

Documents re ICHA Deputy Chief Executive Officer

1. Job Description and Person Specification

Job Title: ICHA Deputy Chief Executive Officer

Accountable to: Chief Executive Officer

Self-employed consultant

Contract: This position is initially offered as a 2-year fixed-term contract.

Hours: 20 hours per week, not set timetable, work will be set by work required (there is flexibility to hours, shorter hours and job share possible).

Located: Home-based with regular travel within England, overnight stays may be required.

1. ICHA Background

The ICHA is the representative organisation for independent residential child care/children's homes. It represents over 80% of this sector. The sector is overwhelmingly small providers (45% have one home, 15% have a further home). There are also medium and larger sized providers. Staff have been self-employed consultants, to date.

The ICHA is a member-led organisation. The work schedule is set by the members and undertaken in accordance with the ICHA Code of Practice. A high degree of participation and communication is a feature of ICHA working.

The ICHA is committed to a positive use of residential child care and seeks to create with others the context in policy and practice where this might be so.

ICHA advocates, promotes, campaigns, advises external partners using its expert knowledge and extensive experience.

ICHA provides knowledge and practice support for its members.

Purpose of the job

To undertake operational functions, representing ICHA and its members at external bodies, and working with other officers, members or consultants to develop and influence public policy and/or practice in the best interests of children young people and families.

The post holder will be required to hold their own portfolio of work and to deputise for the Chief Executive, as agreed with the Chief Executive, and Committee.

The DCEO will be a key member of the Senior Management Team and play a central role in strategic planning for the organisation.

The post will include responsibility for:-

- Strategic planning
- Membership services
- Delivery of designated elements of ICHAs work, including representation and special interest groups
- Developing new policy and practice support services for members and the wider sector
- Ensuring the highest possible quality standards and control of all communications, policy and practice activities and products

Key Areas of Responsibility

Policy, information and practice development:

To support ICHAs practice development and policy influencing work, ensuring the appropriate development/ maintenance of services to members and supporting high quality delivery through:

- Supporting the provision of an appropriate, accurate regular information and advice service, to members and other stakeholders supporting ICHA policy development and members' practice and training needs. Along with the CEO, a primary responsibility will be the weekly e-bulletin and policy summary papers
- Supporting the CEO in identifying emerging policy issues based on the experience of member organisations
- Involvement with the communication of issues to the public, professional groups, central and local government
- Developing and managing Study Groups/Special Interest Groups
- Identifying possible research and information activities, services or events that meet members' needs, and could be delivered in partnership with members or other partners.

Communications and Representation:

- Supporting the development of policy positions and influencing/campaigning activity to achieve positive change for the sector including its young people.
- Supporting the effective influencing strategies, media releases, briefing documents, discussions
- Overseeing iterative collective ICHA consultation processes and leading on the preparation of the ICHA responses to Government's consultation papers, sometimes jointly with other similar organisations, especially NASS and NAFP
- Identifying and engaging with other coalitions and campaigns which support the best interests of Looked After Children and children's homes
- Undertaking speaking engagements as and when required.

Strategic Planning and Leadership:

To play a leadership role in the development and achievement of ICHA's strategic priorities, taking responsibility for designated priorities and providing direction through;

- Representing ICHA at external meetings, deputising for the Chief Executive, as required, including consultation meetings with Government, standing groups, conferences, seminars, Government working groups and policy forums.
- Working with ICHA officers, consultants and members to plan, achieve and monitor progress on the implementation of ICHA's strategic priorities, taking lead responsibility for designated objectives and reporting progress to CEO and Committee.
- Working with external/partnership working groups established to progress particular strategic goals, projects and objectives.
- Providing policy and information support to Committee and members, who undertake representational roles for ICHA, and regional or expert working groups.

