

**HALE**Health Action Local Engagement
*Healthy Living Project***JOB DESCRIPTION**

Title of Post	Chief Executive Officer
Grade	£32,029 - £34,788 pro rata based on 35 hrs This post 28 hours
Responsible to	HALE's Management Committee
Job Purpose	To provide strategic and operational direction and leadership to HALE. Responsible for the overall management, development, co-ordination, monitoring and evaluation of the initiatives that are identified as addressing our core objectives to address healthy living and loneliness in the communities we serve. Responsible for acquiring new funds through grants, businesses and fund raising.

Raising the profile, outreach and partnership

- To lead on the development of HALE as an innovative organisation which tackles poor health and loneliness through initiatives that support individuals in disadvantaged communities to identify and conquer their health concerns.
- Create and implement clear referral pathways both into and out of services
- Work in partnership with organisations within the local third sector, health and social care communities
- Identify innovative opportunities and funding that will improve health and wellbeing in the Bradford locality.
- To participate in strategic NHS and Local Authority meetings working closely with key partners to ensure that HALE's strategic direction is in line with local perspectives and understanding
- To take responsibility for the development of links with GP's/ CCG/ Care Trust/VCS



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Finance and Overview of Evaluation and Impact

- To oversee with the Finance Manager the total budget, and ensure that financial records are maintained and reported in line with legal obligations, including Company House and Charity Commission requirements.
- To prioritise work and take decisions about the allocation of finance and resources for HALE activities with reference to the priorities of HALE's constitution and operational plans
- To be responsible for all HALE assets, budget and materials
- To identify and complete funding, contract and grant applications that are in line with HALE's mission and core objectives. With the Finance Manager prepare budgets for funding proposals and to produce regular reports for funders (adhering to the established service level agreements) on the committed work)
- With the fundraiser to identify local business' who would sponsor HALE

Supervision and management

- To be responsible for whole team development including line managing senior staff, recruitment, appraisal, supervision, training and encouraging staff to stretch their capabilities
- To undertake regular reviews of the team's workload and have oversight of work allocation within the team
- To review and implement management systems to support the development and recording of HALE activities and initiatives
- To ensure that monitoring and evaluation of projects are effective and reported back to partners, funders and public health policy makers in a timely manner
- Ensure complaint procedures are followed through appropriately



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Governance

- Support to HALE's Management Committee;
 - ensure all legal and statutory obligations relevant to a Registered Charity and Company Limited by Guarantee are met
 - provide written reports for meetings
 - work with Trustees to understand the strategic direction for HALE, identify funding strategies to enable HALE to develop appropriately and according to HALE's mission.
- Ensure HALE conforms to GDPR and Information Governance requirements
- Joint lead for Safe Guarding with the Deputy Manager.
- Ensure that HALE's policies and procedures are followed and understood by all staff and that necessary training is taken.
- Demonstrate sensitivity to the race, culture, religion, language and sexuality of all people in the working environment.
- Organise and prepare HALE's Annual Report and Annual General Meetings.



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PERSON SPECIFICATION

Job Title: HALE CEO

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications	Master level qualification in a relevant field together (or equivalent) with comprehensive experience of designing and delivering both operational and strategic objectives for a similar type of organisation	MSc in Public Health/Health promotion/Community Development A training qualification / course on training and experience of running training courses Qualification in Project Management. Comprehensive experience in a community development and/or health development setting working in both an operational and strategic type role Knowledge of and enthusiasm for Social Prescribing	Application Form
Education/Training	Training in managing and supervising staff. Willingness to undertake further training to support the requirements of the post.	Training in project management.	Application form / interview



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Specialist Knowledge/ Experience	<p>Experience of working with a Management Committee/ board</p> <p>Understanding of determinants of inequalities in health and associated strategies, policies and priorities.</p> <p>Understanding of principles and practice of health promotion and community development including opportunities and constraints for community development/health promotion work in at least one major setting e.g. primary care, communities, schools</p> <p>Evidence of delivering effective interventions relating to health inequalities</p> <p>Experience of project/organisational management.</p> <p>Ability to develop and implement policies for the organisation as well as to contribute to wider health policies at a local and regional level.</p> <p>Experience of working with and an understanding of relevant NHS, Local Authority and voluntary sector structures, targets, initiatives and organisational cultures</p> <p>Understanding of the mechanisms and processes involved in developing / building working partnerships with a variety of stakeholders</p> <p>Experience of working with community groups</p> <p>Experience of overseeing budgets</p> <p>Knowledge and experience of identifying appropriate funding streams and of securing and managing grant/commissioned funds.</p>	<p>Working in partnership with other organisations</p> <p>Established local stakeholder network</p>	Application Form Interview
Circumstances / Personal	<p>Eligible to work in the UK</p> <p>Ability and willingness to work flexibly to meet the demands of the post, including outside normal office hours when required.</p> <p>Ability to travel to meetings at short notice across the district and beyond to meet the demands of the post.</p>		



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<p>Practical & Intellectual Skills</p>	<p>Organisational, supervision , facilitation and teambuilding skills Excellent Communication, presentation and influencing skills to a variety of stakeholders To have concise Reporting skills e.g. for funders/commissioners/boards etc. Ability to think strategically and turn ideas into action. Critical appraisal skills re. relevant research to support funding bids and business planning. Problem solving skills Ability to work and network across a range of settings and agencies / organisations and at a range of levels Computer literate Ability to work on own initiative</p>	<p>Research skills Writing press releases and engaging the media to maintain HALE’s profile</p>	<p>Application Form Interview</p>
<p>Specialist Knowledge</p>	<p>Of working with a variety of stakeholders – service users/ LA/VCS/CCG/GP’s Experience of working with health professionals and other care professionals offering both advice and support on work regarding health inequalities relating to one or more health inequality themes, for example Obesity; Sexual Health; Oral Health; Mental Health. Managing a constantly changing environment Leading a team with confidence through change</p>		
<p>Disposition, Attitude, Judgement</p>	<p>Demonstrate commitment to equality and respect for diversity Adherence to all aspects of the Data Protection Act 1998,</p>		<p>Application Form Interview</p>



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	<p>GDPR and HALE/NHS confidentiality policies Demonstrate commitment to tackling health inequalities Willingness and ability to adapt to change Self motivated and optimistic</p>		
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