



self
management uk

Self Management UK Honorary Treasurer and Trustees Candidate Brief

August 2018



Information for applicants

Contact for enquiries

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self management uk

Welcome and thank you for your interest in joining our Board of Trustees.

Self Management UK is the UK's leading provider of self-management patient support services and we are pleased to be celebrating fifteen years of service in 2017.

The past year has seen continued development of our services and at the same time, we have made significant changes to the organisation, to ensure our financial viability and our capability to deliver increasing need for our services. Throughout these changes, our dedicated staff and amazing teams of trained volunteers have enabled us to continue delivering high quality services which have been highly rated by participants on our programmes and by our NHS Commissioners.

An area which we have further developed in the past year is our leading position in the use of the Patient Activation Measure (PAM) tool. In the previous year we used a major pilot to develop our approach and to validate the outcomes from patient and commissioner perspectives. We are now widely respected as the organisation that is best able to help commissioners to achieve real, evidence-based, impact from PAM initiatives. Our coproduction philosophy enables us to work alongside local commissioners and providers to ensure that programmes are tailored to meet local priorities and make effective use of limited funds.

We were very pleased to have won funding for a new website which has now been launched and provides an important platform for the charity in communicating with patients, Carers,

Commissioners and the public. Our aim is to develop this over time to become a National resource for people interested in the self-management of long-term conditions and also to support our objectives to broaden our funding base.

At the beginning of the year, Ian Silver took over as Chief Executive and the management team has been reorganised and enhanced alongside many changes to our internal processes. This has led to improved management and control of our operations and finance resulting in an underlying small operating surplus after so many years of deficits. Whilst, as for so many charities, the NHS commissioning climate remains very concerning, we have now demonstrated our financial sustainability. My thanks to Ian, Lynn, Grace, Sarah and the rest of the team for an extraordinary year of progress.

During the past year Colin Webber, my predecessor, came to the end of his term as a Trustee and stood down after many years steering the organisation from its previous structure as a Department of Health sponsored Community Interest Company to its current independent charitable status. Our thanks go to him for all his hard work and commitment. The Board of Trustees reviewed the balance of skills and experience amongst the remaining Trustees and was very pleased to appoint Jane Brooks and Lisa Quinlan-Rahman as Trustees during the year. They are already making a very valuable contribution to the work of the charity.

Most important to everyone in the charity is the impact we have on the participants on our programmes. The continued feedback that we receive on real and lasting changes to people's lives is what the organisation exists for. Alongside that, we are pleased to be able to work in partnership with other local organisations whilst making significant savings for the NHS through reduced demands on GPs and A&E Departments as well as improved use of medicines.

I hope you will consider joining us and we look forward to welcoming you to the Board of Trustees.



Anthony Levy, Chairman of the Board of Trustees

About self management UK

Self Management UK is the UK's leading provider of self-management patient support services. We originally grew out of the Department of Health's Expert Patient Programme, subsequently became a Community Interest Company and in 2014 operated through an independent charity which had previously been dormant.

We have delivered programmes for over 150,000 people around the Country and are widely recognised as a leading player in this field.

We exist to improve the health and wellbeing of those who experience one or more long-term condition. We do this by providing structured self-management education, training, advice, signposting and support. Through our patient services, we provide the support, tools and techniques to help remove the barriers and challenges faced by having a long-term condition and enable our beneficiaries to better manage their health and enhance quality of life.

Our services are co-produced in partnership with the communities we support and we work with our statutory partners in developing high quality, safe and efficient pathways of care and support by developing and assessing new, innovative models of service delivery.

As a result, our services are able to meet the need of those who need them most whilst demonstrating significant positive impact on the lives of those we help.

The treatment of long-term conditions accounts for 70% of the NHS budget¹ and long-term conditions continue to place an exceptionally high level of demand on the health and care system nationally. Recently it is estimated that 27.2% of the UK population have 2 or more long-term health conditions², with multi morbidity increasingly becoming a more widely used indicator of health service demand rather than type of condition³. Those populations experiencing socio economic barriers and above average levels of mental health⁴ demonstrate higher levels of multi morbidity in addition to a greater severity of condition than those living in greater affluence.



Despite the increased demand on the health system and challenges individuals face, people are likely to spend less than 1% of their time in contact with a health professional within their planned programme of care and yet 40% of people living with long-term conditions want to be supported in managing their health on a day to day basis.

