



RECRUITMENT PACK

BUSINESS MANAGER

School and Public Health Nurses Association (SAPHNA)
Pinfold House (10),
Pinfold Rise, Aberford,
Leeds, England, LS25 3EN 07793 000 950
Website: www.saphna.co Email: info@saphna.co

Empowering and supporting School and Public Health Nurses to deliver high quality, safe, evidence informed School Nursing Services to children, young people, and their families.

Sharon White, Chief Executive Officer, OBE

Registered charity number 1162042

Founded in 2006

WELCOME FROM THE CHIEF EXECUTIVE

Dear applicant,

Thank you for your interest in the post of Operations Manager at the School and Public Health Nurses Association. This role is crucial to our work.



This role is a key member of the senior leadership team, working alongside the CEO and Professional Officer, this role will lead on the development of SAPHNA's business & operational strategy centred on managed growth. The post holder will provide exceptional organisational, financial, and business support to the organisation in an ever-changing environment

The School and Public Health Nurses Association (SAPHNA), is a professional organisation and registered charity, working across England, Scotland, Wales, and Northern Ireland. It is dedicated to the promotion of excellence in practice, taking forward the public health agenda by working in partnerships for the benefit of children and young people and the communities where they live and learn.

Two years ago, SAPHNA moved to a new membership structure which combines a mix of organisational and individual membership alongside an offer that provides training, events and resources to its membership. This has grown the charity and it is now at the point where it wants to expand its team.

SAPHNA is currently at an exciting and crucial crossroad as it seeks to serve school and public health nurses to improve outcomes for children and young people. We are looking for someone who has willingness to think strategically and act entrepreneurially; being able to participate in the delivery and business development of the work we do.

You would be joining a leading charity for school and public health nursing at a very exciting time and where the attention of Government policy is increasingly focussed. It is the aspiration of Government to move the focus from illness to prevention, improves outcome in population health and tackle inequality. SAPHNA works collaboratively with other national organisations and charities to influence policy and to work with Government and officials to assist in realising this aspiration.

Our mission and principles underpin the strategic plan 2023-26 which is included in the pack [Our Vision: Creating a healthy world in which children thrive: A service fit for the future](#) is endorsed by the Association of Directors of Public Health and Local Government Association [SAPHNA Vision for School Nursing | SAPHNA – School And Public Health Nurses Association](#)

If you would like to discuss the role, please do contact either our Chief Executive Officer, Sharon White or Sallyann Sutton, Interim Professional Officer, either of whom would be happy to speak to you in more detail. We very much look forward to hearing from you.

Best wishes

Sharon White OBE
Chief Executive Officer

ABOUT SAPHNA

We are a professional organisation dedicated to the promotion of excellence in practice, taking forward the public health agenda by working in partnerships for the benefit of children and young people and the communities where they live and learn.

Since its' inception, SAPHNA has gone from strength to strength and is now a valued and esteemed non-union-affiliated Professional Organisation, recognised and utilised locally, nationally and indeed, internationally. Demand for our services continues to grow and therefore our profile and influence does also.

Our committee members each individually bring a wealth of knowledge, skills and experience from a broad cross-section of areas spanning many years.

We work with a wide variety of other charitable organisations, industry, statutory bodies, third sector, other partners and professional organisations, to continue improving the lives of children and young people. Learn more about the partners we work closely with.

Our Strategic Plan

Our Mission

Empowering and supporting School and Public Health nurses to deliver high quality, safe, evidence informed School Nursing Services to children, young people, and their families.

Our Vision

To work with professional partners within an integrated system, co-producing provision with children and young people which enables them to grow up to be a healthy and thriving future population.

Our Priorities & Goals

- **Empower & Support** School & Public Health Nurses. Provide forums to collaborate, innovate, share good practice, and access peer support and develop their confidence, skills, and knowledge and to embrace their leadership roles in shaping the future of School Nursing.
- **Influence** Participate in local, regional, and national conversations, drawing on expertise of the School Nursing voice to influence and inform policy and programme developments, keeping children and young people at the centre of stage.
- **Voice** SAPHNA is committed to co-production with children and young people and seeks to work in collaboration with other organisations that share this commitment. We aim to provide opportunities for children and young people to voice the issues that are important to them and for SAPHNA to advocate for them at every opportunity.
- **Governance and Quality.** Provide opportunity and support development, implementation, and evaluation of innovative practice and set standards of good practice across school nursing.

