# Hosting Proforma

Victims and Survivors Service

Name of Host

Organisation

**1. Interchange Manager’s details**

Nichola McClean

Name

Organisation/

Human Resources

Department

1st Floor, Seatem House

28-32 Alfred Street

Belfast

BT2 8EN

Address

Telephone Fax number

028 90279100

Number

[Nichola.McClean@vssni.org](mailto:Nichola.McClean@vssni.org)

E-mail

Type of Opportunity

**Head of Health & Wellbeing** – 2 year Fixed Term (with the possibility of extension)

**2. Details of hosting opportunity**

Description of opportunity

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| The Victims and Survivors Service (VSS) was initially established in 2013 by The Executive Office (TEO) to deliver health and wellbeing support and services to victims and survivors of the troubles/conflict.  Since June 2020, the VSS has been providing emotional support to victims and survivors of historical institutional abuse (HIA) currently engaging in the HIA Redress process.  VSS is currently engaging in a collaborative design process to design, develop and implement health and wellbeing support and services for HIA victims and survivors from September 2020.  In addition to working closely with colleagues outlined in the VSS internal structure below, the Head of Health & Wellbeing Services will also oversee the development of key aspects of the design, co-ordination, implementation and effective delivery of health and wellbeing support and services to victims and survivors of historical institutional abuse. |

Main objectives of the opportunity

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| As a key member of the Senior Management Team, the Head of Health & Wellbeing Services will take responsibility for establishing and managing the quality and effectiveness of all health and wellbeing services to victims and survivors.  The Head of Health & Wellbeing Services will have management responsibility for Managers operating in the Health & Wellbeing function. Reporting to the Chief Executive Officer (CEO), the Head of Health & Wellbeing Services will represent the Victims and Survivors Service as a credible ambassador, developing and managing relationships with key stakeholders.    A full Job description is available at **Annex A** |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| By the closing date for applications, candidates must demonstrate that they fulfil each of the following essential criteria:   1. Social Work Qualification.   **Or**  Occupational Therapy Qualification.  **Or**  Mental Health Nurse Qualification.  **Or**  An Honours degree in Psychology with a Postgraduate Doctorate in Clinical Psychology (or its equivalent for those trained prior to 1996) as accredited by the BPS at the date of taking up the post.  **Or**  Allied Health Professional Qualification  **AND**   1. Eligible to register at the date of appointment with a professional statutory regulator e.g. NISCC\*\* (part 1 of the register), HCPC, NMC.   *\*\*Applicants currently registered with alternative social care registration bodies may also apply but should be aware that offers of employment will be subject to obtaining NISCC registration.*   1. A minimum of 3 years’ senior management experience, in an organisation that delivers a programme of services to the public, either directly or through external delivery agencies;      1. A minimum of 3 years’ experience of strategic & operational planning;      1. A minimum of 1 years’ experience of working closely with external organisations to develop and deliver health and wellbeing services;      1. A minimum of 1 years’ experience in leading and motivating teams to deliver positive results and outcomes;      1. Experience of developing and maintaining productive working relationships with a wide range of stakeholders at senior levels and service users;      1. A current UK Driving Licence with access to a car. This will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Chief Executive Officer |

Who will be the individual’s line manager and/or reporting officer?

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| Chief Executive Officer |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

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| **Individual:**  This role will provide the individual with an opportunity to form part of a Senior Management Team, to m**anage, plan and deliver a service whilst developing their skills** improving internal and external communication and contribute to policy development.  **Parent Organisation:**  This opportunity will enrich the post holder’s experience and develop his/her abilities in a broad range of areas. The individual will develop their skills in dealing with an extensive range of key stakeholders and the associated networking benefits. These benefits will be transferable back to the parent organisation.  **Host Organisation:**  This opportunity will provide VSS with a suitably experienced staff member who will display a positive attitude and will play a pivotal role in providing continuity (and, where appropriate, innovation) in the provision of the above described range of duties. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as a suitable candidate has been identified and a release date has been agreed.  **Duration**: It is anticipated that this opportunity will be for a 2 year period. Any further extension will be subject to the agreement of all parties.  **Location**: 1st Floor Seatem House, 28-32 Alfred Street, Belfast, BT2 8EN.  **Form of Transport:** The successful candidate should have access to a suitable form of transport in order to fulfil the duties of the post, preferably a car.  **Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.  **Salary**: £48,829-£53,518 per annum (under review) and other related costs will be funded by VSS.  **Closing Date:** Applications\* must be submitted by **5.00pm on Friday 25 September 2020** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  **\*This opportunity is not open to NI Civil Service staff** |

