop effective working relationships with:</p> <ul style="list-style-type: none"> <li>• Director of Contracting and Planning</li> <li>• Director of Strategy and Transformation</li> <li>• Director of Finance</li> <li>• Charitable Funds Committee</li> <li>• Charitable Fundholders across trust</li> <li>• Clinicians, managers and staff at all levels across the Trust.</li> </ul>

	<ul style="list-style-type: none"> <li>• Head of Communication</li> <li>• Head of Strategic Transformation</li> <li>• Volunteer Co-ordinator</li> <li>• Finance</li> </ul> <p>Externally this includes:</p> <ul style="list-style-type: none"> <li>• Volunteers, supporters and fundraisers</li> <li>• Local charities that support our hospitals</li> <li>• Key donor stakeholders including hi-net worth donors, corporate representatives, trust &amp; foundation correspondents, social and impact investors.</li> <li>• Local schools, church organisations, non-religious and and other social support organisations.</li> <li>• NHS Charities together representatives and members</li> <li>• Liaison with other statutory and voluntary agencies as required.</li> </ul>
<p><b>Key Result Areas:</b></p>	<ul style="list-style-type: none"> <li>• To design, implement and manage an integrated business development and fundraising strategy comprising high-net worth, corporate, trusts &amp; foundation, social &amp; impact investment, membership activity to agreed income &amp; expenditure targets, utilising a range of fundraising products and methodologies which maximise cost benefit returns.</li> <li>• To make effective contribution to reaching the Trust charity's vision and strategic objectives</li> <li>• Raising the profile of the Charity both internally and externally within the trust and wider Alliance.</li> <li>• Lead and co-ordinate grant applications across the Trust and wider Alliance.</li> </ul>
<p><b>Date of last review:</b></p>	<p>January 2024</p>

## 2. DEPARTMENT ORGNISATION STRUCTURE CHART



## 3. MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

### Business Development and Fundraising

- To design, develop, implement and manage an integrated business development and fundraising strategy aligned to the Trust clinical and estates strategies and vision.
- To ensure strategy comprises high-net worth, corporate, trusts & foundation, social & impact investment, membership activity to agreed income & expenditure targets, utilising a range of fundraising products and methodologies which maximise cost benefit returns, including, but not exclusively; Major Gifts, Corporate Gifts, Corporate Social Responsibility partnerships including employee fundraising, Trust & foundation gifts & grants, Social & impact investment funding, Membership & volunteer fundraising activity including events and challenge fundraising, In Memoriam & Legacy gifts.
- Be the first point of contact, and the Charity's expert, for all new fundraising offers and initiatives to ensure that, before accepting them, such offers are appropriate for the hospital's capital planning requirements, risk profile and public relations protocols.
- To develop the Trust Charity brand and corporate experience so that the charity becomes the preferred partner of choice for the donor community.
- To design, implement and manage capital and revenue appeals in support of major charity build projects to agreed income and activity targets, in association with appointed consultants.
- To ensure all activities are conducted in full compliance with charity law, fundraising legislation and best practice, data protection and compliance, adding value to and enhancing the Trust Charity brand.
- Centralise and co-ordinate all existing fundraising activities and ensure that such activities are appropriate and in line with Charity Commission guidance. Also required to offer appropriate and sensitive support to ensure that internal fundraising initiatives are properly insured, well run and promoted and, wherever possible, the results maximised.

- Support fundraising volunteers and ensure that their activities are cohesive with those mentioned in the Fundraising Strategy. Ensure that they carry proper authorisation for their fundraising activities and are adequately insured. All volunteers handling cash should be given sealed and numbered collecting tins and detailed instructions on safe cash handling and banking.
- Review and maintain appropriate fundraising policies and protocols which conform to the requirements of the hospital's internal and external auditors, charity law, data protection and the Institute of Fundraising's Code of Conduct.
- Act as key point of contact for NHS charities together, maintaining accurate contact details for the trust and ongoing membership.
- Build and maintain relationships with Charity leads in neighbouring trusts and other NHS organisations.