Management and Organisational Support:

To support the operational development of ICHA, contributing to the development of the organisation and supporting high standards of day-to-day service delivery and organisational effectiveness through;

- Project managing and quality assuring initiatives and time limited programmes on behalf of the organisation.
- Assisting in preparation of communications, publications and public presentations.
- Encouraging members' involvement in the policy work of the organisation.
- Making a significant contribution to the sustaining and growth of membership.
- Making a significant input into the General Meetings, Study/Special Interest Groups and other events.

Terms and Conditions

Contract: This position is initially offered as a 2-year fixed-term contract.

Self-employed consultant

Hours of Work

20 hours per week. Required to work flexibly to meet the needs of the post but, in turn, within the confines of the demand of the role, ICHA can offer flexibility about how and when the hours are worked. Occasionally, the post may require longer working hours as agreed with Committee or CEO.

References

Position, subject to two satisfactory references, one of which must be from a recent employer.

Probationary Period

6 months – during the probationary period the employment can be terminated with one months' notice from either party. Beyond this period, 3 months' notice is required.

Leave

As agreed with Committee and CEO. Need to ensure year round support for members.

Person Specification

E = essential; D = desirable

1. Qualifications & Experience

1. Degree or equivalent qualification and evidence of continuing professional development (E).
2. Senior management experience (E), ideally including operating at a national level within the children's sector (D).
3. Proven experience of working with external agencies (E) and with local authorities, parliamentarians and civil servants (D).
4. Demonstrable experience of assessing and meeting the needs of key stakeholder groups (E), ideally in a membership body context (D).
5. Experience and understanding of the issues faced by the residential child care sector, especially the independent sector(D).
6. Experience of strategic policy analysis and planning skills, with a proven record of implementation, review and evaluation (E).
7. Experience of developing and implementing organisational wide plans/strategies (E).
8. Experience of project management, monitoring systems and evaluation processes (E).
9. Experience of developing and managing partnership working across organisations and sectors (E).

2. Skills and Aptitudes

1. Excellent written and verbal communication skills and the ability to manage/develop relationships with a variety of stakeholders, including staff and members (E).
2. Ability to represent ICHA at senior level (E).

3. Understanding of the mechanisms for policy change and influence at both local and national levels (D).
4. Diplomacy and good negotiation skills (E).
5. Team working.
6. Ability to synthesise complex material and pull out relevant points (E).
7. Leadership skills, including the ability to drive and manage change and motivate others (E).
8. Business development skills and an entrepreneurial approach to service development (D).
9. Ability to be highly motivated, proactive, manage competing priorities and work under pressure (E).
10. Ability to work alone for long periods of time (E).
11. Critical reasoning and problem-solving skills (E).

3. Personal Attributes

1. Creativity, resilience, hopefulness (E).
2. Honesty, integrity, loyalty (E).
3. Unshakeable commitment to the mission and vision of the positive use of residential child care (E).
4. Positive attitude to problem-solving and seeking solutions (E).
5. Intellectual curiosity (E).

In addition:

- Appreciation of the necessity to be accountable to members and Committee.
- To abide by NASS policies at all times.
- Ability to travel across England, including occasional overnight stays.
- Willing to participate in appropriate training and development opportunities.

Further Information

ICHA is a small staff team and everyone is expected to work together as a team, contributing to shared tasks, as well as taking personal responsibility for their own area of work.

2. ICHA Deputy CEO Post – How to Apply

Application is by Curriculum Vitae and a covering letter. In the covering letter, you must demonstrate by giving examples as to how you meet the knowledge and experience, skills and personal qualities set out in the Person Specification.

You must also complete and return the criminal records declaration form provided.

We are unable to accept applications from recruitment agencies.

All applications must be emailed to admin@icha.org.uk before the closing date the end of April. We will not consider late applications.

We will not be providing feedback to unsuccessful candidates.

Appointment Process

End of April – advert is live. Applications close.

5th May 2017 - Candidates invited to first stage interviews informed.

Week beg 22nd May - First stage interviews. Candidates invited to final interview informed and presentation topic provided.

