

# **RECRUITMENT PACK**

## **Executive Director – Business and Finance**

**December 2022**

# The Disabilities Trust

Since 1979, The Disabilities Trust has been improving the lives of people with brain injuries in the UK. Today, our assessment centres, rehabilitation units and hospitals use neurorehabilitation to support people to regain the skills they have lost. We treat people with a range of brain injuries – sustained through trauma, illness, substance abuse and more – to recover and meet their personal goals.

Our treatments help us to understand the effects of a brain injury on a person's cognitive, emotional, physical and social skills. Our dedicated specialists work with each person to assess their often-complex needs, using a range of disciplines including physiotherapy, psychology, and speech and language therapy in a programme of ongoing support and treatment. We aim to support everyone to return to their own homes or somewhere which meets their needs, and to meet their own goals – whatever they might be. Our residential care homes and community support services help people live as independently as they are able. From rehabilitation to long-term care, our services help people to move forward with their lives.



**177** people were admitted to our services and **141** were discharged.



**83%**  
Over **four** in five people needed less supervision when they were discharged.



**86%**  
Almost **nine** in 10 people moved to more independent accommodation.



**53%**  
More than **five** in 10 people participated more in social activities.



**53%**  
Over **half** of the people supported improved their participation in recreational, vocational and occupational activities.



**23%**  
Over **one** in five of the people discharged went back to education, employment, vocational training or looking after their home. Most people do not do this straight after being discharged from rehabilitation, as these types of activities require someone to be fully independent and able to socialise.

In 2021-2022, our services positively changed the lives of people with brain injuries.

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Next year will see the opening of our world-class neurorehabilitation hospital, currently under construction in York, and we have plans to grow our services in other areas too. We will also raise the profile of Acquired Brain Injury and have plans to campaign for social change, improved funding, awareness, and prioritisation for the condition. We are leading research into traumatic head injury as a result of domestic abuse and in the prison system, and we will use these findings to change policy and practice in these areas. 2023 is also the year we introduce a new name and brand to support our vision to become the leading brain injury charity in the UK.

## **Our leadership team**

Now, we are moving into a new phase of growth, and we need to work with experienced and expert leaders to form part of a new Executive Director structure as part of our Senior Leadership Team. The ELT, which consist of four roles including our CEO is being creating to take a broad leadership role for The Trust. Keeping a strategic focus, the ELT will have a strategic focus and take accountability for the delivery of our 2030 strategy.

The Executive Leaderships Team consists of:

- Chief Executive Officer
- Executive Director - Service Delivery.
- **Executive Director - Business and Finance.**
- Executive Director - People & Organisational Development.

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## Barry's story

Barry had a stroke caused by an aneurysm, which led to a number of other complications. He was admitted to one of the Disabilities Trust hospitals for assessment, which revealed that alongside balance difficulties he had trouble with his memory and was experiencing false memories and hallucinations.

Barry received a range of support in hospital from the rehabilitation support team, psychologists, physiotherapists and occupational therapists. The team helped him to understand his brain injury, gave him strategies to improve his memory and supported him to practice daily living skills as well as preparing to return to work.

After nine months, Barry was discharged to live with his wife and daughter. He began a phased return to work and is able to independently care for and play with his daughter – which was his biggest goal.

“ Without the help from all the staff I wouldn't be where I am now in my recovery. The work done at Graham Anderson House is astronomical.



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## Welcome from our Chief Executive

There is a bright and exciting future ahead for The Disabilities Trust and the new role of Executive Director – Business & Finance has a vital role to play in helping us to achieve our huge ambitions.

The Trust has a legacy of over 40 years and a proud track record of supporting hundreds of people each year with autism, learning disabilities, brain injury or physical impairments to live as independently as possible. In this, our 43rd year, we have begun to implement an ambitious new strategy; one which is predicated on the Trust delivering the greatest impact, for the greatest number of people, in a financially sustainable way.

Over the past few years our strategy has been one which has re-centred the organisation, making the decision to focus specifically on acquired brain injury, our core area of expertise. We have divested our interests in learning disability and autism services so that we may build on our heritage as a globally respected service provider. Now we can begin the business of driving the organisation forwards to focus on support for anyone living with a brain injury; those who use our services, their families, and those who are yet to find us. Ultimately, we want to be a place for anyone affected by brain injury to seek support, information, and community.

