

Appointment of Chief Executive

Candidate information pack

March 2024

Reference: ZBOBA

About us

The Burdett Trust for Nursing (the Trust) has supported the nursing contribution to healthcare for over 20 years and is the largest funder of nurse-led projects in the UK. The Trust has awarded grants of more than £59 million since 2002 and has an investment portfolio of around £90 million.

The Trust strives to support nurse-led projects that empower nurses to make significant improvements to the patient care environment. Burdett is an agent for change and focuses its funding on innovation, transformation and sustainability in the following key areas:

- **Research:** prioritising academic rigour, data-driven technology and the collection, analysis and evaluation of empirical nursing data to guide and enhance health policy development.
- **Leadership:** ensuring that nurses are represented and influential in the decision-making and formulation of health policy and that they contribute to the effectiveness of health and social care systems.
- **Recruitment and retention:** investing in sustainable improvements into the recruitment, employment, development and retention of world class nurses with shared vision and values.
- **Education and training:** preparing nurses to work effectively in interprofessional teams, maximising their clinical skills and competencies in health technology, with particular focus on the deployment of applied skills to a range of health and social care settings and client groups, with particular focus on primary prevention and local population health and to improve healthcare outcomes.
- **Health advocacy:** supporting nurses in their provision of holistic, patient-centred care to respond to the needs of the individual, preventing and managing non-communicable diseases and facilitating the effective integration of health and social care systems.
- **Diversity, inclusivity and wellbeing:** supporting policies that ensure diversity, inclusivity, equality, anti-racism and gender-sensitivity in the nursing workforce and policies that address violence, sexual harassment, discrimination, liberty, protection and safeguarding.
- **Global workforce:** strengthening the global nursing workforce by championing improvements to working conditions, safe staffing levels, fair pay, health and safety and a standardised system of nursing credentials and effective leadership.

The Trust is governed by a board of voluntary trustees. They bring specialist knowledge from a wide range of backgrounds. To maximise the impact of our funding, the Trustees have appointed 'funding partners' to work with them to deliver carefully targeted grant programmes and nurse-led initiatives. The projects are monitored to ensure they achieve positive outcomes for patients, nursing and healthcare practice.

The Trust also funds the Junius S. Morgan Benevolent Fund which provides hardship grants to current and retired nurses, midwives and nursing associates living in the UK. Since the Fund's inception it has made thousands of grants to members of the nursing profession to help them when they have needed it the most.

In 2018 and 2023 the Trust hosted 'The Burdett Nursing Awards' to reward nurses for their sustained commitment to providing high-quality care. The aim of the awards was to recognise and reward teams of nurses who went above and beyond to deliver transformational and sustainable patient care, which has improved access to health and addressed its inequalities. £160,000 was awarded to the winning and shortlisted teams to spend on team training, education and professional development.

In 2021, the Nightingale Challenge, supported by the Trust, was relaunched as the Nursing Now Challenge which builds on the global movement to empower nurses and midwives as leaders, practitioners and advocates in health. The Nursing Now Challenge works with health employers as well as universities and colleges around the world to create leadership development opportunities for nurses and midwives.

In 2022, to mark the Trust's twentieth anniversary it launched The Burdett Fellows at the University of Edinburgh and King's College London. The Trust is proud to be extending this initiative to Wales and Northern Ireland in 2024. The scholarships will cover tuition fees and living expenses for postgraduate nursing students, providing them with the research resources for a career in nursing research, thereby developing research capacity and leadership within the nursing profession.

The Trustees and staff of Burdett Trust for Nursing are committed to the ethos and principles of equity, diversity and inclusion and we strive to put these into practice in every aspect of our work. We are committed to tackling all forms of injustice and we work to recognise and address the biases and stereotypes that counter opportunity. We know that we have much to learn and we believe we owe it to the patients we serve to champion equality, value diversity and challenge power imbalances wherever we find them. Through this, we believe we can enhance excellence, innovation and creativity and fundamentally strengthen the nursing contribution to healthcare.

To learn more about the Trust, governance, grant programmes, and the Nursing Now Challenge, please visit the website here: <https://www.bfn.org.uk/>.

To learn more about the Junius S. Morgan Benevolent Fund, please visit the website here: <https://www.juniusmorgan.org.uk/>.



The role

While the UK health service and health providers internationally are undoubtedly facing complex issues of high demand and pressure, this country is also home to a myriad of amazing community organisations, providing support and grants to those most in need.

For over 20 years, The Burdett Trust for Nursing has supported the nursing contribution to healthcare and is the largest funder of nurse-led projects in the UK. The Trust has awarded grants of more than £59 million since 2002 and has an investment portfolio of around £90 million.

