

# Head of Brain Injury Service (Fulltime – national role)



Dear Applicant,

We are looking for an exceptionally dynamic person to join our fabulous team.

The Child Brain Injury Trust was originally set up by a group of medical professionals in 1991. Our work has evolved over the years, and we are the leading UK charity supporting families and professionals affected by childhood acquired brain injury across the UK. Working in consultation and collaboration with families and professionals, the charity aims to ensure families can access the support they need, when they need it and to ensure they have the best possible chance of reaching their potential.

As Head of our Brain Injury Service, you will be joining the charity at an exciting time, as we have just launched our new five-year strategy – Elevating families, enriching futures. The strategy is our most exciting yet as we look to increase our reach and embed 4 key areas of support: early intervention (currently we work in major trauma centres and specialist hospitals across the UK), community inclusion, educational services and virtual support. Although our programme delivery model is not completely defined and embedded, we have a strong framework and a dedicated team who are eager and committed to our strategic goals. We are developing our service in line with the future needs of families and as such we are looking to appoint an individual who is passionate about childhood acquired brain injury, team development and leadership. By joining an inclusive, compassionate and forward-thinking team, you will be part of developing and growing our highly regarded charity.

This is a varied and exciting leadership role for the right individual, where no two days are the same. If you are adaptable, solution focused and have excellent management and leadership skills then we are keen to hear from you. Thank you for your interest in this position.



Lisa Turan, CEO



## Background information about the Child Brain Injury Trust

An acquired brain injury is an injury to the brain that has happened after birth and is not progressive or degenerative. It is not something that families can plan for or are likely to expect, but the truth is that it may change lives forever. ABI is likely to affect how a person thinks, feels, and responds to situations but will not always affect a person physically. For this reason, it is often referred to as a hidden disability.

Every thirty minutes in the UK a child acquires a brain injury, yet little is known about this high incidence disability. As a result, families often find themselves struggling to have their child's needs met. Leaving hospital and returning to education is often a good sign that things are better, and to some extent and purpose, this is true. The reality, however, is that children by their very nature are in a constant state of development and change, meaning that needs are likely to change and emerge over time as the young person develops. Added to this is the fact that teenage years are when most young people begin to fine tune skills such as independence and the ability to plan their life. As a result, difficulties in these areas can become much more obvious, particularly as adult support lessens.

The amount of information a parent or carer receives about their child's brain injury will depend on where they live, which hospital their child was admitted to, how much professionals knew and what parents have discovered for themselves.

The Child Brain Injury Trust has two regional offices in the UK, namely Oxfordshire (Head Office) and Belfast and currently employs a team of 41. Work is funded from a number of sources including grants from trusts, our Legal Support Services, Service Level Agreements with statutory services and supporter fundraising.

At the heart of our organisation are the people we exist for. Our values reflect the way we work to achieve our vision. Our values are:

**Integrity**

**Compassion**

**Innovation**

**Reflective**

## Head of Brain Injury Service

### Job Purpose:

We are looking to appoint a Head of Brain Injury Service to join our growing team. Reporting to and working with our CEO and COO, this position is available due to the current post holder moving on.

The purpose of this role is to provide overall strategic input, direction, development and operational management for the national brain injury support service. To lead our whole brain injury service team to achieve the five-year strategy, which is enclosed in this recruitment pack.

As well as exceptional leadership and management skills, you will need to enjoy developing and maintaining relationships with a large range of key stakeholders from the clinical, legal and corporate sectors.

We are looking for a confident and experienced individual who has evidenced previous compassionate leadership experience which will be essential and your values will lead your success.



# Duties and Responsibilities

## Job Scope

As Head of our Brain Injury Support Service you will play a key role, driving the charity's strategic plan and service offer forward. You will lead and manage the Brain Injury team across the UK with passion and enthusiasm and have a focus on developing our services across major trauma centres, communities, educational services, identifying new opportunities, creating a strong business case for potential funders and promoting our services to commissioners, external networks and professionals. You will be accountable for the department and lead with an inspirational and inclusive approach.

