



THE BUTTERFLY TRUST
HOSPICE
Your local hospice for local people

THE BUTTERFLY HOSPICE TRUST
'WHERE EVERYDAY MATTERS'



Chief Executive Officer

Circa £45,000

Full-time

Rowan Way, Boston, Lincolnshire, PE21 9DH

E: enquiries@butterflyhospice.org.uk

T: 01205 311222

Registered Charity Number: 1113697

Registered Company Number: 05325476

THE OPPORTUNITY

Overview

The Butterfly Hospice Trust is seeking a dynamic and visionary Chief Executive Officer to lead our organisation into its growth and next phase of our exciting future.

The Butterfly Hospice provides 24-hour high quality hospice in-patient care to people (aged 18+) in the South and East of Lincolnshire. We also offer free wellbeing counselling sessions from our nature-inspired 'Therapy Village.'

We aim to enrich people's quality of life by relieving symptoms such as pain, breathlessness and other distressing problems through the skills of our experienced, caring teams. People come to us for respite, symptom control and end of life care.

Our care teams include doctors, nurses, therapists and spiritual support. It is our aim to provide the best possible personalised care for the duration of someone's stay.

Our Charity works in close partnership with the local community, health providers and the Lincolnshire Integrated Care Board.

2024 marks our 10th year of hospice care and support in the community, this has only been made possible by the commitment of the local communities we serve.

Key Information

Job Title

Chief Executive Officer

Salary

£45,000

Hours

Full-time Mon-Friday
37.5 p/w

Location

Charity Offices

Reports to

Board of Trustees

Direct Reports

Chair of Trustees
Vice Chair / Finance

ROLE DESCRIPTION

“Inspirational Leadership”

As CEO, you will be responsible for the overall strategic and operational leadership of the charity.

You will work closely with the Board of Trustees, our staff, and stakeholders to further our vision and mission.

This role requires a leader with a proven track record in organisational management, creative thinking and highly effective planning. Internally, the CEO is responsible for fostering a positive, inclusive and productive organisational culture.

Key Responsibilities

Strategic Leadership

- ❖ Leads and delivers on the strategic direction of the Trust, ensuring the vision and objectives are clearly documented and regularly communicated to all relevant parties, both internally and externally.
- ❖ Identify, build and maintain opportunities for partnerships and collaborations that enhance the Trust's impact and reach.
- ❖ Lead and inspire the Leadership Team and work with the Board of Trustees to ensure the appropriate levels of financial, physical and human resources are available to underpin the Trust's strategic and operational plans.
- ❖ Provide organisational advice and information to the Board of Trustees as required.
- ❖ Manage the Trust's Impact Reporting and Annual Reporting activities.
- ❖ Embody the Trust's values, inspiring others to do the same.
- ❖ Support the Board of Trustees with its ongoing process of self-assessment and development of its equality, diversity and inclusivity agenda.

ROLE DESCRIPTION

continued

Operational Management

- ❖ Maintain an understanding of key projects within the Trust's portfolio.
- ❖ Adhere to all Trust policies and procedures and ensure they remain current, relevant and legally compliant.
- ❖ Ensure policies and processes that support good communication, staff health and well-being, and safe and effective delivery of work are in place and adhered to throughout the organisation.

Team Leadership and Development

- ❖ Inspire, motivate, and mentor the Leadership Team, encouraging them to do the same with their own teams.
- ❖ Foster a collaborative and supportive work environment where all employees can flourish and have a sense of purpose.
- ❖ Encourage succession planning and work with the Leadership Team to identify high potential employees and future leaders. Provide opportunities for growth and promote continuous learning and skills development.
- ❖ Enable an inclusive organisation that actively encourages, supports and values diversity amongst both our clients and our staff.

Programme and Project Management

- ❖ Lead the effective and efficient delivery of the Trust's programmes, identifying new partnerships and business development opportunities.
- ❖ Oversee efforts to diversify funding streams and help secure financial support for the organisation's programmes and initiatives.

ROLE DESCRIPTION

continued

Stakeholder Engagement

- ❖ Represent the Trust externally, shaping its image and reputation through regular interaction with the Lincolnshire ICB, Health partners, Voluntary Engagement Team, the media and the public.
- ❖ Develop and embed a stakeholder engagement strategy to maximise relationships with hospice users, community supporters and groups, intermediaries in Health and Social Care and local councils.

Financial Management

- ❖ Oversee the financial performance of the Trust, ensuring its financial health and sustainability.
- ❖ Work with the Leadership Team to develop and monitor the Trust's annual budget, ensuring corrective action is taken proactively.

