

Head of Programmes

Recruitment Pack

June 2022

nhslothiancharity.org

NHS Lothian Charity is a registered Scottish charity (No. SC007342)



Welcome

We are delighted that you are considering joining the NHS Lothian Charity team!

As an NHS charity, and the official charity of NHS Lothian, we are dedicated to improving health and enhancing healthcare experiences for everyone who accesses NHS Lothian services, both in our hospitals and our communities. We work in strategic partnership with NHS Lothian and other third sector partners to invest in research and innovation, enhance experiences and environments for patients and staff, and help to progress better health outcomes for people across Edinburgh, the Lothians and beyond.

Our support empowers NHS Lothian to do more beyond core delivery, creating opportunities that enable innovation and help transform the way that care is delivered. Each project, fund, initiative and investment ultimately strengthens NHS Lothian's ability to improve physical and mental health for all its communities, today, and in the future.

This is an exciting time to join the Charity as we have recently launched our new brand and move forward with our ambitious plans for the future outlined in our 5-year strategy.

We look forward to welcoming a new Head of Programmes who shares our passion and dedication for making a difference to the lives of patients, staff and visitors, and will help us achieve our goals.



Best Wishes,

A handwritten signature in blue ink that reads "Jane".

Jane Ferguson
Director, NHS Lothian Charity

About NHS Lothian Charity

We are the official charity of NHS Lothian and the only charity dedicated to supporting all its work, all its staff and all the patients and families it cares for.

From the everyday to the transformational, we support NHS Lothian to excel for everyone who accesses their services; whether that's patients, their families, staff or communities. From prevention and early intervention, to treatment and recovery, from birth to end of life care, we provide support throughout the full healthcare journey and across all health conditions. We are also committed to supporting initiatives and activities that address health inequalities.

As an independent but integral part of NHS Lothian, we are able to tap in directly to what support is needed to make the biggest difference.

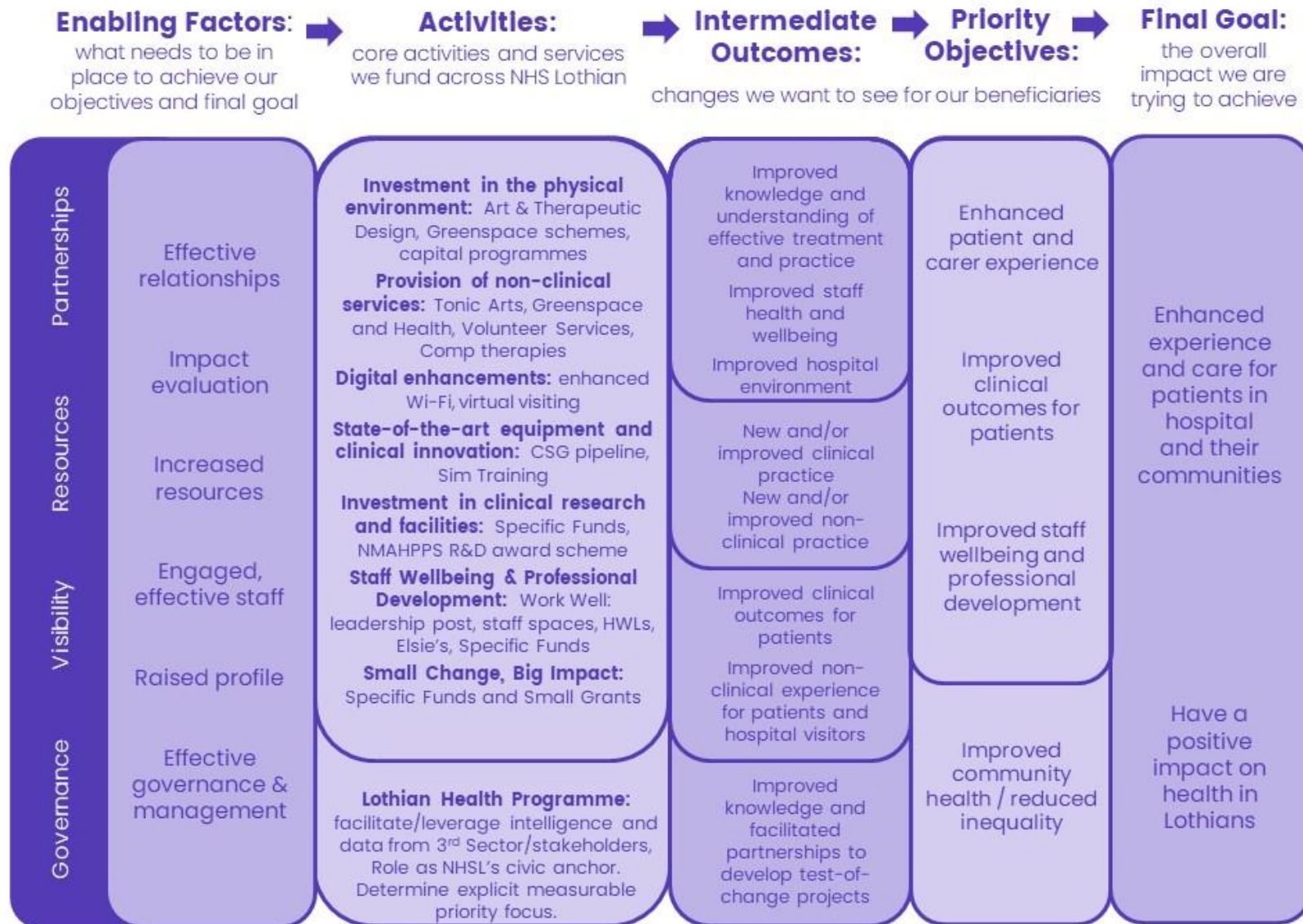
We deliver non-clinical services and invest in programmes and projects which promote better physical and mental health and wellbeing for the people of Edinburgh and the Lothians.

