



Developing Health
& Independence

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| Job Title | Director of Corporate Services and Finance |
| Salary | c£70,000 |
| Contract | 37.5 hours per week and such additional hours as required |
| Location | The role will be based mainly in central Bath with some homeworking but will include travel to all DHI locations. |

How to apply

Application is by way of a CV and a Supporting Statement.

Apply online at <https://nfpconsulting.co.uk/executive/job/24019>

Closing date: Midnight, Sunday 14th April 2024

Selection and timescales

There will be a two stage selection process.

TBC

For an informal and confidential discussion about the role, please contact our recruitment partner:
Carroll Lloyd, Director, NFP Consulting

T: 07765 001 033

E: carroll.lloyd@nfpconsulting.co.uk

A Welcome from the Chief Executive

Thank you very much for your interest in the post of **Director of Corporate Services and Finance** at DHI.

The post is a critical position within DHI. Reporting to me as Chief Executive, you will be a key member of a talented Executive Team and the position will be responsible for finance as well as key aspects of DHI's infrastructure which includes human resources, information technology, and facilities, in order to support the charity to operate efficiently and effectively.

DHI is a success story. Started 25 years ago, the charity manages an income of over £12m, contracts worth over £9 million, and delivers essential services to over 12,000 people across the Bath and North East Somerset, Bristol, South Gloucestershire, and Wiltshire areas. We employ over 200 people who share a commitment to our core purpose and values.

This is an exciting opportunity for someone who is looking for real responsibility leading and running complex and broad-ranging support services in a highly respected organisation. It is a challenging sector to work in; the combination of rising need for our services, pressure on statutory funding, and political changes locally and nationally create uncertainty which is not comfortable for everyone. However, in the uncertainty lie the opportunities to develop and deliver innovative services that meet the needs of some of the most excluded young people and adults, as well as those at risk of becoming excluded as a result of a growing vulnerability.

I hope that the information below will be helpful to you as you find out more about DHI, our values and what drives us, and the impact we make on people's lives. The section "Should I apply?" seeks to answer any immediate questions that you might have about the kind of person that we're looking for.

I very much look forward to meeting you in due course. Good luck with your application should you decide you want to be part of this ambitious charity.

Rosie Phillips

A handwritten signature in black ink, appearing to read 'R Phillips', written in a cursive style.

Chief Executive Officer

About DHI

Developing Health & Independence (DHI) is a charity that helps disadvantaged and vulnerable people turn lives around, stand on their own feet and reduce dependency. We do this because we believe everyone should have the chance to achieve their potential to make a valuable contribution to society.

We help young people and adults overcome structural barriers and self-limiting behaviours that are holding them back. Our clients are often disadvantaged or living at the margins, meaning they are disproportionately affected by substance misuse, homelessness, offending, mental health issues and other factors that contribute to social exclusion.

Few, if any of our clients, come with a single issue. Rather than treat issues in isolation, we work with the person not the label, and find the most effective way to help them. We help people through a highly personalised solution focussed approach, regardless of the service they enter; services that include housing, drug and alcohol treatment and social prescribing.

DHI is supported by a Board of Directors/Trustees made up of 10 members from our local communities, who come from a wide variety of backgrounds, including those holding senior positions in legal, financial, public and charitable sectors, thus bringing a wealth of expertise.



How We Work

We really believe in our values at DHI: Self-direction; Stimulation; Zest for Life and Flexibility. These values are at the centre of DHI's vision for *how* the charity operates and delivers support. It means having a focus on supporting individuals with any structural barriers to change, such as homelessness, as well as overcoming life limiting behaviours including dependency (be that on welfare, drugs or alcohol) to live as independently as possible.

Having choice and control over the services they use, access to wider public and community services, employment and education, and identifying and making the best of their own strengths and resources are central to this. Rather than fitting the person to services, services should fit the person. We focus on what is strong rather than what is wrong and help bring together all of the resources that can help people to turn their lives around.

With DHI's value base and skills, we continue to make a real contribution to the future direction of social care. More information can be found here: <http://www.dhi-online.org.uk/>