Three Year Action Plan

- Review and update the organisational structure to improve capacity and ensure appropriate skill and experience membership to improve resilience and sustainability.
- Enhance the website and media presence to improve accessibility and reach across the School and Public Health Nursing workforce.
- Develop a robust suite of learning & support opportunities to support workforce development.
- Build on links and partnerships with wider professional organisations to support greater collaboration, influencing future policy and developments.
- Build on links and partnerships with organisations who work directly with children and young people to ensure that co-production is at the heart of SAPHNA's work.

Job Description

Post Title:	BUSINESS MANAGER
Responsible To:	Professional Officer
Hours/Salary:	24 hours per week, £33,000-35,000 pa, pro rata and depending on experience. Pension included
Term:	12 months fixed term contract with view to extension. There will be a 3 month probation period.
Leave:	25 day per annum pro rata plus bank holidays
Base:	Home based with ability and willingness to travel across UK when required. Flexible working hours to be agreed and to meet the needs of the organisation.

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Summary of Job Purpose and key Responsibilities

To provide exceptional organisational, financial, and business support to the organisation in an ever-changing environment. As a key member of the senior leadership team, working alongside the CEO and the Professional lead this role will lead on the development of the SAPHNA business & operational strategy centred on managed growth. The post holder will be expected to:

- Supporting the Professional Officer in managing finance, human resources, risk management, quality, operational change, board activities and business planning for the organisation.
- Providing programme management support for SAPHNA bidding, budget, invoicing, and contract management processes.
- To support the development and delivery of SAPHNA business planning and prioritisation, including horizon scanning and creating business cases and new opportunities for income generation.
- To support the Professional Officer in ensuring all the organisations charitable obligations are met.
- To support the Professional Officer and SAPHNA team as required in any other related work-streams.
- Line manage the administrator assistant and have organisation oversight and governance responsibilities of the office based processes.

Specific Tasks and Responsibilities

Leadership, Operational Management and Service Development

- Managing the key areas of business for the SAPHNA. This will include day-to-day managing finance, human resources with the Professional Officer, risk management, operational change, and business planning.
- Manage the membership processes to ensure renewals are timely and opportunities to engage new members is optimised.
- Oversee the operational needs of the organisation to ensure there is adequate support to meet their goals and objectives.
- Understand SAPHNA key priorities and translate these into key objectives and priorities for the Corporate Team.
- Planning and organising key tenders and grant opportunities as required, including research, production and review.
- Supporting the board, providing secretariat functions to board meetings, including ensuring all papers are posted on time and taking board minutes.
- Management of information and appropriate analysis to present information to highlight issues, risks and support decision making.
- Supporting the Professional Officer with annual reporting to the Charity Commission and the delivery of annual audits (including the financial audit and Equality and Diversity audit).
- Provide clear leadership and project management for the delivery of SAPHNA projects and contracts.
- Lead and develop and manage the SAPHNA business planning to be approved by the CEO and Trustee Board.

Budget responsibility

- Ensure appropriate financial processes are in place, including where relevant legal agreement, purchase orders, invoices and credit control as well as liaison with external accountants to enhance existing quarterly reporting
- Scan the horizon and search for income generation opportunities including tenders, grants and sponsorship
- Work with professional officer to prepare project budgets for tenders and grant applications including determining when VAT is applicable.
- Monitor project budgets in line with financial management requirements
- Work with accounts team to
 - process expense claims forms and ordering of office supplies.
 - Ensure invoices are recorded against project budgets and paid in accordance with supplier payment terms.
 - Comply with standing orders in the discharge of budget responsibilities.
 - Build core budget and act as budget holder overseeing core spend and monitoring income, providing reports and forecasts, as necessary.
 - Ensure all new funding streams and other costs are accurately recorded by the accountants.
 - Ensure budget tracking, monitoring, and reporting on all projects and deliverables in accordance with funder requirements.
 - Ensure all financial documentation is available for scrutiny as required.
 - Regularly review the project budgets and to highlight variances.