Policy and Advocacy

- ❖ Advocate for policies and regulations that support the charity's mission and goals.
- ❖ Lead on the delivery of the Trust's policy function, including appropriate briefings and drafting responses to the wider public.
- ❖ Engage with local policymakers in the third sector and those with a palliative and end of life focus to promote the Trust's strategic vision and ability to provide individually tailored solutions.

Communication

- ❖ Develop and oversee the delivery of a corporate communications strategy to build the Trust's brand and reputation.
- ❖ Manage the Trust's brand to ensure consistent communication of the Trust's mission and values is delivered.

CANDIDATE PROFILE

Knowledge, Skills & Experience

- ❖ Preferred minimum 5+ years of experience in a senior leadership role within either a Charity, Adult Health and Social Care role/s.
- ❖ Previous experience of developing successful organisational strategies that align with business need and adapting these strategies and action plans in a timely manner.
- ❖ Previous experience of financial planning and budgeting.
- ❖ Significant experience of working collaboratively and fostering and promoting team/partnership working.
- ❖ A strategic thinker with sound business acumen and the necessary vision to drive the Trust forward.
- ❖ An adaptive leadership style with the ability to influence others.
- ❖ Ability to balance a complex workload and deliver when under pressure.
- ❖ Strong decision-making skills and ability to deal with difficult situations fairly and effectively.
- ❖ A clear, concise communicator who utilises their communication skills to engage and support a positive organisational culture.
- ❖ An effective collaborator, able to work with a wide range of people to bring about innovative solutions and creative ideas that help move the Trust forward.

Qualifications

- ❖ Degree level (or equivalent) in a business/management related subject or similar, or degree level (or equivalent) in a relevant professional qualification.

APPLYING FOR THE ROLE

Join Our Team

Thank you for your interest in joining The Butterfly Hospice Trust team. As a charity-run hospice, we rely on the dedication and passion of our staff to help us make a difference in the lives of those we serve.

Working for a charity requires a special kind of person. It takes a compassionate heart and a willingness to go the extra mile to ensure that the charity can deliver its mission. Our team are essential in ensuring that our hospice can continue to provide the care and support our patients and their families need.

If you are passionate about making a difference and have experience in this or a similar role, we would love to hear from you.

Equality, Diversity & Inclusion

The Butterfly Hospice Trust strives to be a diverse and inclusive place where we can all be ourselves and we are committed to equality of opportunity for all staff. Individuals are encouraged to apply regardless of age, disability, gender, sexual orientation, race or ethnicity, religion or belief.

Further Information

We encourage applicants to get in touch for an informal discussion about the role. To arrange this, please email Lorraine Lenton, Trustee: lorraine.lenton@butterflyhospice.org.uk

To Apply

Please provide a covering letter explaining why you are suitable and what attracts you to this role, along with your CV to Bridget MacPherson, Chief Executive Officer: bridget.macpherson@butterflyhospice.org.uk

Apply for this role at: <https://www.butterflyhospice.org.uk/join-us>

Closing Date: Monday 15th July 2024 (12 noon)

Interviews will take place during the week commencing 29th July 2024

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CORE VALUES

In the **SPiRiT** of our philosophy of care we are committed to the following:



SUPPORTIVE

We support by providing comfort, encouragement and assistance to all. Offering our undivided attention, allowing others to voice their opinion without the feeling of judgement.



POSITIVITY

We practice the option to be positive or optimistic in life. With our positive outlook we engage in positive thinking, positive emotions and positive behaviours like kindness and generosity. We appreciate that while there are things we cannot directly control, we can control what we choose to focus on.



INTEGRITY

We value integrity, the quality of being honest and having strong moral principles while holding the state of being whole and undivided. We acknowledge that integrity attributes also include honesty, being trustworthy and hardworking, helpful and patient.



RESPECTFUL

We are respectful of all around us, while being respectful of others we hold high admiration of those and their situation and achievements. To offer our respect means we are polite, listen well, are helpful, have an openness to change and avoid an excuse culture.



INNOVATIVE

We are open to improvement of ideas/products or for new opportunities. We are not scared of change, we not only embrace it, but we charge towards it as a team. We understand that perfection is an ideal, and we are keen to identify new processes, systems or techniques which will improve us.



TEAMWORK

We believe that team stands for: Together Everyone Achieves More. Our team attributes are a clear understanding of individual roles, awareness of shared goals, ability to display resilience under stress, ability to cooperate on a personal and professional level and flexible to handle whatever comes our way.