We deliver Arts and Green Health programmes in partnership with specialist organisations as well as being a main supporter of Volunteering and Staff Wellbeing programmes. Along with our capital investment in the physical and technological environment of Lothian's hospitals and healthcare facilities, clinical research and innovation, we help to enhance the experience and care for patients in hospitals and communities.

Our expertise and experience, and the support we provide help us achieve our vision of making healthcare better for everyone.

Making healthcare better, together

Our theory of change outlines how we aim to achieve our priority objectives over the next 5 years:



Job Description:

Job Title: Head of Programmes

Contract: Full-time permanent post; 37.5 hours per week

Department: Programmes Team, NHS Lothian Charity

Reports to: Charity Director

Job Purpose: To be responsible for the effective development and delivery of the Charity's Grantmaking Strategy and the management, development and evaluation of the portfolio of funding programmes, including direct management of the Tonic Arts service, Greenspace in health service and dotted line to NHS Lothian's Volunteering service and WorkWell, the staff wellbeing service.

Working closely with the Director and Senior Management Team (SMT), take a lead in forging strong working relationships with key stakeholders and ensuring the Charity's funding priorities are closely aligned with the strategic priorities of NHS Lothian.

To oversee the effective management and control of Specific Funds in close liaison with the finance and fundraising teams, and NHS Lothian's senior management and clinical leadership.

To develop and direct an appropriately skilled staff resource, and provide support and effective management of the funding and grants team to deliver funding objectives and impact measurement and reporting.

Based: NHS Lothian Charity, Waverley Gate, Edinburgh
(We work flexibly and you have the option to work at home, in the office or on NHS Lothian sites where appropriate)

Salary: Agenda for Change Band 8b



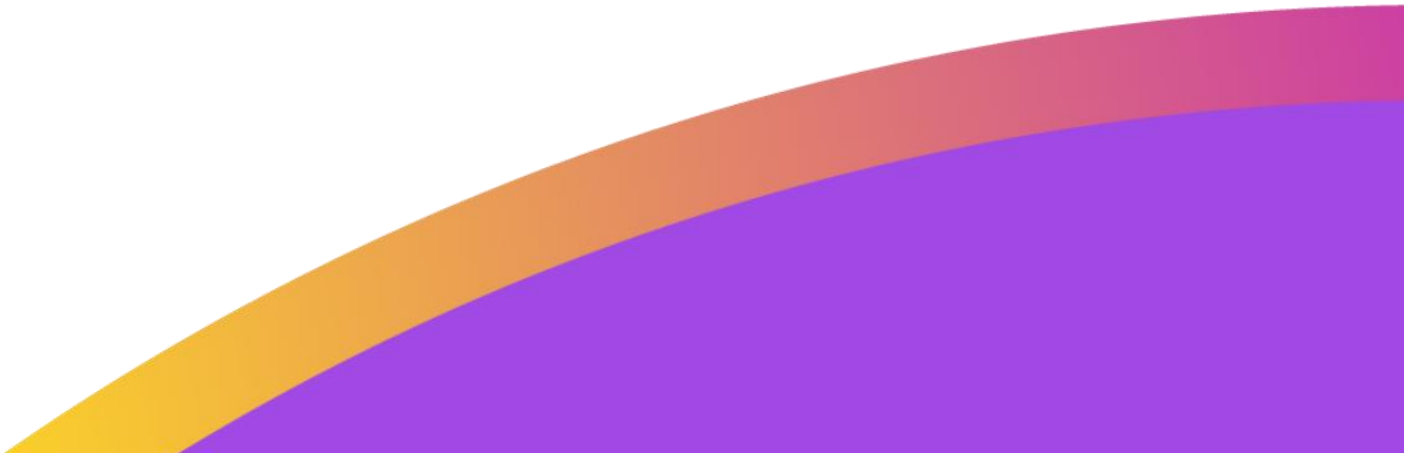
About you:

As we launch our new brand and move forward with our ambitious 5-year strategy, we are seeking to appoint a motivated and passionate individual to join our team. As the Head of Programmes, you will have overall strategic and operational responsibility for NHS Lothian Charity's strategic programmes and grants. You will also play a crucial part in developing our impact and evaluation capacity, to ensure we can demonstrate current and future strategic objectives are successfully achieved.

You will be a proactive and strategic thinker who is solutions-focused and seeks to add value. Working as a part of the Senior Management Team, your strong track record will demonstrate significant expertise in developing and delivering strategic programmes and grants, and building successful teams.

You will have strong leadership and management skills and a talent for building effective working relationships at all levels and across organisational boundaries.

This is an outstanding opportunity to join the team at a significant moment in our journey. If you believe you have the skills and experience that meet the brief, our partners at AWS Charity Jobs would welcome a conversation with you.



Dimensions and Key Relationships:

Staffing Responsibilities:

Line management responsibilities for a small team of programme managers / administrators (plus programme delivery contractors), representing generic and specialist funding programmes.

Financial Responsibilities:

Responsible for the oversight of delivery of non-clinical services and funded programmes, including Tonic Arts, Greenspace and Health, Volunteering, and WorkWell to a total of c.£2m , of approximately 500 Specific Funds, valued at c. £35m.

Internal Relationships:

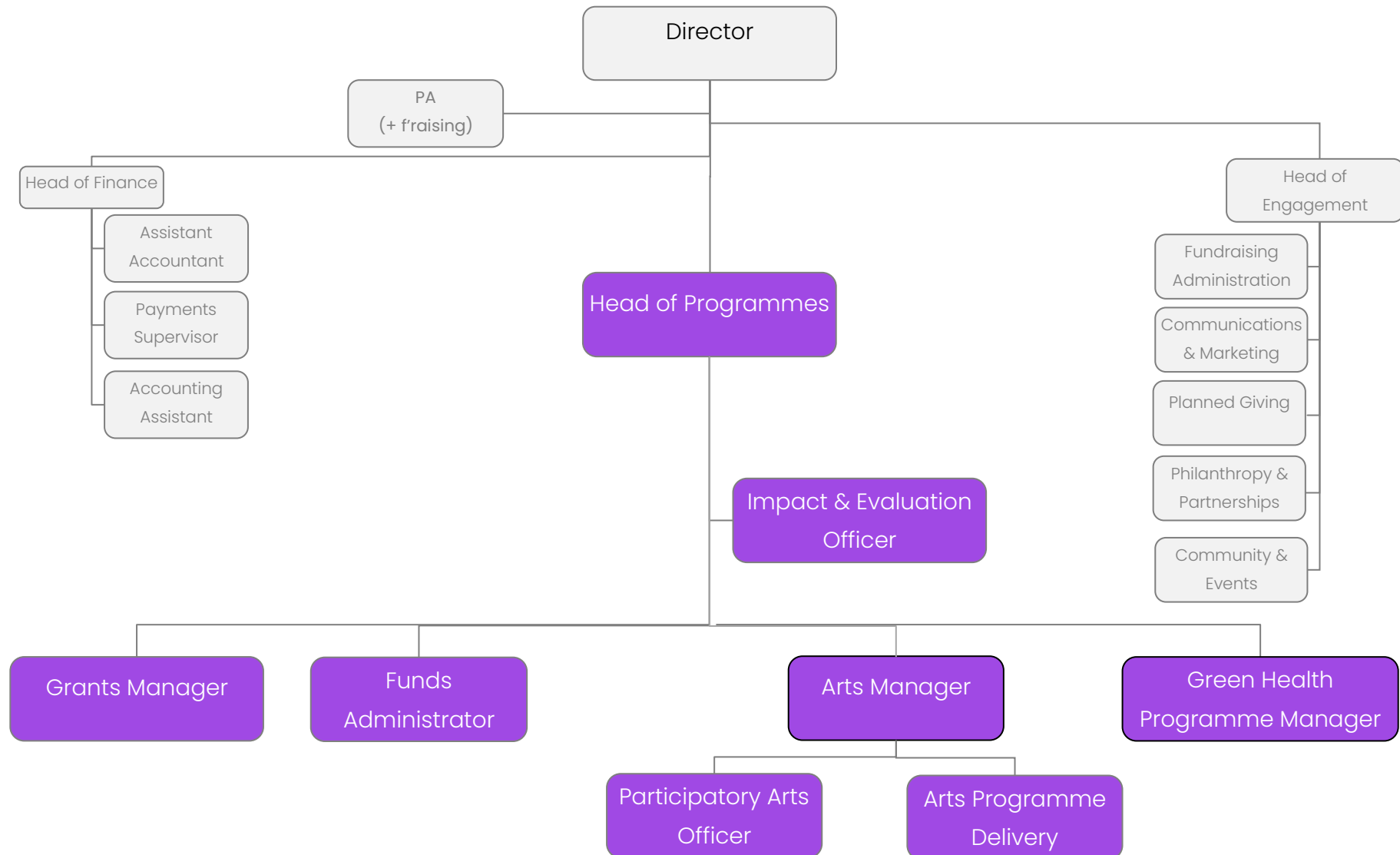
- NHS Lothian Charity Chair, Trustees & Committee Members
- NHS Lothian Executive Directors
- Senior Management eg Associate Medical & Nursing Directors, Director of Capital Planning, Site Managers
- Senior Clinicians and Clinical Service Managers
- Specific Fund Stewards