29th May - Final interviews to be held. Process will comprise interview, presentation and brief task.

3. Criminal Records Declaration Form

IN CONFIDENCE

ICHA aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared.

Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe may have a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that it should be taken into account. In that event you still remain free, should you wish, to discuss the matter with the interviewing panel. As part of assessing your application, we will only take into account relevant criminal record and other information declared.

The information that you provide in this declaration form will be processed in accordance with the *Data Protection Act 1998*. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

Please answer *all* of the following questions. If you answer 'yes' to any of the questions, please provide full details in the space indicated. Please also use the space below to provide any other information that may have a bearing on your suitability for the position for which you are applying. You may continue on a separate sheet if necessary, and you may attach supplementary comments should you wish to do so.

The position for which you have applied is not exempt from the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* (the Exceptions Order). This means that you are required to declare all current '**unspent**' criminal convictions. You are not required to disclose convictions which have become 'spent'.

Answering 'yes' to any of the questions below will not necessarily bar you from an appointment with ICHA. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying, and the particular circumstances.

1. Are you currently bound over or do you have any current 'unspent' convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?

NO
YES

If **YES**, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

Please note: You do not need to tell us about parking offences.

2. Have you been charged with any offence in the United Kingdom, or in any other country, that has not yet been disposed of?

NO
YES

If **YES**, please include details of the nature of the offence with which you are charged, date on which you were charged, and details of any on-going proceedings by a prosecuting body.

You are reminded that, if you are appointed, you are required as part of your contractual arrangements with our organisation to inform us immediately, where you are charged of any new conviction (including warnings, cautions, reprimands), or fitness to practise proceedings in the United Kingdom or in any other country, that might arise in the future while you are in our employment or are undertaking an activity on behalf of our organisation.

You do not need to tell us if you are charged with a parking offence.

3. Have you been investigated by the Police, NHS CFSMS or any other Investigatory Body resulting in a current conviction or dismissal from your employment or volunteering position?

NO
YES

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the Investigatory Body.

Investigatory bodies include Local Authorities, Customs and Excise, Immigration, Passport Agency, Inland Revenue, Department of Trade and Industry, Department of Work and Pensions, Security Agencies, Financial Service Authority. This list is not exhaustive, and you must declare any investigation conducted by an Investigatory Body.

4. **Have you ever been dismissed by reason of misconduct from any employment, volunteering, office or other position previously held by you?**

NO

YES

If **YES**, please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

5. **Are you currently subject to any other prohibition, limitation, or restriction that means we are unable to consider you for the position for which you are applying?**

NO

YES

If **YES**, please include details.

6. **Do you know of any other matters in your background which might cause your reliability or suitability for employment to be called into question?**

NO

YES

If **YES**, please include details.

If you have answered '**YES**' to any of the questions above, please use this space to provide details. Please **indicate clearly the number(s) of the question** that you are answering.

You may continue on a separate sheet if necessary and may attach supplementary comments should you wish to do so.

DECLARATION

IMPORTANT

The *Data Protection Act 1998* requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The *Data Protection Act 1998*, defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence.

The information that you provide in this declaration form will be processed in accordance with the *Data Protection Act 1998*. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

Once a decision has been made concerning your appointment, NASS will not retain this declaration form any longer than is necessary. This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within the organisation who are authorised to view it as a necessary part of their work.

In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

I confirm that the information that I have provided in this declaration form is correct and complete. I understand and accept that if I knowingly withhold information, or provide false or misleading information, this may result in my application being rejected, or if I am appointed, in my dismissal, and I may be liable to prosecution.

Please sign and date this form.

SIGNATURE.....
NAME (in block capitals).....
DATE.....

Forms should be returned to: Admin@icha.org.uk

If you wish to withdraw your consent at any time after completing this declaration form or you have any enquiries relating to information required in this form, please contact admin@icha.org.uk . All enquiries will be treated in strict confidence.