Self-management UK supports a person to have the knowledge, skills and confidence to manage their condition(s) effectively in their everyday lives. People living with long-term conditions are able to better self-care if they are provided with appropriate guidance, are motivated and have access to appropriate support as ultimately having a long-term condition can be a life changing event, can often lead to a dramatic change in lifestyle and a reduction in quality of life. Improving the ability of patients with long term conditions to self-manage, address modifiable risk factors, and adhere to clinical care protocols such as appropriate use of prescribed medication, has been shown to improve their health and wellbeing and reduce costs to health and social care systems.

The NHS itself recognises the importance of self-management and acknowledges that ‘People have a key role in protecting their own health, choosing appropriate treatments and managing long-term conditions.’

For more information please visit: www.selfmanagementuk.org

To review our latest accounts please click here: [Self Management UK - Accounts 2017](#)

Advertisement

Honorary Treasurer and Trustees (fundraising, HR, commissioning, campaigning, clinical or research expertise)

£Expenses

Self Management UK supports people experiencing one or more long-term health condition and is one of the leading providers of self-management structured education support nationally. Now in our 16th year we have provided self-management support to more than 150,000 people, helping to remove the barriers and challenges having a long-term condition can present. In fact, last year our small team of staff and incredible team of volunteers delivered 176 courses to more than 2500 people through 900 individual course workshops totalling more than 2700 of support.

Our size does not reflect our ability, impact or ambition and having just completed a period of significant transformation, we are looking to recruit a Head of Operations (Resources & HR) to help deliver the growth of our services and support the development of new exciting programmes of support.

The Honorary Treasurer will play a leading role in the oversight of the finances of the Self Management UK.

Having established a platform from which to expand and with a commitment to promoting high quality self-management we are also seeking to expand the Board by the appointment of two further trustees. We would particularly welcome applications from those with backgrounds in: **fundraising, commissioning, campaigning, HR, clinical or research areas.**

Your time commitment will normally include five Board meetings annually, together with some involvement in committees, plus possibly representing us at occasional events. The majority of meetings are held in our London office with the occasional travel in England.

You will serve an initial term of three years to be eligible for re-appointment for one additional term. This is a voluntary position and so not remunerated, although travel expenses will be reimbursed.

How to apply and the selection process

For an informal and confidential discussion about the role, please contact our retained consultancy company NFP Consulting:

Carroll Lloyd, Director, NFP

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Closing date: Applications should be in by the end of September 2018, with the intention of being able to have appointed all trustees by the end of the year.

Application is by way of CV and a Supporting Statement setting out your motivations for applying and how your experience and interests to date meet the role requirements.

Role Profile (Treasurer only)

Job Description

Job title: Honorary Treasurer

Salary: The roles are not accompanied by any financial remuneration, although expenses for travel may be claimed.

Commitment: At least 6 days per year in order to ensure we are quorate.
Trustees serve an initial three-year term and may be eligible for re-appointment for one additional term.

Location: The majority of meetings will be held in London with occasional travel in England

Reporting to: Chair of the Board of Trustees

Duties and Responsibilities

- Monitoring the financial management of the charity and reporting to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.
- Leading on the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
- Leading on the development and implementation of reserves, cost-management and financial and investment policies.
- Liaising with the appropriate member(s) of staff responsible for the financial activities of the organisation.
- Advising on the financial implications of the charity's strategic plan.
- Overseeing the charity's financial risk-management process.
- Leading Board-level liaison with the external auditors on audit and audit related issues.
- Ensuring, with other Trustees, that the charity pursues its objects as defined in its governing document.
- Ensuring the maintenance of proper financial control
- Agreeing and maintaining, with other Trustees, the charity's vision, mission and values.
- Contributing actively to the Board of Trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Ensuring accountability.
- Safeguarding the good name and values of the charity.
- Ensuring the effective and efficient administration of the charity.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.

- Contributing towards the appointment of the Chief Executive and monitoring of his/her performance

PERSON SPECIFICATION

Essential criteria

- Qualified member of an accountancy body or holder of an equivalent qualification (ACA/CIMA)
- Significant experience in financial management at a senior level including the oversight of financial accounts, audits, and risk management processes.
- A commitment to the organisation, its mission and values.
- Proven ability to work effectively as part of a team that makes collective strategic decisions.
- Understanding of business strategy, and ability to be able to contribute to the continuance of the charity and its future success.
- Sound, independent judgement and a willingness to express your views constructively while collaborating with others.
- Knowledge and experience of the consequences of the Charity's commitment to equality and diversity.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Honorary Treasurer.

Desirable criteria

- An understanding of long-term health conditions and their management.
- Track record working with charities.
- Understanding of charity accounting and regulations

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