External profile and influence

- Network nationally and internationally, raise the profile of the SAPHNA, extend its sphere of influence, attract funding, and deliver the SAPHNA's boards objectives.
- Maintain an understanding of markets, and customers & build a network of relationships and partnerships that support the SAPHNA product development and raise the profile of SAPHNA, extend its sphere of influence, attract funding and market SAPHNA products effectively.
- Identify, create and take opportunities to develop and maintain the SAPHNA brand through various channels including marketing (radio, interview, video, etc.), social media and the SAPHNA website.

Governance

- Recording and monitoring of business risks across the organisation to enable risk management, reporting to Board and strategic planning in association with the CEO and Professional Officer.
- Ensure that proper employment, health and safety, and equality and diversity policies and practices are implemented.
- Ensure that staff in the business development team are well managed, supported, appraised and developed appropriately.
- Alert the CEO, Professional Lead and Board to any legal or compliance issues that may arise.
- Co-ordinate and oversee information held by the organisational ensuring compliance with GDPR and relevant information governance requirements
- Comply with all SAPHNA policies and procedures, including SAPHNA's commitment to safeguarding and promoting the welfare of Children, and young people

Human Resources

- Ensure that proper employment, health and safety, and equality and diversity policies and practices are implemented in the business development team Business development manager and Admin.
- Line management responsibility for the SAPHNA administrative officer, supporting, motivating and developing staff
- Manage admin staff's annual performance development reviews and personal development and training needs. When required, instigate SAPHNA disciplinary and capability procedures.
- Ensure all actions support the equality, diversity, rights and responsibilities of individuals.

IT and Digital

- General negotiation and management of IT agreements/ contracts as required.
- Facilities management of required IT and infrastructure to include details of equipment held and provision of Microsoft Licences.
- Liaise and schedule work to be undertaken under external IT support contract.
- Lead operational change when new IT systems are required as part of organisational growth at the SAPHNA, scoping organisational requirements and implementing/ evaluating solutions, as well as rationalising current systems where possible to achieve efficiencies.
- Management of information and appropriate analysis to present information to highlight issues, risks and support decision making.

Other

- Maintain awareness and knowledge of suitable digital delivery methods e.g., MS teams, Zoom, Video conferencing, Social media

- To participate in all mandatory training as required i.e., fire safety, information governance and all further training as required.
- Have an excellent professional working relationship with colleagues to deliver corporate goals and objectives.

Note: The above is only an outline of the tasks and responsibilities required of the role. You will carry out any other duties as may reasonably be required by your line manager.

The SAPHNA is an expanding and evolving organisation, as such the job description and person specification will be reviewed on an ongoing basis in accordance with the evolving needs of the wider team.

Person Specification - Business Manager SAPHNA

Criteria		Essential /Desirable	Assessment
Education and Qualifications	Educated to a minimum degree level or demonstrate equivalent in relevant field.	E	Application
Skills & Knowledge	Business management experience with a proven track record of successfully taking products to market.	E	Application /interview
	Demonstratable experience of generating new business opportunities and achieving product sales / new business.	E	Application/ interview
	Excellent project management skills and the ability to prioritise and manage multiple projects concurrently, whilst maintaining high quality standards.	E	Application / interview
	Ability to develop and sustain effective partnerships.	E	Application / interview
	Skilled at report writing, including evaluation of services delivered	E	Application / interview
	Management skills, including budget management, IT, and project	E	Application / interview
	Ability to achieve credibility with key stakeholders (policy makers, health practitioners, potential & existing funders, media)	E	Application/interview

	Experience of working in or with the charity sector	E	Application/interview
	Understanding of public health issues and the political environment	E	Application/interview
	Has worked with a range of IT systems and project software	E	Application/interview
Personal Qualities	Skilled communicator (interpersonally; public speaking; media; writing)	E	Interview/references
	Drive, energy and enthusiasm for new challenges	E	Interview/references
	Proactive and a self starter	E	Interview/references
	Able to work on own initiative and deliver timely, high quality results	E	Application /interview
	Able to multi-task and work under pressure	E	Application/references
	Demonstrable commitment to equal opportunities	E	Application/interview
	Able to work within a small, multi-disciplinary team and manage a number of tasks at any one time	E	Application/interview

General responsibilities applying to all staff.