Our longstanding Chief Executive, Shirley Baines, will retire this year, creating an outstanding opportunity for our next leader to help shape the Trust's future strategy, delivery, and impact, working closely with an engaged board of trustees. Our new Chief Executive will provide strategic leadership for the Trust, working effectively with the Chair, Alan Gibbs, and Board of Trustees, Rathbones (as a Rathbones Trust Company), the wider team, and other stakeholders. You will lead an innovative Trust to ensure grants deliver real impact to nursing communities and the patients and wider communities they serve. More widely, you will also play a role in the sector, engaging widely with key stakeholders including local and national decision-makers.

We are looking for a values and results-oriented strategic leader with demonstrable and extensive executive leadership experience and board level engagement, with a clear commitment to nursing and the health sector. You will have experience of significant financial management and strong governance, for a complex, multi-faceted organisation. You will also bring excellent external engagement, convening, partnership, diplomatic and ambassadorial skills, and evidence of successfully communicating and advocating with a range of stakeholders. If this sounds like you, we would love to hear from you.

We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We therefore encourage applications from a diverse range of candidates.

Job purpose

This role is for the Chief Executive of the Burdett Trust for Nursing charity in the management and development of the charity.



Key responsibilities

To manage all aspects of an Endowed Charity and lead on the Charity's communications with principal stakeholders.

Typical Accountabilities / Work Activities:

- Identify and develop future strategy and funding programmes
- Manage the grant funding processes to ensure they meet the highest standards
- Communicate with applicants and set criteria for grant applications
- Communication with project leads, monitoring and visiting grant projects
- Manage the grants payment processes effectively to ensure the payments and records are accurate
- Reviewing grant documentation and authorise payments
- Prepare papers and attend the Committees and the Trustee Board meetings
- Manage the grant process of the Junius S Morgan Benevolent Fund which makes grants to nurses in hardship
- Leading on governance issues for the Charity
- Submission of Annual Returns and filings to Companies House and the Charity Commission
- Keeping abreast of new legislation and regulations to ensure the Charity is compliant
- Responsibility for risk management arrangements
- Communication and liaison with Trustees
- Oversee preparation of Trustee Board and Committee Meetings and implementing Trustee decisions
- Implementing investment decisions with investment managers via Rathbones Trust Companies role as Company Secretary
- Opening Investment accounts and authorising moving money between entities
- Preparation of budgets and cash flows
- Check accuracy of accounting records
- Responsibility for the preparation of yearly accounts following Charities SORP guidelines and meeting with Auditors.

To lead on the Charity's communications strategy with external stakeholders

- Take responsibility for the external communications strategy, including social media channels
- Manage and develop the Charity's brand, maintaining standards of use of the Charity's name and logo in third party publications and publicity
- Maintain and develop the Charity's website to support the aims of publicising impact of grant funding
- Oversee the planning and delivery of the Charity's programme of events, meetings and seminars
- Evaluate the Charity's service quality levels to grant recipients
- Commitment to equality, diversity and inclusivity



Person specification

The successful candidate will be a dynamic and communicative leader, capable of winning trust, and will bring:

Experience:

- Experience of managing a regulated entity
- Financial acumen

Knowledge:

- An interest in nursing and the health sector

Qualifications:

- Educated to degree level; or equivalent professional experience

Key Competencies:

- **Organisation of self and others** – Proactive and accountable, demonstrates ability to manage team resources, taking primary responsibility for client administration in line with business needs.
- **Develop & maintain positive working relationships** – Demonstrates ongoing commitment to the delivery of excellent client service. Strong communicator that can build and maintain good internal and external relationships.
- **The Rathbones Professional** - **DISPLAYS VALUES CONSISTENT WITH THOSE OF THE ORGANISATION/BRAND AND ACTS AS A ROLE MODEL TO OTHERS.** Leads by example, encourages and supports the development of others in the wider team. Demonstrates ongoing commitment to own professional development and uses initiative to seek opportunities to make improvements by interacting with the wider department and administration functions. Is willing to study for further qualifications if required.
- **Ethical behaviours and regulation** - **DEMONSTRATES AND ENCOURAGES OTHERS TO DISPLAY** behaviours consistent with ethical behaviour and appropriate conduct in line with the Conduct rules. Leads by example and challenge behaviours as appropriate.

Personal attributes

- Accountable and responsible
- Flexible and adaptable
- Professional approach in representing the Charity externally
- Creative, collaborative, open, approachable
- Compassion and empathy, patience and tolerance
- Tact and diplomacy
- Reliable and dependable

Performance Criteria

- Quality of leadership and support
- Quality of writing for communications materials
- Creativity, initiative, quality of ideas
- Successful delivery of projects
- Meeting deadlines
- Quality standards on design and production of communications materials



Terms of appointment

Salary: c£110,000 depending on experience plus performance related bonus

Location: London; The Burdett Trust for Nursing is hosted by Rathbones

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor The Burdett Trust for Nursing on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **ZBOBA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Monday 8th April 2024**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



Saxton Bampfylde

LONDON

9 Savoy Street
London WC2E 7EG

EDINBURGH

46 Melville Street
Edinburgh EH3 7HF

saxbam.com

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