

Job Description

Director of Services and Grant-Giving



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Job title	Director of Services and Grant-Giving
Reporting to	The Chief Executive Officer
Responsible for	The Services and Grant-Giving Team
Liaison with	Other members of the Senior Management Team, other staff across the organisation, NHS and universities stakeholders, donors and potential donors, volunteers, grant recipients, Patrons and ambassadors, members of the public, the media and Trustees
Job location	Primarily offices in or around Weston Park Hospital
Hours	37.5 hours per week
Salary	45k per annum
Benefits	Westfield Health Cover Level 4 6% Pension Contribution
Contract length	Permanent
Application closing date	12pm on Thursday 21st February 2019

Do you want to play a pivotal role in shaping treatment and care services for cancer patients and their carers across our region? Are you passionate about supporting the very best in cancer research taking place in Sheffield? Are you up for a new and ambitious challenge? If so then this may be the role for you.

Following merger and subsequent growth in 2018, Weston Park Cancer Charity has developed an ambitious and exciting five-year strategy which will see us increase the services we plan to directly provide to clients by 58%. To support the CEO and the Senior Leadership team to lead this, we have created a new role, that of Director of Services and Grant-Giving. You may be a health professional, work in the commissioning field, be a researcher or a manager in the health sector or the third sector; if you have the skills, experience and values we are looking for then why not apply?

We are a dynamic, forward-thinking, friendly organisation, a caring employer offering a supportive workplace. We are happy to consider flexible or part-time working or a long-term sabbatical for the right candidate.

Main Purpose of the Role:

This is a newly-created role to reflect the growing ambition of our organisation following merger:

- To lead the service delivery and grant-giving function of the organisation;
- To be an active and engaged member of the Senior Leadership Team;
- To promote the mission, aims, values and business objectives of the Charity.



Values & Behaviours:

To act in ways at all times which demonstrate our values:

- We are caring and supportive
- We have pride in Team Weston Park
- We are dedicated to delivering the best
- We are knowledgeable and professional
- We are aspirational and curious

Strategy and Leadership

- Be an active member of the senior leadership team (SLT) and support the CEO in developing a high-performing leadership team;
- Develop and embed a culture of customer focus and continual improvement;
- Provide visible leadership to the organisation and deputise for the CEO where necessary and appropriate;
- Contribute to the development of the organisation's vision and strategy;
- Support the CEO and the SLT in creating a strong, fully merged organisation capable of delivering its vision with a particular emphasis on culture change;
- Play an active role in the development of the organisational budget with ownership of the development of the budget for services and grant-giving;

Managerial:

- Build a high-performing and mutually-supportive patient services and grant-giving team including the development of a services leadership team;
- Ensure effective line-management of those in your team, remedying under-performance where necessary;
- Ensure that staff members have learning and development opportunities which fulfil the organisation's objectives and that these form part of a structured performance management process;
- Keep costs within the budget set for the department;
- Ensure that the services and grant-giving teams are working to operational plans the development of which they have been actively involved in.
- Create an environment of continual learning and innovation so that we are delivering new, sound and creative ways to deliver services to patients and their carers.
- Develop and deliver the organisation's services and grant-giving strategy;
- Monitor and evaluate the impact of our services and all projects we fund and report this through the charity's reporting mechanisms as required;
- To ensure compliance with employment and equality legislation and accepted good practice
- Develop the organisation into one which is ready to bid, and capable of being able to bid and deliver appropriate services being commissioned by government bodies.



Ensure the Fundraising and Marketing team have the information they need to maximise fundraising and marketing opportunities for the organisation and the Corporate Services team have the information they require for accurate and timely financial management.

Governance:

- Keep abreast of, and anticipate where reasonable, the impact of legislative changes and NHS initiatives regarding clinical governance and 'direction of travel' and how this impacts on our work.
- Ensure all service-delivery and grant-giving is compliant with current (with a particular emphasis at this time on GDPR-compliance) and future legislation;
- Ensure that risks to the organisation (particularly those related to patient services and grant-giving) are identified for the risk register and any mitigating actions are implemented in a timely manner.
- Put in place, review and maintain processes for grant-giving and management which deliver our strategic objectives.

Ambassadorial:

- Support the CEO in the development of the charity's profile to include the influencing of key stakeholders (particularly within the NHS and universities) to achieve the charity's mission;
- To act as a spokesperson through media for the charity.

General Responsibilities

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, and the General Data Protection Regulations.
- Respect the confidentiality and privacy of donors, guests and staff at all times.
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves.
- Participate in personal training, development, appraisals and undertake all relevant training as required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

To apply

For an informal conversation with the CEO about this role, please arrange through Anita Fridlington (anita.fridlington@sth.nhs.uk).