## The Person:

The successful candidate will have:

- Relevant values led leadership and management experience
- Relevant qualifications and or experience to suit the role
- Excellent communication and relational skills
- Experience of assessing needs and developing appropriate plans to facilitate effective support
- Knowledge of the support services available to children and families
- Excellent IT skills
- Ability to manage multiple projects
- A background in a related role with extensive knowledge of NHS/health structures and working in a role with families, children and young people.

## Tasks and Responsibilities

### Strategic leadership

1. Provide overall leadership and direction for the development and delivery of the charity's national brain injury support service
2. Ensure the service is delivered in line with the charity's strategic plan
3. Act as the main contact and build an effective network with external organisations and individuals to build the profile and external position of the charity
4. Act as the lead for safeguarding, policy and service development nationally
5. Provide detailed information to the CEO and department heads when required including reporting, analysis and provide regular updates
6. Contribute and be a proactive member of the leadership team
7. Represent the charity at events and present information to a range of audiences about the charity's services, impact and results
8. Provide detailed quarterly department reports and attend trustee sub group meetings

### Operational Management

1. Provide operational management and support to the brain Injury team – early intervention, community inclusion, educational services, virtual support , legal support service and counselling service oversight
2. Provide support and supervision on a regular basis and annual appraisals for direct reports (currently 4 direct supports)
3. Lead on recruitment process including induction of team and ensure correct procedures are followed
4. Provide and monitor training and development opportunities for the team
5. Act as safeguarding lead for the department
6. Ensure the 'impact and evaluation' of services is monitored and effectively reported in line with the strategy
7. Develop and manage the brain injury service budget

### Income generation

1. Identify and contribute to funding opportunities to enable the charity to meet its financial income targets
2. Provide all information including reporting for any existing or acquired contracts and work with the team to ensure effective delivery of funded projects
3. Attend appropriate fundraising events and activities to further the work of the charity

## Legal Support Service

1. With the Legal Support Partnership Manager ensure that our Legal Support Service contracts are managed and developed appropriately, including negotiating and meeting with partners when required
2. Provide appropriate reports when required
3. Attend meetings as required

## General

1. Ensure Child Brain Injury Trust team are kept informed of developments in policy, practice and legislation that impacts on CYP and their families.
2. Ensure Line Manager is informed of workload activities by maintaining an up to date online calendar, participating in supervision and team meetings as appropriate.
3. Participate in training and professional development as agreed with Line Manager to develop own expertise.
4. Ensure all Child Brain Injury Trust's financial, administration, human resource and new technology systems are adhered to and implemented in all aspects of work, all health and safety and equal opportunities policies are adhered to and all personal responsibilities in regard to these policies are fulfilled suitably.
5. Ensure that all relevant Safeguarding procedures, equal opportunities policy and commitment to children's rights are adhered to when carrying out the duties of the post and that knowledge and skills are kept up to date.
6. Carry out specific duties as and when instructed by the Chief Executive.

## Who are you?

You should be accomplished in managing and developing people, have a passion for the charity sector and knowledge of acquired brain injury . You should have knowledge of how the NHS operate and be comfortable working with senior clinicians and contract managers.

You should have some experience of working with Salesforce or an equivalent CRM database and enjoy public speaking. You should hold relevant qualifications and or experience for this level of role.

You should have excellent written and verbal communication skills (a natural ability to clearly communicate information both internally and externally. You need to have proficient knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook) .

It would be amazing if you have a high level of attention to detail, be a self-starter , be flexible, have high energy levels and enjoy working at pace. An excellent work ethic would be an advantage, as would being comfortable traveling to meetings across the UK.

Have a values led, positive professional approach to work, be open to developing your skills through mentoring and coaching, and able to be adaptable in a growing and changing environment.