**7. Endorsement**

**Interchange Manager**

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| **Nichola McClean** |

**Signed:**

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| **14 Sept 2020** |

**Date:**

**Annex A**



**JOB DESCRIPTION**

**Head of Health & Wellbeing Services**

The key elements that constitute the role of the Head of Health & Wellbeing Services for the Victims and Survivors Service are as follows:

## Management of Victims and Survivors Service Health and Wellbeing Services

* Lead and coordinate the development of the VSS element of the Regional Trauma Network in conjunction with key stakeholders including the community led health and wellbeing caseworker network
* Responsible for the Clinical Governance arrangements internal to the Victims and Survivors Service and overseeing the clinical governance within funded community and voluntary organisations
* Lead and facilitate the Victims Practitioners Working Groups
* Lead the development and delivery of support and services to victims and survivors of the Northern Ireland conflict/troubles (as defined in the Victims and Survivors (NI) Order 2006)
* Co-ordinate the provision of support and services to meet health & wellbeing needs through partnership and collaboration with the community and voluntary sector, and statutory providers
* Liaise directly with The Executive Office, the Department of Health and other Government Departments
* Undertake any other duties on behalf of the Victims and Survivors Service as assigned by the Chief Executive Officer
* Provide outcomes based Monitoring and Evaluation of Health and Wellbeing services
* Provide Programme Management of Individual Needs Programme (direct support and assistance to victims and survivors)

## Leadership

* Work closely with the Head of Corporate Services to collectively meet the Corporate and Business Plan targets of the Victims and Survivors Service
* Provide effective professional leadership to the Victims and Survivors Service in delivering the strategic and business plans
* Demonstrate an inclusive style of leadership which motivates staff, develops commitment, encourages innovation and builds positive relationships with Government departments, stakeholders, clients and individuals
* Demonstrate a high level of personal integrity and maintain professional standards throughout the organisation

## Communication and Engagement

* Provide effective and timely advice and information to the Chief Executive Officer, the Board, The Executive Office and other members of the Senior Management Team
* Provide support for plans and programmes and demonstrate the ability to problem solve innovatively
* Contribute to the development of effective working relationships with other bodies exercising functions relating to victims and survivors
* Establish good working relationships and effective communication with the Executive Office, the Department of Health and other Departments as appropriate. The main focus of this relationship will be to promote the delivery of health and wellbeing services to victims and survivors

## Policy and Strategy

* Support the Chief Executive Officer and the Board, for Business Planning purposes, ensuring that the outcomes contained within the plans align to those of Ministers and/or Government
* Support the Chief Executive Officer in the co-ordination and cascading of top level strategic goals to intermediate and lower level operational plans and targets
* Represent VSS on the Implementation Team of the Regional Trauma Network
* Seek and develop other areas of partnership working with other agencies and government departments to improve the lives of victims and survivors

## Personal Development, Performance and Professionalism

* Endeavour to ensure the ongoing confidence of VSS stakeholders, maintaining the high standards of personal accountability
* Develop interpersonal skills and self-motivation required to facilitate liaison with practitioners and management within the VSS funded organisations
* Work outside standard business hours (9-5pm) may be required on occasion: the successful candidate will therefore need to be flexible in terms of availability
* Undertake additional duties, appropriate to the grade, at the request of the Chief Executive Officer

**The foregoing is a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of the Victims and Survivors Service.**