

## Job Description & Person Specification

<b>Job Title</b>	<b>Director</b>
<b>Location</b>	<b>London and hybrid working (minimum two days in office and remainder working from home)</b>
<b>Hours</b>	<b>28-35 hours per week</b>
<b>Accountable to</b>	<b>(1) Respond Board of Trustees (2) CEO of Bild group</b>
<b>Line manages</b>	<b>Service managers</b>
<b>Job Band</b>	<b>2</b>
<b>Salary</b>	<b>£60,000 - £65,000 FTE</b>
<b>Last updated</b>	<b>June 2024</b>

### Job Purpose

The Director leads Respond to fulfil its mission of reducing the impact of trauma in the lives of people with learning disabilities and autistic people. The Director is responsible for ensuring appropriate clinical governance, high quality and cost-effective therapy and advocacy services. The Director develops relationships with stakeholders across the sector, enhancing the charity's reputation to generate income and identify partnership working.

The postholder works within the Bild group of charities and ensures that Respond implements its Strategic Plan by delivering, monitoring and communicating the impact of high-quality services by a team of skilled and motivated staff. They are safeguarding and clinical lead across Bild group. The Respond Director works in partnership with wider Bild group including Finance Director (to set budget for approval by trustees, operate within budget, and ensure financial sustainability) and Communications Director (to ensure effective external communications that storify the positive impact). The Director of Respond is accountable for all aspects of psychotherapy and advocacy services and ensuring they are examples of best practice in the sector. The postholder also works collaboratively with Bild group in developing Respond's trauma informed training and consultancy offer.

The Respond board has overall responsibility of all Respond activity. This role reports into the Respond chair and board in ensuring the implementation of board decisions. This role reports into Bild Group CEO for day-to-day operational matters and is part of the Group leadership team. The postholder is performance managed by Respond's Board of Trustees and Bild's CEO who jointly set performance objectives. The Director attends Respond trustee meetings and Bild group monthly finance sub-committee ("FSC").

## **1. Key Responsibilities**

### **1.1 Leadership**

- Leads the charity to implement its Strategic Plan (as agreed with Board);
- Develops and implements annual business plans and budgets aligned to the Strategic Plan (with support from group Finance Director);
- Ensures organisational safety by identifying and managing organisational risk;
- Develops a culture of learning, supportive challenge, development and improvement;
- Leads the organisation to live Respond's values which are Respect, Safe, Compassionate, Inclusive and Empowering;
- Inspires Respond staff, trustees and the wider Bild group with a focus on the difference and impact Respond makes;
- Ensures staff are supported through training, supervision and reflective practice to safely deliver services;
- Ensures values-based recruitment of new staff and volunteers;
- Works with Bild's communications manager to develop effective communications (and public relations) both internal and external;
- Consults and includes the diverse voices of beneficiaries and stakeholders;
- Promotes Respond locally and nationally, both digitally and in-person at conferences etc.;
- Work collaboratively with the Bild CEO to promote Respond's reputation in relevant national conversations and influence government policy.

### **1.2 Outcomes and impact**

- Ensures that there are effective clinical governance policies and procedures in place, including outcome and delivery frameworks;
- Ensures Respond effectively collects and reports to commissioner and grant funders on input, output, outcome and impact data, including client stories;
- Ensures staffing and policies are in place to deliver high quality clinical services;
- Ensures that staff have clarity about their roles, that they are effectively managed and supported to achieve their targets;
- Ensures that Respond has appropriate safeguarding policies and systems in place;
- Ensures systems are in place including reflective practice for staff to deal with the effects of working with people who have experienced trauma.

### **1.4 Organisational development**

- Ensures that appropriate people policies and procedures are in place, that line managers have competence to manage people, and that the policies are followed;
- Horizon scans and reports on opportunities and threats, and generates ideas of how Respond can navigate them with support from Bild group CEO;
- Convenes team development sessions, linking to organisational strategy and promoting positive staff wellbeing and healthy organisational culture;
- Promotes a model of co-production, with services developed in collaboration with clients and their families;
- Collaboratively works with Bild group to promote Respond's training and consultancy offer.

