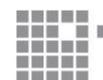




Candidate Brief for the position of  
**Chief Executive**  
**Sobell House Hospice Charity**

May 2021



**Berwick Partners**  
an Odgers Berndtson company

## **Introduction from Ian Miles, Chair of Trustees**

Thank you for your interest in the role of Chief Executive Officer for Sobell House Hospice Charity Limited.

Sobell House Hospice Charity Limited supports the work in Sobell House which is an NHS run and staffed specialist palliative care hospice situated within the grounds of the Churchill Hospital at Oxford.

The work of Sobell House Hospice Charity Limited is centred on the hospice, but also encompasses the Bereavement Service, the Day Centre where those suffering with life limiting illnesses come to help come to terms with their illness and work in the community.

The Team at Sobell House Hospice Charity Limited and the NHS clinicians are passionate about delivering excellent palliative care to help those with life limiting illnesses and their families.

Sobell House Hospice Charity Limited has recently built a £5m extension to the Hospice which provides additional in-patient care with state-of-the-art beds, space for the lymphoedema team, consulting rooms as well as purpose built charity offices.

The Trustees are currently seeking a further project to undertake, probably within the next 12 – 18 months.

Sobell House Hospice Charity Limited has diverse streams of income – fundraising, retail operations, legacies and income from the investment portfolio.

The person who is successful and becomes the Chief Executive of the Senior Leadership Team will need to have the skills to lead the in-house team, to liaise and negotiate with the NHS at a senior level locally to understand their priorities and how the charity can support these, as well as working with the Trustees to align these strategies.

This is an excellent opportunity for the successful candidate. If that person is you, then I and the Trustees look forward to working with you to achieve our goals.

**Ian Miles**



## About Sobell House

Sobell House offers physical, psychological, social and spiritual care to those facing life threatening illness, death and bereavement. The focus is on quality of life, respecting the uniqueness of each person, and respect for the dignity of all users of the service.

Sobell House's mission is to enrich the lives of our patients and those who love and care for them in the communities in which we operate across Oxfordshire.

Our vision is for an Oxfordshire where high quality end of life care is available to all those who need it, wherever they are, and for their relatives to have access to help during the patient's life and to have the help they need to adapt to their loss and go on with their lives.

The number of people dying each year is increasing, so hospice care has never been more in demand. It is a need that is only going to increase. Sobell House has a responsibility to care for those patients with the most complicated cases and to teach and inspire others to provide good care.

Our aim, over the next 5-10 years, is to build the necessary infrastructure to deliver more direct care both in the hospice, the home, the community and our main hospitals; to provide more education and training for health and social care professionals who deliver a lot of end of life care and develop a network of carers and volunteers capable of alleviating the stress of those with a terminal illness and the bereaved, where they live.



## Purpose of the Role

- Working with the senior leadership team, provide leadership to the charity and to be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks laid down by the board of trustees.
- Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters.
- To build and maintain relationships with stakeholders and ensure development of services in line with agreed charitable and clinical strategy.

## The Role

### Finance and risk

- To be responsible for the overall financial health of the charity including working with the Directors of Fundraising and Retail to develop and monitor an effective programme of income generation.
- To work with the Director of Finance to ensure that the major risks to which the charity is exposed are reviewed regularly by the board and the executive team, and that systems are in place to mitigate these risks.
- Working with the Senior Leadership team, ensure that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial).

### External and internal relations

- To foster good communications throughout the charity and externally.
- To develop, as appropriate, the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders.
- To scan the external environment for changes that may affect the charity, to advise the trustees proactively and to take necessary action.

### Legal and regulatory compliance

- To ensure that the charity fulfils all its legal, statutory and regulatory responsibilities.

*Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters.*

- Working with the Chair and Trustees to set the strategy for the charity reflecting the current opportunities and risks that the charity may face.
- Ensure high-quality governance by providing relevant honest and balanced information and advice on all matters affecting the charity.
- Ensuring Trustees are kept up to date with all relevant guidance issued by the Charity Commission and other regulatory bodies.
- To work with the Chair to ensure that all members of the board receive appropriate induction, advice, information and training (both individual and collective), thus getting the best thinking and involvement of each member of the board.
- To work with the Chair, members of the clinical team and charity to ensure that board agendas and papers reflect appropriate matters to be brought to the Board and to implement decisions made.

### Relationships with the chair of trustees

- To have regular one-to-one meetings with the chair at which the chair and chief executive can talk openly, discuss progress and problems, agree expectations of each other, plan the board's annual programme together and prepare together for meetings.
- In close consultation with the chair, to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media.

*In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be needed from time to time. These tasks may be located in any of the operating areas of the Charity.*

## The Candidate

### Essential

- Experience of senior management and leadership.
- Proven ability to lead, motivate and inspire confidence in a medium/large organisation.
- Passion to make a difference and support the values of Sobell House Hospice Charity which are excellence, accountability, positivity and compassion.
- A good performance ethic, driven and able to meet the strategic objectives of the Charity.
- Good interpersonal skills; building and maintaining good relationships with all stakeholders.
- Communication – communicates clearly, adapting style to suit the audience.
- Excellent written and verbal communication skills including the ability to communicate appropriately with a variety of stakeholders and interested parties.
- Commercial awareness and the ability to identify and evaluate different projects with regard to their fit with the stated charity objectives.
- Excellent attention to detail.
- Proven ability to develop and deliver strategic plans that reflect and support the objectives of the organisation and those of relevant stakeholders.
- Ability to work collaboratively at all levels, both within the charity, with the Hospice Clinical team and other relevant departments of the OUH.
- Demonstrable experience of managing change effectively and efficiently.
- Personal drive, energy, enthusiasm and integrity.
- Analytical and critical thinker, able to understand and evaluate professional advice in areas other than their own specialism.

### Desirable

- Experience of working with a clinical team within an NHS setting.
- Able to develop individuals and teams to reach their full potential.
- Belief in the importance of good End of Life Care for all.
- Able to persuade and influence stakeholders and potential donors to support Sobell House.
- Able to competently represent the charity/Sobell House in public.

## Additional Details

---

Salary	£75,000-£80,000
Location	Oxford
Reporting to	Board of Trustees; line managed by Chair of Trustees
Line Management Responsibilities	Senior Leadership team comprising of Directors of Finance, Fundraising and Retail

## How to Apply

To apply, please submit a comprehensive CV along with a covering letter setting out your interest in the role and summarising how you meet the essential criteria outlined in the Person Specification.

The preferred method of application is online at [www.berwickpartners.co.uk/82945](http://www.berwickpartners.co.uk/82945)

Closing date for applications: Monday 28th June 2021.

If you are unable to apply online please email your [application to response.manager@berwickpartners.co.uk](mailto:application.to.response.manager@berwickpartners.co.uk)

All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form which will be found at the end of the application process.

For detailed information on how we process your personal data, please review our privacy policy on our website <https://www.berwickpartners.co.uk/privacy-policy/>

In line with GDPR, we ask that you do **NOT** send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

If you have any queries or would like more information in regard to this document, please contact:

**Sandra Hamovic**  
Principal Consultant

M: 07979 017 447

[Sandra.Hamovic@berwickpartners.co.uk](mailto:Sandra.Hamovic@berwickpartners.co.uk)