The post holder is required to follow SAPHNA policies and procedures, specifically noting general responsibilities applying to all staff:

Confidentiality / Data Protection / Freedom of Information/ Information Governance/ IT security

All staff members are obliged to adhere to the SAPHNA Information Security Awareness Policy and comply with the General Data Protection Regulations (2018) and the Data Protection Act (2018) and any subsequent updates, to ensure the lawful processing, storing and sharing of data. These responsibilities include complying with national guidance (such as the NHS Confidentiality Code of Practice) and with local policies and procedures (such as a local Trust's Confidentiality policy) when working on projects with external partners.

The unauthorised passing on of information pertaining to any individual's personal, or sensitive data is a serious matter. Unauthorised disclosure warrants consideration of disciplinary action and risks legal action by others. Health professionals may also be subject to action by their regulatory bodies.

All staff are responsible for ensuring no actual or potential security breaches occur as a result of their actions. Any member of staff observing a data protection or ICT Security incident must raise an incident report in accordance with the SAPHNA Risk Management Process and provide their line manager and SAPHNA IT support, where relevant, with full incident details.

Equal Opportunities

Post holders must at all times fulfill their responsibilities with regard to the Institute's Equal Opportunities and Equality Policies.

The SAPHNA is fully committed to the active promotion of equality and diversity in everything that we do. We want to enable an organisational culture that values diversity and demonstrates due regards to the characteristics of the Equality Act (2010) through our employment practices, the work that we do and the products and resources that we produce. We are committed to encouraging equality and diversity among our staff and eliminating unlawful discrimination.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the organisation's health and safety policies and procedures are complied with to maintain a safe working environment.

Risk Management

All post holders have a responsibility to report risks such as delays in delivering work programmes.

Flexible Working

As an organisation the SAPHNA is committed to supporting flexible working arrangements when possible if they do not interfere with the successful delivery of the post holder's responsibilities.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their work.

A DBS check will form part of the terms of employment for some staff - staff will be required to provide the relevant DBS check, in accordance with the activities required for their specific role based on what the law allows. This will be reviewed on an individual basis by the SAPHNA by considering the activities being carried out by the post-holder and whether they are eligible for DBS checks.

Visa restrictions

Entitlement to work in the UK

Our Benefits

Supportive Team

Many of us have been part of SAPHNA for a long time and part of that is the value we place on being part of a team, both celebrating achievements but also supporting individuals through tougher times. We believe one of the biggest reasons you would want to join us is the experience of working as part of our team.

Holiday

Full time staff are entitled to 25 days paid holiday. In addition to the annual entitlement, staff are eligible for paid leave for all statutory and public holidays.

Workplace Pensions

SAPHNA will make an employee contribution to a work based pension scheme

Flexible Working

Our normal office hours are 9am-5pm Monday to Fridays (excluding bank holidays). As an organisation the SAPHNA is committed to supporting flexible working arrangements when possible if they do not interfere with the successful delivery of the post holder's responsibilities.

Application Process

We welcome applications from experienced people who can demonstrate the skills and competencies to undertake the work.

The deadline for applications is detailed on the advert. The method of application is via a CV and tailored supporting statement explaining how your skills, knowledge and experience fit the job description and person specification, along with your motivations for applying.

Applications should be submitted to sharon@saphna.co. If you wish to speak to our Chief Executive Officer or our Professional Officer about the role, you should contact sharon@saphna.co and she will make an appointment for you.

First interviews will take place as detailed in the job advert. Please advise us if you are unavailable on that date. We may if appropriate arrange a second round of interviews.