## **1.5 Income generation**

- Works with Bild group to identify new commissioned services and grant-funded opportunities through the preparation of bids, funding applications and spot-purchase proposals;
- Develops relationships with key stakeholders at national level across the sector to secure funding and strengthen services;
- Ensures effective systems in place to adhere to contractual obligations and report on performance;
- Works with the Bild group on business development;
- Ensures Respond effectively collects and reports to commissioners and donors on input, output, outcome and impact data, including client stories.

## **1.6 Board governance**

- Ensures that trustees are appropriately onboarded and have information that they require;
- Provides timely information for Board meetings including on impact, outcomes and risk;
- Keeps trustees and the Bild CEO informed about opportunities and threats in the external environment;
- Attends the Bild monthly finance subcommittee (“FSC”);
- Attends the Respond clinical governance and safeguarding committee;
- Ensures regulatory compliance including by ensuring that relevant information is sent to the Charity Commission and Companies House (with support from Bild group company secretary);
- Organises the publication of significant reports;
- Works with Bild group finance director and Bild group FSC to ensure that auditors are contracted, to be reviewed annually.

## **2. General Responsibilities**

- Works within Respond’s policies and procedures;
- Work collaboratively with both Bild group CEO and Respond chair of trustees to ensure effective collaborative working and matrix management;
- Engages in clinical supervision (where appropriate), reflective practice and annual appraisal process;
- Ensures that Respond maintains compliance with data protection, health and safety and other relevant areas of law;
- Identifies opportunities for own professional development;
- Works in a manner that facilitates diversity, equality and inclusion;
- Undertakes any other duties that the Board may require.

This job description does not form part of the contract of employment. It is intended as a guide to the general scope of duties and is not definitive or restrictive. It is expected that some duties will change over time and this description will be subject to review with the postholder at their annual appraisal.

## Person Specification

<b>Job Title</b>	<b>Director</b>
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### Education and qualifications

- (1) Psychotherapy qualification (including arts therapists, psychologists) or clinical, healthcare or social work Master's degree or qualification; and
- (2) A management or leadership qualification or significant leadership experience; and
- (3) Continued professional development relevant to the post.

### Essential skills and experience

- Clinical leadership;
- Understanding of psychodynamic systemic trauma-informed model of support;
- Clinical governance (including safeguarding) in the NHS or charity sector;
- NHS and/or local government commissioning and contracting;
- Working with autistic people and/or people with learning disabilities and their families;
- People management skills, to enable staff to achieve high levels of performance;
- Financial acumen - ability to analyse and interpret financial information and experience of financial management;
- Business planning and managing risk;
- Stakeholder engagement experience across a range of networks, including national and local government, funding bodies, statutory and other voluntary organisations;
- Managing complex scenarios with evidence of sound judgment;
- Effective communication skills, both verbally and in writing.

### Desirable skills and experience

- Senior Leadership within the charity sector;
- Supporting people who have experienced trauma such as sexual violence or domestic violence;
- Income generation in the charity or statutory sectors;
- Experience of charity governance or as a trustee;
- Marketing and communications.

### Other Requirements

- Commitment to working within a psychodynamic and systemic trauma informed model and engaging in reflective practice;
- Commitment to hybrid working; working 2 days minimum in office with 2-3 days working from home (if full time), or equivalent if part time;
- Commitment to anti-discriminatory practice and equal opportunities and able to apply awareness of diversity issues to all areas of work;
- Ability to travel across London and nationally approximately once per month.
- Attend evening meetings in London or online, as required;
- Occasional overnight stays.

## Legal requirements

- This role is exempted under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975;
- Enhanced DBS check.

<b>Job Description Agreement</b>	
Postholder Name:	Date:
Postholder Signature:	
Line Manager Name:	Date:
Line Manager Signature:	