

# **Divisional Director (North)**

## **Candidate information pack**

# We are Affinity Trust.

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Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise in support for people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

We have five operational divisions across England and Scotland as well as a Children and Young Persons division.

Our finances are strong, and after planned losses due to pay increases in the 18 months to March 2023, we are forecasting a surplus of c£1.3m for the year ending March 2024.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

## Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

**Together we make it possible.**

**Together we make it possible**



# Our purpose and values

**Supporting people to live their life their way is our purpose.**

To achieve this, we share values that drive our decisions and influence our culture and impact as an organisation in the communities where we work.



**People are at the heart of everything we do.**

We listen, we learn, we build on strengths



**We give our best.**

What we do matters. Good days and bad. We take responsibility.



**We work together.**

We are one team and value people's strengths and differences. We are open and trusting with each other.



**We have courage.**

We try new things. We are creative and adaptable.

# Divisional Director

## Opportunity overview

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Our North Division currently supports 300 adults with learning disabilities and autistic people in supportive living, residential and day opportunities settings.

The post holder will also oversee our Children and Young People service that supports young people (aged between 3 and 18) that have highly complex needs and are at risk of admission to specialist residential settings due to exhibiting behaviours of concern of significant frequency, intensity and duration.

With a staff team of nearly 300, the division covers the following communities:

- Bradford
- East Riding of Yorkshire
- Hereford
- Lancashire
- Leeds
- Staffordshire
- Wakefield
- Wolverhampton

Our Care Quality Commission compliance in the division is **100% good.**

The Divisional Director will work from home. They will have up to four Operations Managers and the Head of Children & Young People Development as direct reports.

There will be travel to visit locations and engage with commissioners, Integrated Care Boards, staff and head office colleagues, and most importantly, the people we support and their families.

We honour lived experience of the people we support and their families with emerging coproduction activities to ensure how we work reflects the needs, wishes, and preferences of our communities.

Our digital journey is nearly complete with new systems being implemented to help us focus on what really matters, providing high-quality, person-centred support with an open and positive culture.

We are growing and have an ambitious vision to increase our impact and scale by 20% in the next four years. With a changing commissioning environment and pressures on local authorities, we need an innovative and solutions-focused leader to help us achieve our goal.

# Divisional Director (North)

## Person specification

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### Job Purpose

To provide strategic and operational leadership and direction to the North Division and our Children and Young Peoples service. The post holder will develop mutually beneficial relationships within the integrated care environment. They will ensure the highest possible quality standards, compliance with CQC regulations, financial performance, growth, delivery against KPI targets, contractual obligations, and respond effectively to opportunities and challenges presented within the external environment.

### Key Responsibilities

1. To ensure managers and teams provide the highest quality, person-centred support, which delivers the best possible outcomes for the people that we support.
2. Working closely with the Operations Director and Director of Quality Improvement and Compliance to drive up quality standards and ensure compliance, safeguarding, regulatory frameworks, policies and business-critical processes ensuring these are implemented, understood and accessible to internal stakeholders.
3. To take the lead on building internal and external relationships, particularly within the Integrated Care system footprint, working with development colleagues to seek out new business opportunities.
4. To lead the divisional management teams by setting the highest standards and living our values and ensuring the successful delivery of services and the teams continued professional development.
5. To develop and maintain a trained and motivated workforce within the division.
6. To proactively work within the external environment, looking for opportunities to raise the profile of the organisation.
7. To lead the annual business planning and budgeting cycle within their division, integrating this with ongoing performance management, and accurate and timely reporting processes.
8. To manage agreed budgets undertaking continuous cost analysis and management, to achieve target income and surplus.

9. To undertake continued analysis of the internal and external environment to identify risk and propose and evaluate mitigation options.
10. To ensure the cascade and communication of key strategic messages internally and-externally, which clarify and correctly position Affinity Trust.
11. To be an effective member of the Senior Leadership Team (SLT), ensuring internal decision-making and communication processes are highly effective with appropriate involvement and collaboration across functions, divisions and organisational boundaries.
12. To seek out innovation and good practice and ensure knowledge and learning is shared across the organisation as a whole.
13. To contribute to the strategic development of Affinity Trust, acting as a leader and advocate in implementing five-year strategy and any associated change programmes.
14. To build the culture, capability and performance of the Division, ensuring the most effective organisation and high motivation of the workforce.
15. To provide on-call support and assistance when required.