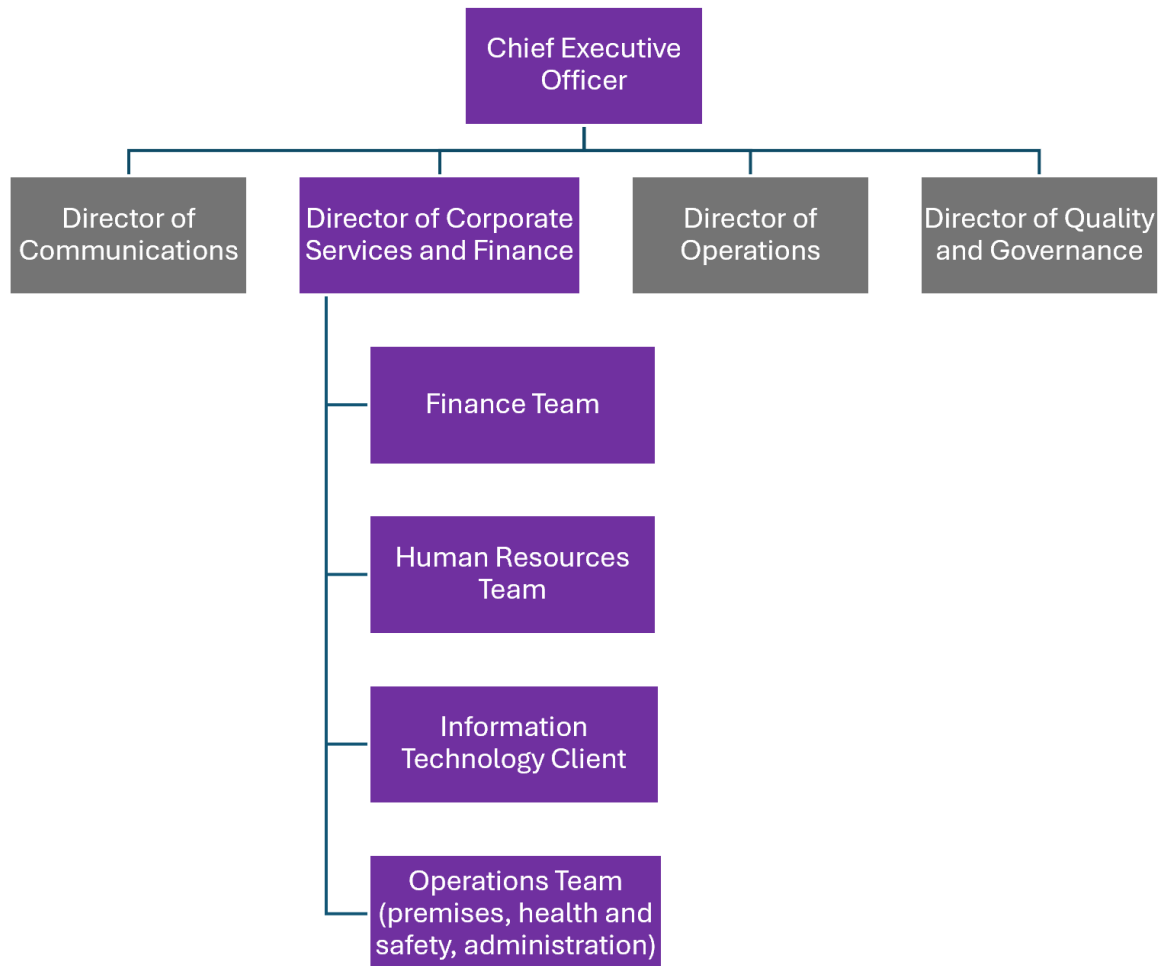
The Role: Corporate Services Director

This is an exciting and hugely rewarding opportunity for someone who wants real responsibility for running infrastructure support services in a highly-respected organisation.

Reporting to the CEO and as a member of the Executive Team, the post holder will be expected to drive and manage the central administrative and core infrastructure functions across DHI to ensure we operate safely, securely, efficiently, and effectively.

As well as being closely involved in the day-to-day activities of the functions for which you are responsible, you will provide high level proactive advice, and quality services for the other Directors across all central and client service areas, including, finance and procurement, human resources, information technology development, health and safety, premises, office services, in addition to working closely with our retained legal advisor.

Organisation Structure



Job Description – Director of Corporate Services and Finance

Key Accountabilities

Finance

The Director of Corporate Services and Finance is responsible for ensuring that:

- A timely, comprehensive, and accurate annual budget, which is consistent with DHI's strategic objectives and plans, is prepared in consultation with key internal stakeholders.
- Regular reports are provided that enable income and expenditure to be closely monitored, financial performance, risks, and issues to be strategically overseen, and key stakeholders to be assured.
- Financial management practices are in place that control and minimise financial risk.
- Advice is provided on the financial climate that supports the development of strategic plans.
- DHI's financial records, accounting policies, and systems are comprehensive, accurate, and comply with all legal and regulatory requirements.
- A suitable timetable for the annual Financial Audit is agreed with external auditors, and the accounts are submitted to the Charity Commission and Companies House by their respective deadlines.
- A full internal finance training programme for finance employees is in place and reviewed regularly.
- The register of all land, buildings, vehicles, plant, and equipment owned by the Charity is maintained.

Corporate Services

The Director of Corporate Services and Finance is responsible for ensuring:

- The secure, efficient, and effective operation of DHI's infrastructure systems and services, including:
 - Human resources, both transactional and workforce development
 - Information technology strategy, development, and support (client)
 - Contracts, procurement, suppliers, and legal (client)
 - Health and safety, premises, and administration
- Appropriate policies and processes are developed, maintained, implemented, and quality data and reporting is provided for audit and quality assurance compliance purposes.

