



## **Chief Executive - Job Description**

Job Title:	Chief Executive
Salary:	£45,000-£50,000
Accountable to:	Chair of Trustees on behalf of the Board
Review:	Annual appraisal from chair, with input from the board of Trustees. Appraisal will be based on meeting key performance indicators.
Hours:	37.5 hours per week to be worked Monday to Friday (very occasional weekend working required to attend events)
Location:	The Executive Director is currently expected to work across Northamptonshire and Cambridgeshire, this may be expanded in future.
Direct reports:	Clinical Lead Office Manager Flourishing Babies Engagement Administrator Fundraising Co-ordinator

**Primary Job Purpose:** To be responsible for the efficient running and development of the charity, implementation of strategic plans, uphold its reputation and promote its services within Northamptonshire and surrounding areas, as well as secure ongoing and significant financial resources and represent the charity at a strategic level, and manage all aspects of the service, staff, volunteers and fundraising and campaigning.

### **NorPIP Introduction**

Northamptonshire Parent Infant Partnership is a newly established and rapidly growing charity (established in Sept 2011, registered charity number 1144189) specialising in the emotional needs of parents, pre and post birth and their babies during their first two years of life. NorPIP is at the forefront of parent infant therapy services across the country as well as forging and developing pathways of a clinical and holistic nature in infant and perinatal mental health. The core priority of our services is to provide time limited parent infant therapy, which uses psychotherapy and psychodynamically informed approaches to support vulnerable families. These families early relationships might be impacted by perinatal mental health issues and postnatal depression, domestic violence, abuse in the parents own childhoods, or trauma in developing a bond, perhaps because the babies have been born through traumatic birth, history of miscarriages, as well as other social and mental health stressors.

Tel: 01604 924735 Email: [info@norpip.org.uk](mailto:info@norpip.org.uk) Website: [www.norpip.org.uk](http://www.norpip.org.uk)  
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Registered Charity number: 1144189



We work with and contract several agencies- particularly Home-Start Cambridgeshire, Family Action and Engage Antenatal and this role plays a pivotal role in harnessing and developing the power of those partnerships, as well as contract managing the services that are contracted to these agencies that NorPIP is ultimately responsible for.

Our service has doubled in size from 2016 to 2018 as well as turnover, which now takes our charity to being a sustainably funded clinical practice with much of our funding shored up until 2019.

### **Job Summary:**

This post offers an exceptional opportunity to develop, manage and lead Northamptonshire Parent Infant Partnership, (NorPIP). The post holder in conjunction with the Board of Trustees will implement the strategic and operational direction of the charity. Key activities will include

- ☐ Developing a financial strategy that includes fundraising, commissioning, contracts and fundraising:
  - Developing NorPIP's training provision
- ☐ Maintaining ongoing relationships with commissioners, funders, 3 general hospitals, 9 children centres and 27 GP surgeries.
  - Expand the therapeutic services to reach more families in Northamptonshire and Cambridgeshire and identifying new opportunities and models of working in all appropriate areas of NorPIP's work in Infant Intervention.
- ☐ To manage contract delivery to ensure services are delivered on time and to budget.
- ☐ To develop a strategy that will secure and sustain the continued delivery of services
  - Ensure the ongoing systematic and professional evaluation of NorPIP's work continues to be an integral part of our service provision.
- To develop and manage various campaigns to raise the awareness of NorPIP's work and the issues it addresses.
- ☐ To develop and maintain productive working practices across the charity

### **Essential qualifications and experience**

The successful candidate will have a real commitment to NorPIP's values, and will be able to champion and promote NorPIP's work within the Early Intervention field. S/he will be able to relate to and interact with a wide range of groups and people, and will be able to carry his/her team through change. S/he will be meticulous enough to manage the day-to-day running of a small charity, while having the vision, leadership and innovation to make a genuine difference. S/he will have excellent communication, interpersonal and negotiation skills and be able to plan and prioritize conflicting demands.



S/he will have experience of senior management and programme management with financial accountability, and a proven ability to work with a broad range of stakeholders across the public and private sectors.

A degree or equivalent and an additional management qualification is desirable.

### **Key Responsibilities:**

#### **Strategy and Policy**

Understanding, influencing and developing policy at local, regional and national levels to improve parent-infant mental health services

Assisting and advising the board of trustees and leading the development of strategic plans

Developing constructive partnerships with commissioners, funders and other providers to ensure that the organisation is viewed as a reliable and effective organisation

Working with stakeholders to ensure the service is available, accessible and appropriate for current and potential users

To ensure the organisation operates within Charity Law, Company Law, and any other relevant legislation or regulations including requirements in respect of safeguarding children and vulnerable people.