We are experts in delivering positive outcomes for people with a brain injury and 92% of our services are rated 'Good' or 'Outstanding' across our regulators. The quality of our services helps people with brain injury to regain independence and meet their goals. The Trust will continue to deliver these outcomes, through our high-quality service delivery, sharing our leading-edge clinical practice and research, and through driving social action.

With more than 50 centres, over 1,000 staff members and an income c.£50m in 2021-22 we are a significant organisation, but we have the ambition to extend our reach. We want to become the largest provider of independent brain injury rehabilitation services in the UK by 2030. And on top of that, we want to elevate the voices of people with a brain injury so it is no longer a hidden issue.

We need your help to achieve this. Our Senior Leadership Team has already led the organisation us through a period of evolution. We are now looking to add to their expertise with an Executive Leadership Team to take us into our next period of transformative change. Our employees are incredibly passionate about the jobs they do – you'll find a strong team spirit across our services and support centres. We believe we have come a long way but there is still so much to do to increase opportunities, reduce social isolation and build a brighter future for people with brain injuries. Come and be a part of our journey.



**Irene Sobowale**  
**Chief Executive Officer**

## Our ambition and values

**Our ambition is to be the number one brain injury charity in the UK.**

### OUR VALUES

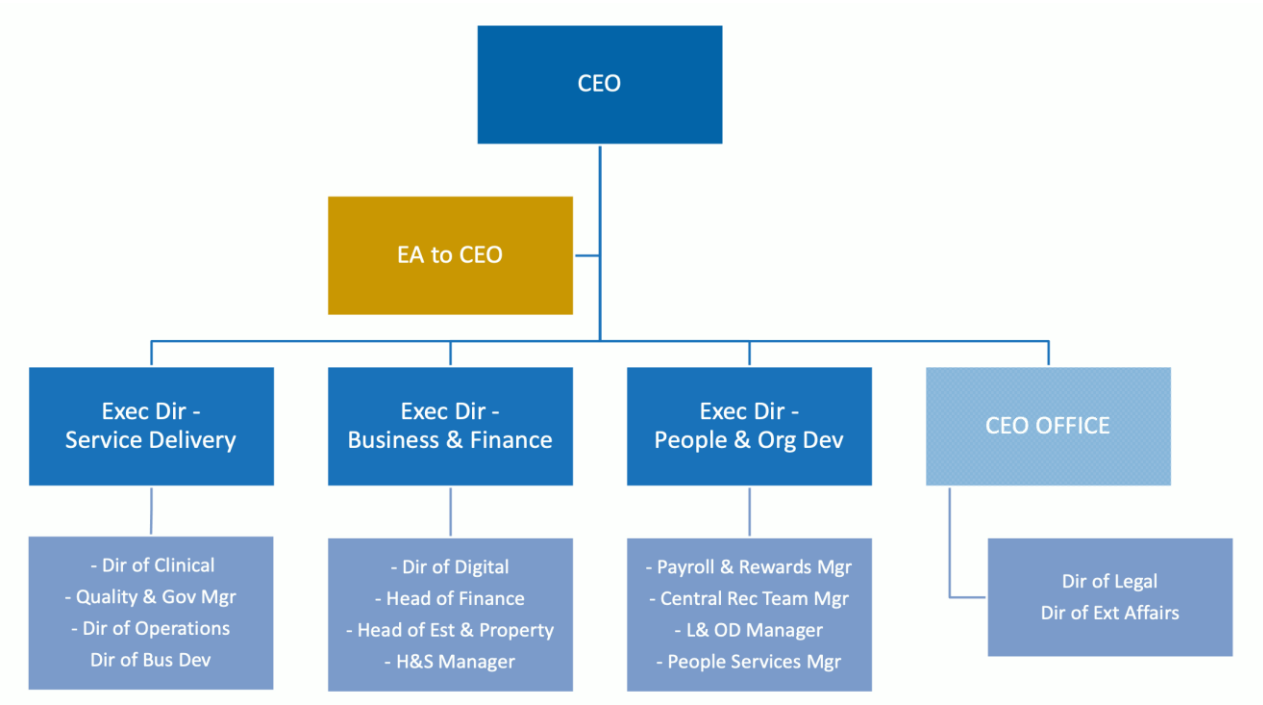


We are

We have

AGILE	RESOURCEFUL	COURAGEOUS	CONNECTED	HEART
<p>We are forward thinking, responsive, resilient and flexible to make sure we continue to evolve and spot potential.</p>	<p>We spend time and money wisely empowering people to think differently at the same time as being practical and commercial.</p>	<p>We do the right thing, step up, try new things, are strong and bold while managing risk.</p>	<p>We collaborate, create positive relationships, listen and learn from others and keep our promises.</p>	<p>We show dedication, passion, humility and care to make a long-lasting and measurable difference.</p>

# Leadership Team Structure



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## Job Description

<b>POSITION:</b>	Executive Director – Business & Finance
<b>REPORTS TO:</b>	Chief Executive Officer
<b>RESPONSIBLE FOR:</b>	Head of Finance, Director of Digital, Head of Estates & Property, Health & Safety Manager
<b>LOCATION:</b>	Flexible – National Remit

### Main Purpose

The Executive Director – Business & Finance will have overall responsibility for all financial operations and business performance, risks, and controls ensuring the financial sustainability of The Trust. You will develop and implement The Trust's financial strategy and identify creative initiatives that drive income generation and sustainability in a constantly changing environment. You will develop strategies, plans, policies, and controls that demonstrate value for money, commercial viability, and clear ambition for the Charity, for the benefit of the people we support.

With a true passion for our purpose, you will work in partnership with other members of the Executive Leadership Team to develop and drive the organisation's strategy and achieve our strategic aims and objectives.