### Attributes

- Values aligned with those of the Child Brain Injury Trust
- Commitment to ensuring the Child Brain Injury Trust is the organisation to which people turn to about childhood acquired brain injury
- Commitment to raising awareness of the impact of childhood acquired brain injury and acting as a champion for the cause
- Commitment to representing the rights of children and their families
- Approachable, professional, compassionate and caring
- Committed to own continuous professional development and improving own knowledge and skills

### Mobility

- Ability to work flexibly and attend meetings throughout the UK, including some evening and weekend work as appropriate



## What do we offer?

Position:	Head of Brain Injury Service
Contract type:	Permanent
Report to:	CEO
Salary:	£40,000 – 45,000 pa
Location:	Hybrid working with an expectation of bi monthly attendance at our head office in Oxfordshire
Hours:	Full time 35hrs per week (over 5 days)

The Child Brain Injury Trust celebrates the diversity of the communities in which we work and is fully committed to inclusion and equality of opportunity. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender identity, disability or who are part of other groups that are disadvantaged and/or marginalised.

The Child Brain Injury Trust, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments please contact the Child Brain Injury Trust on 01869 341075. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

**Recruiting Applicants with Criminal Records:** Applicants with criminal records are welcome to apply for roles at The Child Brain Injury Trust. Advice and guidance on disclosing a criminal record can be obtained from Unlock. Successful appointment is subject to DBS checks and references.

## How to apply:

Please send a covering one page supporting statement explaining your suitability for the role along with your CV.

We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

Please email your supporting statement and CV to [office@cbituk.org](mailto:office@cbituk.org) quoting the job role.

If you would like to have an informal chat with someone from the Child Brain Injury Trust about this role, please email [office@cbituk.org](mailto:office@cbituk.org)

For more information about the Child Brain Injury Trust please visit our website [Home - Child Brain Injury Trust](#)

## Key dates:

**Application deadline: 8<sup>th</sup> November 2024**

**Interview dates – in person at our head office: 21<sup>st</sup> / 22<sup>nd</sup> November 2024**



## Additional Information

Hours of Work	The role is full time – 35 hours per week. Due to the nature of our work, members of the team are sometimes required to be flexible in terms of when these hours are worked, and there will be occasions when the team may work additional hours or weekends in fulfilment of their roles.
Induction	All members of the team will undergo a period of induction once employment commences of a minimum of 2 weeks
Probation	All new team members are required to complete a satisfactory 6-month probation period. During this time, progress against objectives defined by the person specification and milestones will be measured and new team members will be expected to demonstrate their performance and competency within these areas.
Annual Leave	Annual leave is currently provided at 25 days a year (pro rata for part-time posts). Leave runs April to March. In addition to this, team members are entitled to full pay for all public and bank holidays and given additional time off on your birthday and between Christmas and New Year when the office is closed. off.
Sickness/Absenteeism	During a new member of the team’s probationary period, sickness and absence, other than any authorised leave will be paid as SSP (statutory sick pay), and not provided until the fourth consecutive day of absence. After probation, 10 days sickness is paidover a rolling 12 month period.
Pension	New team members are enrolled on Auto Enrolment pension scheme and full details will be provided upon appointment.
Mileage Allowance	Team members are reimbursed when required to use their own vehicles for official business. Team members are required to be insured for business use if using their own car. If appointed, you will be required to produce your driving licence and evidence of appropriate insurance. All information will be provided within the travel and expenses policy.
Relocation Expenses	The Child Brain Injury Trust regrets that it cannot provide relocation expenses to team members.
Maternity Leave	All female members of the team are entitled to basic maternity leave of 26 weeks, subject to 26 weeks of continuous service at the expected week of confinement (EWC).
Paternity Leave	The Child Brain Injury Trust pays one week at full pay, followed by one week at SPP (Statutory Paternity Pay), subject to 26 weeks continuous service at the expected week of confinement (EWC).
Employee Assistance Programme	Health and wellbeing advice, Edenred discount scheme and much more

# Organisational Chart