## **Communications and Engagement**

- To develop a Trust Charity communications plan, which involves both internal and external communications to facilitate the efficient working of the Charity, utilising all media to further develop the Trust Charity brand.
- The post holder will be required to use their gravitas and specialist expertise to influence a range of senior colleagues on a wide range of complex communications issues.
- To establish and maintain effective cooperative working relationships with all stakeholder groups, internally and externally, at all levels.
- Build relationships with those with influence/ affluence across the Trust's community with a view to enlisting them to support special appeals.
- To ensure that communications are correctly tailored for the appropriate target audiences.
- Prepare appropriate written applications and verbal presentations for internal committees, charitable trusts, the corporate sector, local organisations and other potential donors in support of specific appeals.
- Develop public and internal awareness of all fundraising activities through promotional print, local media and other appropriate means of marketing and communication.
- To confidently liaise with internal and external creative suppliers, as appropriate to ensure high standard of creative support for Trust publications.
- To manage contracts with external suppliers where appropriate.
- Liaise with staff and other partner organisations, negotiating to ensure there is a common approach to potentially controversial issues where opinions may differ.
- Advise, influence and persuade staff, directors and internal committees on appropriate communications strategies to deal with sensitive issues including to potentially hostile audiences.
- Develop a programme of communication and relationship building with key external stakeholders including diverse and hard to reach groups, using different communication techniques and social media methods appropriate for different audiences.
- Ensure that communications activities support the Trust's performance and corporate objectives.
- Work with staff of all clinical groups and directorates to embed good communications and engagement practice in all aspects of the Trust's work.
- Develop and manage systems for evaluating communications activity, including media coverage and social media making recommendations for changes to the strategy where necessary.
- Develop the Trust's charity webpages and the standardisation of its on-line donation facilities, reviewing and reporting on effectiveness.
- To link closely with the communications team to ensure all projects are coordinated and undertaken in collaboration.
- Attend local, regional and national charity related meetings as necessary for the role.

## **Volunteers**

- To work with the Trust volunteer co-ordinator to ensure and ensure effective systems and processes are embedded to ensure a safe, high quality service.
- To develop partnerships with local and national voluntary sector / charity organisations to provide services of benefit to patients, staff and local communities.
- To ensure sustainability of volunteer activities through business development to secure appropriate funding.

### **Grant Management**

- To develop, implement and oversee the Trust Charity annual grant application programme ensuring an equitable and transparent process which supports and empowers those clinicians/managers/staff that apply for funding.
- To assemble and publish an annual impact report which notes funds dispersed and the impacts upon users including health economic indicators.

### **Financial Management**

- To oversee the publication of monthly management accounts and of quarterly financial reports to the Charitable Appeal Committee.
- Monitor and ensure that all relevant functions, projects and programmes and associated activities are executed within identified budgets and are cost effective.
- Manage delegated business development and fundraising budgets to meet appropriate Trust objectives and act as authorised signatory for invoices for allocated budgets
- To produce an annual narrative and financial report for the Charitable Funds Committee.
- Oversea and ensure that all cash handling, banking, donor acknowledgement and receipts are in accordance with current procedures.
- To oversee and review Trust Charity's commercial and trading activity.

### **Human Resources Management**

- Line manage the charitable funds team including appropriate recruitment, appraisal, monitoring and coaching and mentoring.
- Training and ongoing support to managers and staff in understanding the policies and regulations regarding the use and management of charitable funds.
- Training and education of managers and staff regarding fundraising in accordance with published guidelines.
- Develop and establish full suite of training/guidance videos to support staff and/or fundholders to apply for, fundraise and spend charitable monies in accordance with trust guidance and policies.

### **Charitable Funds Committee**

- Be a participative member of the Charitable Funds Committee, including the preparation of reports and briefings.
- Advise the Charitable Funds Committee on all matters pertaining to fundraising activities, fundraising schedules and budgets and spending plans of individual funds
- Through the Charitable Funds Committee, build a working relationship with the Clinical Divisions, key departments and individuals within the Trust.
- Manage and review the fundraising operational budget, giving regular financial reports to the Committee and liaising with the Finance Department to ensure the budget is managed within appropriate financial protocols.
- Whenever new projects for community fundraising are being considered, advise the Committee on whether they are likely to attract public support or whether they should be funded through alternative holdings of charitable monies.