External Relationships:

- Office of the Scottish Charity Regulator
- Other NHS Board / Endowments (Scotland)
- Other NHS Charities (England and Wales)
- Third Sector organizations
- Grantmaking organizations or major donors



Organisational Position



Key Results Areas

Strategy

1. As a key member of the Charity's Senior Management Team (SMT), support the Director and Trustees in the development and delivery of the Foundation's strategic plan, key business objectives, policies, projects, and budgets. This includes working to align the funding, fundraising and finance strategies.
2. Work with the Director to develop, and as organisational lead, finalise, direct and review annually the Charity's Funding Strategy, including grant programmes, thematic programme delivery, charitable spend policies and Specific Fund management.
3. Ensure the right balance of grants and funds is maintained to deliver the Charity's vision and mission, to support NHS Lothian's strategic priorities, and to enable the fundraising team to develop and successfully raise funds to enable delivery of a wide value range of funding projects.
4. Work with the NHS Lothian senior management and clinical leadership to develop and bring forward new funding programmes and opportunities.

Operations

5. Responsible for ensuring robust administration of the Charity's established grants programmes and funds, ensuring payments made to NHS Lothian (and other partners) are in line with agreed Terms and Conditions, charitable purpose and timing, and clear impact metrics are in place and regularly reviewed.
6. Working in close liaison with the finance team, lead colleagues, supported by NHS Lothian's senior management and clinical leadership to oversee a robust and ongoing process for the effective management, including possible rationalisation, and smarter utilisation of the current general, restricted, designated and ward funds managed by the Charity.
7. In conjunction with the Fundraising Team, support and encourage Specific Fund Stewards to more effectively utilise funds held, including directing spend, producing and observing spending plans and 'wishlists', and encouraging and supporting fundraising.
8. Responsible for all aspects of the funding and grants operation, including:
 - o Oversee all aspects of the grant operation from pre-award to post-award stage, ensuring effective



processes and procedures are in place to manage all funding programmes and grant giving activities, and develop strong relationships with grant and fund holders and other delivery partners

- Lead on the continual improvement of funding and grant governance, ensuring best practice is followed for all grant management processes, procedures and systems, including monitoring and reporting
 - Monitoring all active funding and grants programmes (including at individual grant level) in liaison with the Finance Team. This includes effective monitoring and review of the grants management system.
9. In close collaboration with the Funding and Grants Team and SMT, lead on the Funding and Grants reporting to the Charitable Funds Committee and Trustees, including making recommendations for fund disbursements and management, grant funding and budgeting ratification/approval, and ensuring recommendations, decisions and actions are clearly recorded and effectively actioned.