You will deliver strategic and accountable leadership across a portfolio of functions including Finance, Business Development, Digital, Property and Estates, and Health and Safety.

You will provide advice and assurances to the Chief Executive Officer and The Board of Trustees on priorities and progress against The Trust's overall strategy for your areas of responsibility, as well as deputising for the CEO when required.

### Main Tasks and Responsibilities

- Provide expert commercial and financial advice to the Chief Executive, the ELT and Board of Trustees, set the financial strategy and maximise financial opportunities for the Trust.
- Work in partnership with the members of the Executive Leadership team to develop and drive the organisation's strategy to deliver the strategic aims and objectives.
- Continuously challenge the Trust's business and operating models and ensure that business decisions are grounded in solid financial criteria, identifying opportunities for growth and financial sustainability.
- Manage risk as the Trust executes its strategy and comply with all regulatory, legal, financial, and reporting requirements within your areas of responsibility.
- Work with the Head of Finance and ensure rigorous finance systems, controls, and processes are in place, and provide financial and management accounts, treasury and investment management, budgeting, tax planning and support for operational decision making.



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- Set the direction for supplier management and procurement across the Trust to drive efficiencies and opportunities.
  - Work with the Director of Business Development to assure the sustainability of current services and develop and drive the strategy to deliver a range of pathways and additional services that will deliver financially sustainable growth for the Trust.
  - Work with the Director of Digital to shape the technology strategy, with a focus on exploring automation solutions, harnessing our data and analytics and maximising cloud-based technology to deliver efficient, effective, secure, and innovative technology to support the Trust's strategic objectives and meet the needs of the people we support.
  - Work with the Head of Estates & Facilities to develop an effective estates strategy that will maximise the return on our property portfolio, whilst ensuring that our properties are safe, secure, and compliant for the people we support and our employees and are commercially sustainable for the Trust.
  - Work alongside the Health and Safety manager and ensure that the Trust's health and safety strategy and policies are compliant with all relevant regulations and deliver a safe and healthy environment for employees and the people we support across the Trust.
  - Ensure that appropriate and effective metrics are in place and that performance measures are defined and monitored, delivering the agreed objectives within your areas of responsibility.
  - Represent the Executive and Senior Leadership teams in relevant committees, providing the committee with information, support, and guidance, in line with your areas of responsibility.
  - Undertake, any reasonable travelling requirements, to fulfil the tasks and responsibilities of the role.