### **General responsibilities**

- Build a good understanding of local healthcare delivery issues, priorities and plans, including central capital and business planning and make judgements on what options are appropriate for fundraising appeals.

- Deputise for Head of business Development and other senior members of the team as required.
- To support the department and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.
- Attend and/or manage events outside of normal working hours as appropriate.

## PERSON SPECIFICATION

### POST TITLE:

Factors	Essential	Desirable
<b>Attitude, Behaviour and Values</b>	<ul style="list-style-type: none"> <li>• Always puts patients first</li> <li>• Customer service focus</li> <li>• Willing and able to take personal responsibility</li> <li>• Demonstrates passion for excellence</li> <li>• Seeks out and takes opportunities for improving the service offered</li> <li>• Takes pride in their work and their team</li> <li>• Flexible in their attitudes and behaviours to support team working and delivery of objectives</li> <li>• Respects, values and cares for others</li> <li>• Supports learning and development of self and others</li> <li>• Supports and promotes equality and diversity</li> <li>• Ability to communicate with donors from a diverse range of backgrounds</li> </ul>	
<b>Qualifications and Further Training</b>	<ul style="list-style-type: none"> <li>• Educated to Degree Level in a relevant field e.g. fundraising, public relations, sales or management.</li> <li>• Masters Degree or equivalent specialist experience in fundraising environment.eg: Institute of Fundraising Management qualification or equivalent.</li> <li>• Leadership development or management qualification or evidence of training.</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising qualification</li> <li>• Project management qualification or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial evidenced experience of fundraising and business development strategy and practice within a public facing third sector/NHS setting at Assistant/Associate Director level or equivalent.</li> <li>• Experience of working across a range of sectors such as private, public, academic, health and/or charity.</li> <li>• Experience of community fundraising, corporate and trusts fundraising, legacy marketing etc.</li> <li>• Experience of setting fundraising strategy and meeting ambitious financial targets.</li> <li>• Experience of event management</li> <li>• Experience of budget setting, monitoring and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working at a senior level within a NHS or other healthcare provider charity</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• NHS Constitution</li> <li>• Trust vision, values and strategic objectives</li> <li>• Substantial knowledge of communications and marketing techniques within the charitable sector.</li> <li>• Knowledge of how to access and leverage grants, major donors, local business donor, personal gifts and legacies.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven knowledge of fundraising &amp; business development practice &amp; methodologies.</li> <li>• Proven knowledge of charity legislation.</li> <li>• Knowledge of data protection requirements.</li> </ul>
<b>Skills</b>	<p>Must be able to demonstrate, in relation to patients, visitors, colleagues and other individuals connected with the Trust and NHS:</p> <ul style="list-style-type: none"> <li>• You have knowledge &amp; awareness of diversity and human rights as appropriate to your role.</li> <li>• You are able to communicate effectively to ensure high standards of care, treatment, service or support as appropriate to your role,</li> <li>• Be able to understand an individual's communication, physical &amp; emotional needs; recognise their needs and preferences.</li> <li>• Able to provide a customer focussed service.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to turn strategy into realistic operational plans with targets.</li> <li>• Ability to respond creatively and flexibly to fundraising opportunities that might arise at short notice while keeping sight of the longer term aims</li> <li>• Ability to manage competing priorities.</li> <li>• High level IT skills in Microsoft programmes, various publishing softwares etc</li> <li>• Highly numerate with excellent analysis skills - able to scrutinise, analyse &amp; interpret financial data</li> <li>• Task and finish orientated working style.</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate that you are honest, reliable and trustworthy</li> <li>• Treat patients, visitors, colleagues with respect</li> <li>• Ability to travel between Trust sites</li> <li>• Ability to be flexible to meet the needs of the team, the service and the Trust</li> </ul>	