Line Management

The Director of Corporate Services and Finance is responsible for ensuring:

- Effective line management and supervision of staff within Corporate Services and Finance, providing a leadership focus for the service managers.
- Ensuring effective implementation of policies and procedures and to support staff with management or supervisory responsibilities in carrying out these duties.
- DHI's performance management policies and procedures are applied, as appropriate, and help staff to understand and comply with them.
- Recruiting, inducting, and developing new staff according to DHI's policies when vacancies arise.

Executive Organisational Responsibilities

The Director of Corporate Services and Finance is responsible for:

- Participating in the strategic planning process and contributing to the establishment of DHI's business plan and balanced scorecard.
- Operating within the framework of DHI's Strategic Plan and Annual Operational Plans and contributing to their outcomes.
- Contributing to the corporate management of DHI through membership of the Executive Team and other relevant management and working groups.
- Working with the Executive in the identification and pursuit of appropriate development opportunities.
- At all times adhering to relevant legislation, good practice and policies and procedures, including Health and Safety, Confidentiality and Equal Opportunities.
- Participating in regular personal support and supervision.

In view of the dynamic nature of the work of the organisation, the duties listed above are not exhaustive and the job description will be subject to a periodic review with the post holder.

Principle Purpose of the Job / Should I apply?

This is an organisationally facing role which requires a partnership approach to the delivery of corporate services and finance, which helps operational staff succeed in a complex and highly regulated world.

We expect the post holder to spend a proportion of their time out and about in the organisation, developing, listening, and planning.

The successful candidate will be comfortable working in partnership with operational colleagues to supply clear, quality assured and compliant best practice processes from the centre, which are developed and implemented collaboratively with those delivering core services to DHI's client base.

The ideal person will combine practical, hands-on delivery with strong leadership and relationship building skills and be able to operate successfully in a dynamic, regularly changing environment.

The Person Specification below sets out the remaining key skills, knowledge, experience, and behaviour we are looking for.

Person Specification - Director of Corporate Services and Finance

| Essential Skills, Knowledge, Experience | Essential Behaviours |
|--|---|
| Substantial experience of managing complex budgets in a challenging financial environment. | Strong negotiator who brokers the best deal. |
| Demonstrable track record of delivery in a dynamic, service organisation; in social care, health, housing or a commercial business, but you will be comfortable with pace, change and, at times, ambiguity and uncertainty | Able to build strong and effective working relationships and partnerships across the organisation |
| Experience of managing the development and delivery of effective workforce strategies, and overseeing complex workforce issues, including restructures. | Strong and credible influencing skills; experience of working at Executive level and with Board Directors/Trustees |
| Experience of overseeing the development and delivery of effective information technology strategies, projects, and support. | Flexibility of style; able both to lead from the front, coach and facilitate when required |
| Experience of overseeing management of facilities, site and buildings management, contracts and insurances, sourcing and managing suppliers and contractors | Strong planning and organisation skills; comfortable at developing systems to manage multiple and varied work streams, projects and data. |
| Demonstrable track record in managing and developing staff; including recruitment, delegation, supervision and all aspects of performance management | Focus on practical implementation, delivery of outcomes, and a can-do approach. |
| Experience of ensuring compliance through systems, policies, and processes that enable human judgement. | Strong commitment to equal opportunities and to the vision and values that DHI espouses. |
| Experience of managing risk and regulation in an enabling and solutions focused way. | Open and transparent communications style. |
| Able to evaluate the corporate services needs of the organisation and to achieve value for money. | |
| Excellent communicator, written and verbal | |
| Excellent level of IT literacy: Word, Excel and databases | |

| Desirable Skills, Knowledge, Experience | Desirable Behaviours |
|--|--|
| Finance manager, or management accountant, with experience of managing a finance function. | Coaching style of leadership and management. |
| Professional accounting qualification, | |
| Professional qualification in Human Resources, Information Technology, Project management, facilities management, or health and safety management. | |
| Experience of charity and/or housing finance. | |
| Experience of procurement processes and the ability to develop specifications | |
| Experienced in using accounting packages. | |

What We Can Offer You

Financial Rewards and Benefits

- The starting salary will depend on the expertise and experience that the successful candidate brings to the role.
- 37.5 hours per week and such additional hours as are required.
In addition we offer:
- Annual Leave: 26 days plus statutory & bank holidays (1 additional day after each full year of service, to a maximum of 31).
- We also offer up to 5 days of additional unpaid leave each year.
- As an employee you will have access to our Employee Assistance Programme, Cycle Scheme, company pension scheme (employer contribution of 7%, employee contribution of 3%) and charity worker discounts.
- The role will be based mainly in central Bath with homeworking and travel to DHI locations.
- Occasionally there may be a requirement to travel further afield (for example, for business development, networking or learning and training purposes).

How to Apply

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Format

Initial telephone interviews will take place for the long listed candidates.

Shortlisted candidates will be invited for an in person interview which will include a presentation and a technical exercise. You will also be asked to complete a Personality Questionnaire. You will also have the opportunity to meet a wide range of colleagues, staff and Trustees.

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.



Thank you for considering working with us to turn lives around.