Communications

10. Responsible for ensuring that published information on all active grant programmes is accurate and regularly maintained, especially relating to applicant guidelines,

application forms and deadlines. This relates to internet, intranet and published materials.

11. Working with the Head of Fundraising and Marketing and Communications Manager, ensure appropriate acknowledgement and publicity of ELHF funding through effective and consistently observed grant Terms and Conditions.
12. In conjunction with communications colleagues, develop and oversee communications and marketing plans to promote grant schemes to target audiences and provide support in raising the profile of the Charity within NHS Lothian.
13. Ensure the Marketing and Communications Team has the information and data necessary to produce timely impact reporting literature, which is accurate, robust and inspiring for stakeholders.
14. Ensure the Fundraising Team has accurate and inspiring funding case studies as they prepare annual income plans for grants and capital appeals, including checking fundraising proposals for accuracy.

Impact Measurement

15. Lead the development of evaluation policy frameworks and then responsible for ensuring the evaluation of impact across all of the Charity's funding programmes, including grants, strategic programmes and specific



funds, ensuring relevant KPIs or other data measures are set for every new grant or programme issued, including agreed timelines for impact measurement and reporting.

16. Devise and oversee the collation and dissemination of quantitative and qualitative impact data for trustees and committees, for fundraising teams for donor stewardship reports, and for the marketing and communications team to develop content for media use and the Charity's annual and impact reports.
17. Continually review monitoring and reporting policies and procedures, to ensure they are relevant, consistently observed by grantees and fundholders, and so provide quality data.
18. With SMT colleagues, ensure the effective implementation of the Charity's Evaluation Framework.

Leadership and Management

19. Ensure the Funding and Grants Team delivers on its corporate objectives and annual plans by:
 - Ensuring all staff have clear responsibilities, accountabilities, objectives and priorities
 - Providing regular progress reports against objectives, KPIs and milestones

- Contributing to the annual planning and budgeting process
 - In collaboration with the Head of Finance, managing the available annual expenditure budget (operational and charitable spend) and reforecasting regularly throughout the year.
20. Line management responsibility for the staff team including recruitment, discipline, appraisal, training and personal development planning.
 21. Lead, manage and motivate staff within the team to achieve individual objectives within agreed timeframes, and ensure that staff possess the necessary skills to achieve those objectives.
 22. Take an active role in the Charity's Senior Management Team and the wider partnership with NHS Lothian, working collaboratively to identify and maximize opportunities outside your area of responsibility.



Person Specification

Criteria	Essential	Desirable
Personal Traits	• Highly motivated with drive, enthusiasm and commitment • Personable and approachable team player • A proactive and strategic thinker, who is solutions focused • Highly organised person who has pride in attention to detail • Seeks to add value • Demonstrate the Lothian Values	
Qualifications and Training	• Educated to degree level or equivalent professional experience	• Degree level in a clinical / scientific subject • MBA or other relevant professional qualification • Member of the Association of Charitable Foundations or similar.
Experience and Knowledge	• Strong track record in developing and delivering successful funding strategies in a non-profit environment. • Experience of report writing • Experience and confidence working with grant management systems. • Experience of recruiting and managing a team • Significant experience of capturing and managing data to support impact evaluation	• Experience of working in a charity specifically within a healthcare or medical research setting • Experience of effectively communicating clinical or scientific information to a lay audience. • Experience of using Benefactor



Criteria	Essential	Desirable
Skills and/or Abilities	• Strong leadership and management skills • Excellent interpersonal and communication skills (written/verbal) • Ability to build effective working relationships at all levels and across organisational boundaries • Ability to influence and persuade • Highly numerate; able to understand and interpret budgets and financial reports, and provide statistical analysis on grant programmes • Ability to meet deadlines and work well under pressure • Excellent IT skills including Microsoft Office applications • Ability to recruit, train, motivate and manage employed and contracted staff.	• Excellent organisational skills





How to apply

AWS Charity Jobs is managing our recruitment and selection.
For further information please contact Alan Surgeon at AWS.

alan@awscharityjobs.com

Key Dates

Closing Date: 18th July 2022

Interview Date: from week beginning 25th July

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