## Values and Behaviours

### Patients First

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Care</b>	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you walk past is the standard you accept
<b>Compassion</b>	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
<b>Communication</b>	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
<b>Humility</b>	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to our patients

### Passion for Excellence

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Positivity</b>	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
<b>Insight</b>	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
<b>Initiative</b>	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
<b>Innovation</b>	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo



Developed by staff through the Trust Wall and through conversation in Autumn 2013

### Personal Responsibility

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1 = does not demonstrate
<b>Commitment</b>	Equipping yourself with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
<b>Self-awareness</b>	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
<b>Open-mindedness</b>	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
<b>Courage</b>	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth	Not being willing to trust others, or avoiding difficult issues

### Pride in our Team

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Constructiveness</b>	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
<b>Selflessness</b>	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
<b>Collaboration</b>	Helping others to see that they can achieve more together than can be achieved alone	Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
<b>Integrity</b>	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words



## VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal and development.

### WORKING FOR THE TRUST GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <http://www.ashfordstpeters.org.uk/employment>. ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <http://www.ashfordstpeters.org.uk/organisational>

### COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy <http://trustnet/documents/menu113.htm> and Information Governance Policy <http://trustnet/documents/menu1107.htm>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at [http://www.ashfordstpeters.org.uk/attachments/799\\_Freedom%20of%20Information%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/799_Freedom%20of%20Information%20Policy.pdf)

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <http://trustnet/documents/menu11.htm>

### DEVELOPMENT, MODERNISATION AND CHANGE

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <http://www.ashfordstpeters.org.uk/organisational>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role /

band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

## **EQUALITY, INCLUSION, DIVERSITY AND RIGHTS**

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site:

<http://www.asph.nhs.uk/annual-equality-and-diversity-report>

## **MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY**

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

## **MANDATORY TRAINING**

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

## NHS CONSTITUTION

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

### Staff responsibilities:

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <http://www.dh.gov.uk/en/Healthcare/NHSConstitution>

## QUALITY AND RISK MANAGEMENT

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards. (<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Risk & health & safety policies are available at <http://trustnet/documents/menu3.htm>;

- Patient care policies are available at <http://trustnet/documentss/menu8.htm>;
- Fire policy is available at <http://trustnet.asph.nhs.uk/documents/document306.htm>;
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

## **WHISTLE-BLOWING (FREEDOM TO SPEAK UP)**

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at: [http://www.ashfordstpeters.org.uk/attachments/1276\\_Whistle%20Blowing%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/1276_Whistle%20Blowing%20Policy.pdf)

The Trust's policy on whistle-blowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>


## **REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION**

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

## **SAFEGUARDING**

All Trust employees have a responsibility to take appropriate action if they believe that a child or adult at risk (with care and support needs) is in need of services or in need of protection. Staff must



be committed to safeguarding and promoting the welfare of children, young people and adults at risk, recognising that looked after children, patients with a learning disability or other cognitive impairment may not be able to keep themselves safe from harm or abuse. All staff will understand and adhere to the principles laid out in the [Mental Capacity Act \(MCA\)](#) as appropriate to their role within the Trust.

Everyone is responsible for accessing the relevant level of training for their role and for following the Trusts local Safeguarding procedures; completion of training and understanding of safeguarding arrangements should be discussed in annual appraisals and/or form part of re-validation requirements. The Trust works collaboratively with partner agencies in regard to safeguarding and staff must be aware of multi-agency partnership arrangements as relevant to their role; follow links to [Surrey Adult multi-agency procedures](#) & [Surrey Children's Services](#) for further information.

Information on Child Protection is available on the Trust website: [Safeguarding Children](#)  
Information on the Abuse or Suspected Abuse of Adults is available on the Trust website: [Safeguarding Adults](#)

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff who require a DBS will have been checked on joining the Trust and for staff who are part of the children's workforce they will have a three yearly repeat check.

## **SUSTAINABILITY**

The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.

**August 2022**