## Person specification

|                             | Essential  | Desirable |
|-----------------------------|--|-----------|
| <b>Values</b>               | <p>Demonstrates organisational values:</p> <ul style="list-style-type: none"> <li>• <b>People at the heart of everything we do</b><br/><i>We listen, we learn, we build on strengths.</i></li> <li>• <b>We give our best.</b><br/><i>What we do matters. Good days and bad, we take responsibility.</i></li> <li>• <b>We work together.</b><br/><i>We are one team and value people's strengths and differences. We are open and trusting with each other.</i></li> <li>• <b>We have courage.</b><br/><i>We try new things. We are creative and adaptive.</i></li> </ul> |           |
| <b>Skills and abilities</b> | <ul style="list-style-type: none"> <li>• Effective communication skills both oral and written in a range of different circumstances.</li> <li>• Ability to build effective operational and strategic relationships at all levels both internal and external to Affinity Trust.</li> </ul>  |           |



|                       |   |  |
|-----------------------|---|--|
|                       | <ul style="list-style-type: none"> <li>• Ability to demonstrate effective leadership and people management skills; motivating and empowering people to achieve their objectives.</li> <li>• Demonstrate strong financial and commercial acumen.</li> <li>• Well organised and able to proactively plan and prioritise the needs of the division.</li> <li>• Ability to analyse and interpret data and information and use that to make informed decisions.</li> <li>• The ability to identify and move quickly to mitigate risk and solve complex problems without the need for escalation and agreement.</li> <li>• Resilience and the ability to adapt to differing situations.</li> <li>• IT literate with the ability to work with a variety of different systems.</li> </ul> |  |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• A degree, relevant professional qualification in social care or qualified by experience.</li> <li>• Driving licence.</li> </ul>  | Further management qualifications  |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>• Knowledge and understanding of Care Quality Commission (CQC) requirements and regulations knowledge and understanding of health and social care legislation.</li> <li>• Understanding of and ability to recognise good quality support and high or low performing teams.</li> <li>• Knowledge of the changing commissioning environment and integrated care systems.</li> </ul>  | <p>Knowledge of Children and Young Peoples services</p> <p>Knowledge of Positive Behavioural Support (PBS)</p> |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Senior management experience, preferably in the social care sector.</li> <li>• Significant experience of operational leadership and leading large teams.</li> <li>• Experience of working with Local Authority Commissioners and other stakeholders.</li> <li>• Budget and resource management.</li> <li>• Evidence of developing new business and negotiating with payors.</li> </ul>   | Experience in learning disabilities and autism in a supported living setting                                   |
| <b>Other</b>          | <ul style="list-style-type: none"> <li>• To be an effective professional role model and ambassador for the organisation.</li> <li>• Prepared to work flexibly, travel, attend meetings with some overnight stays.</li> <li>• Committed to personal development.</li> </ul>  |  |

# Next steps

## Are you ready to join us?

### Salary and Benefits

The salary for this role is **£72,961**

- 33 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us
- Cycle2Work Scheme
- We offer Wagestream - a money management app that gives you access to a percentage of your pay as you earn it
- Blue Light Card - All work and no play is not fun, so enjoy discounts in your favourite shops, restaurants, travel and great days out, provided at no cost to you
- A 24-hour Employee Assistance Programme for you and your family members
- Life Assurance and Pension scheme
- Company-funded health cash plan
- Ability to buy additional holiday

### Selection process

- Applications will close 12 April
- Shortlisting will occur by 19 April
- Interviews, presentation, and stakeholder Session week of 22 April

### Apply today

We're transforming health and social care. Are you in? We want to hear from you.

We're committed to being Disability Confident and we guarantee to interview all applicants with a disability who meet the minimum criteria for the vacancy.

Please submit your CV and a supporting statement to the recruitment team at [recruitment@affinitytrust.org](mailto:recruitment@affinitytrust.org)

If you would like to arrange an informal chat about this opportunity with the Executive Director of Operations (Andrew Beland), this can be arranged if you contact [annehitchcock@affinitytrust.org](mailto:annehitchcock@affinitytrust.org)

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**Affinity**  
Trust