# Person Specification

## Executive Director – Business & Finance

Criteria requested for this post

ESSENTIAL	DESIRABLE
Requirement	Requirement
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>	
Fully Qualified Accountant (ACCA, ACA, CIMA, CIPFA)	
<b>KNOWLEDGE &amp; EXPERTISE</b>	
Good solid knowledge and expertise in all elements of finance and financial sustainability	Experience in the financial management of a Charity, Trading Company and Group VAT reporting in an organisation of comparable scope and complexity
Extensive experience in supporting high quality operational delivery and ensuring commercial sustainability.	Experience in a similar role in a comparative organisation with responsibility for financial, physical, intellectual, and technical assets.
Experience of or good knowledge of the health and/or social care sector	
<b>EXPERIENCE</b>	

Experience in a senior leadership role, with responsibilities for developing and delivering organisational strategy	Experience at executive level with responsibilities for organisational strategy across a portfolio of functional areas
Experience of leading the delivery of strategic objectives and policies through effective planning.	
Substantial experience of leadership and consistent achievement at a senior management level within the Finance function (ideally within a third sector setting and at senior level)	Experience of working as Finance Director and of leading one or more of the following functions: Finance, IT, Procurement; Estates and Property; Health and Safety functions of comparable size
An awareness of the digital environment and agenda for similar organisations.	Experience of leading and developing a digital strategy
Demonstrable experience of developing and delivering commercial results through driving business efficiencies, new business development (acquisitions, partnerships, mergers) and growth	
	Experience of property management, sale, acquisitions, and maintenance.
Experience in the preparation, monitoring and reporting of budget and financial management information (with a proven track record of associated high standards)	
An understanding of charity governance that supports appropriate management of risk and reporting to the CEO and Board.	
Experience of leading, motivating and developing high - performing teams in a complex organisation	Experience in providing leadership for a portfolio of functions
Experience in working with cross-organisational stakeholders to deliver objectives	

A creative thinker, with experience developing commercial solutions particularly in the areas of health and social care.	
Experience in contributing to major organisational and cultural change, with evidence of innovative and transformational thinking.	
<b>SKILLS, ABILITIES AND PERSONAL ATTRIBUTES</b>	
Strong commercial acumen with good business skills, able to review and identify opportunities.	
Strong communication and interpersonal skills - able to develop strong relationships and work well with internal and external stakeholders and people we support clients.	
Ability to present complex issues in an understandable manner to a broad range of people internally and externally, including non-financial specialists	
Demonstrates aptitude for developing innovative solutions to complex problems.	
Ability to think strategically, develop business cases to gain approval and implement improvements	
Ability to manage complexity and ambiguity whilst under workload and timescale pressures	
Excellent analytical and information management skills that will enable us to use data for effective planning and decision making.	

Ability to initiate, develop and implement effective strategies with clear goals and to make clear, informed, appropriate and timely decisions	
Excellent organisational skills and ability to plan, prioritise and deliver improvements to achieve objectives within timescales	
Ability to operate effectively within the organisation, with the political acumen and skills to develop productive working relationships that command respect, trust and confidence.	
Proven ability to lead teams, focused on delivering change and improvement	
Ability to develop a culture that empowers frontline staff, devolves decision making to its lowest level, is risk aware and encourages creativity and continuous learning	
Effective negotiating and presentational skills	
Ability to debate issues in an engaging and persuading manner whilst attaining respect, trust and confidence.	
Ability to demonstrate motivation, commitment and focus with the drive to define clear goals and inspire people to achieve them.	
Ability to take responsibility for the direction of personal and organisational development.	
Evidence of continuing professional development.	

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Excellent working knowledge of Microsoft Access; Outlook; Word; PowerPoint and Excel. Ability to prepare reports & statistical data using Microsoft	
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word tools, present findings and monitor progress towards identified goals	
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<b>OTHER REQUIREMENTS</b>	
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The ability to travel to locations throughout the UK	
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## **The Package**

Competitive salary plus benefits including bonus;

- Car allowance.
- Bonus.
- Private healthcare.
- Group Life assurance.
- Enhanced employer pension contribution.
- Generous annual leave entitlement.
- Blue Light card.
- Discounts and wellbeing platform.

This position is subject to a Disclosure (DBS) check and employment references.