Represent the charity to the press and public appearances when required.

#### **Operational Management**

Monitoring the impact and effectiveness of the organisation and ensuring it delivers on contractual requirements

Leading service reviews and restructuring to create an effective pathway through the organisation that supports recovery

Managing contracted employees, freelance staff, consultants and volunteers to ensure the maximum return for the organisation

In conjunction with fundraising co-ordinator, marketing and promotion of the organisation to a range of potential supporters, partners and service-users.

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To maintain an effective working relationship with the Chair and the Board and provide regular written reports to the Board meetings.

To communicate effectively with a wide range of stake holders and partners.

In conjunction with the clinical data co-ordinator maintain records, collect statistical data and store information in accordance with NorPIP's policies and protocols and the Data Protection Act.

Managing partnerships and multi-agency settings to achieve efficient and effective services for vulnerable families.

Be a role model for staff and partners in relation to work ethics and culture.

## **Finance**

In conjunction with the board of trustees ensure financial oversight is undertaken in accordance with financial procedures and best practice guidelines, ensuring the highest level of financial probity.

To work with the finance trustee to ensure the appropriate setting and management of budgets and the delivery of budget control.

In conjunction with Fundraising Co-ordinator, set the strategic development of fundraising and to assist in promotional and fundraising events where required.

Bid writing and proposal writing to secure significant grants and securing 6 figure grants.

To work with the Trustees and Fundraising Co-ordinator, as well as be proactive in fundraising and major donor liaison to ensure the sustainability of the charity.

To prepare the Annual Returns for the Charity Commission and the Registrar of Companies in conjunction with the Financial Trustee and the charity's accountants.

## **Human Resources**

Implement appraisal and performance management procedures for all staff and provide opportunities for appropriate professional development

Developing and overseeing all the organisational policies and procedures and ensuring that they are fit for purpose and implemented, auditing where necessary and working closely with the Clinical Team Leader on clinical policies and procedures and their implementation.

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To provide such other services as may be required from time to time in relation to this post

The recruitment of staff and volunteers in conjunction with the appropriate member of the Board of Trustees.

## **Person specification**

### **1. Strategic thinking**

Evidence of strategic thinking and vision, with the ability to analyse complex concepts and information.

### **2. Leadership and change management**

Proven leadership qualities and change management abilities with the capacity to direct and support NorPIP to achieve its objectives.

### **3. People and financial management**

Sound management abilities to manage a range of staff from a range of disciplines with at least four years' senior management experience, and the ability to run a small organisation.

### **4. Governance**

Experience of working with a board of trustees in a voluntary, public or private organisation, and the ability to develop a positive, robust relationship with a board. A solid and robust understanding of day to day management of charities within relevant charity & employment law and legislation.

### **5. Profile raising and representation**

The ability to raise and maintain the profile of NorPIP and its partners, making representation externally at senior levels in a creative, professional, courteous and clinically robust manner.

### **6. Experience in a similar setting.**

Experience of working in any of the following settings: a context of perinatal or infant mental health, family services, charities providing mental health interventions, youth organisations, or health organisations.

### **7. Policy work**

The capacity to exert influence on relevant policy and practice at national and regional level and in other sectors and organisations.

### **8. Funding**

The ability to broaden the income base and experience of successful fundraising, particularly with experience of leading on the development of bids securing grants in six figure sums or more from either commissioning, Lottery fundraising or other significant sources of funds.

Experience of developing and build relationships with partners, supporters, funders and potential funders to maximise opportunities for income generation.

### **9. Information and communication technology (ICT)**



A good understanding of the strategic application of ICT to therapeutic or service delivery organisations and the ability to use ICT day-to-day (Powerpoint, Excel, Word and Outlook essential).

**10. Communication and presentation**

The capacity to communicate clearly and succinctly in writing and orally, as well as the ability to analyse complex data as well as compassionately and sensitively with excellent diplomacy. Excellent presentation skills

**11. Financial management**

The ability to set budgets, financially analyse the performance of programmes, as well as manage cashflow forecasting, payroll, pensions and banking of a charity.

**12. Practicalities**

Must have car for own use and willing to travel regularly across Northamptonshire and Cambridgeshire, but also to other areas for meetings from time to time.

Must be able to work occasional evenings or weekends for fundraising events and board meetings.

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