



Forum Central Director – Job Description

Job Title	Director
Responsible to:	PSI-Volition-Tenfold Board of Trustees
Employed by:	Forum Central
Salary:	PO4/5 (points 41-45 depending on experience) £37,849 - £41,678
Contract:	Permanent subject to funding.
Annual Leave:	28 days + 8 days public holidays
Pension Scheme:	6% Company scheme or up to 6% contribution to personal pension scheme
Hours of working:	37 hrs per week

Introduction

Volition, PSI and Tenfold are the umbrella body working on behalf of the learning disability third sector, mental health third sector and the physical and sensory impairment third sector in Leeds. Together we are Forum Central (which also includes Leeds Older People's Forum as a sub-contractor). Forum Central promotes the contribution of the third sector in strategic planning and development of services, encourages partnership between agencies and across sectors and provides information to third sector organisations to assist them in meeting the aims of its members.

Forum Central seeks to bring about positive change in the lives of learning disabled people, whilst meeting the mental health and physical health needs of people using our members' services through strong and strategic representation, effective communication, and an ethos of strength in numbers and partnership working.

Purpose of the Post

- To be the lead officer representing the Leeds learning disability, mental health and physical and sensory impairment third sector in joint work and discussions with statutory sector in strategic planning and commissioning, and development of services
- To provide leadership for the organisation, its members and the wider learning disability, mental health and physical and sensory impairment third sector in Leeds, in promoting user focused and recovery orientated services.

- To be the lead officer for the delivery of the Forum Central service including provision of support and leadership to the Forums Partnership Board, contract management and the key contact for commissioners
- To be the lead officer representing the Leeds health and care third sector in joint work and discussions with statutory sector in planning and commissioning, and development of services.
- To maintain the high profile and high levels of involvement of health and care third sector service providers and seek ways to further develop the sector's role locally.
- To capture and promote members' priorities in order to make Leeds the best city for health and wellbeing
- To provide leadership and management for the staff team.
- To work with the Board of Trustees in agreeing and implementing strategy and direction for the organisation

Duties and Responsibilities

Internal Responsibilities

1. To manage all aspects of the employment and supervision of the staff team
2. To organise and support the meetings of the charity Trustees
3. To provide reports to the Trustees as required
4. To ensure that all legal requirements of external regulatory bodies are met
5. To ensure effective management and maximisation of income
6. To liaise with external funders in relation to service specifications for the charity's work
7. To obtain funding for additional posts or projects as agreed with Trustees
8. To agree annual priorities with Forum Central members, Trustees and commissioners.

Lead partner / contractor of Forum Central services

9. To support the ongoing development and support to the Forums Partnership Board
10. To ensure that sub-contracting arrangements are in place with Forum Central delivery partners including annual plans and quarterly monitoring meetings
11. To ensure that the quarterly monitoring reports are completed and submitted to commissioners.
12. To support the re-commissioning of the Forum Central contract.

External Responsibilities

Representation

13. To promote and profile the voice and inclusion of the wider mental health third sector/ the physical and sensory impairment/ learning disability and the health and care third sector in appropriate planning and development groups across the city and with different statutory agencies.
14. To ensure effective representation of the sector is provided in relevant planning and development groups in the NHS, Leeds City Council and other relevant forums
15. To ensure adequate support is provided by the staff team for third sector representatives attending city-wide groups
16. To undertake a representative and participative role in multi-agency groups as appropriate
17. To undertake presentations at workshops and conferences as appropriate locally, regionally and nationally
18. To support and further develop the Forum Central network of third sector health and care leaders.

Liaison

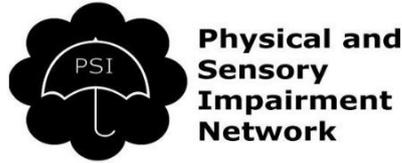
19. To liaise with senior colleagues in statutory services with responsibility for development and delivery of mental health/physical and sensory impairment/learning disability and Health and Care services
20. To constructively challenge, in line with the Board of Trustees directives, where mental health/ physical and sensory impairment/ learning disability and/or health and care service delivery is deemed to be of concern
21. To promote a partnership between the health and care third sector and statutory agencies and other partners to develop effective care pathways for service users
22. To enable participation of the third sector in multi-agency working groups focused on national underpinning strategies
23. To provide a range of opportunities for member/other third sector agencies to meet and work together, to encourage partnerships and effective liaison
24. To develop connections with colleagues in other third sector forums, and the wider third sector as appropriate
25. To develop appropriate contacts with relevant national bodies to ensure that Leeds mental health/physical and sensory impairment/learning disability and health and care third sector is represented at a West Yorkshire and Harrogate, regional and national level as appropriate

Information

26. To present high quality information to and about the sector utilising all areas of communication
27. To ensure dissemination of information on all aspects of local, regional and national mental health/physical and sensory impairment/ learning disability/ health and care service development to Forum Central members
28. To ensure that the Forum Central service is the main point of contact for the statutory sector when seeking information about local third sector mental health/physical and sensory impairment/learning disability/ health and care service providers
29. To contribute to training or information sessions across the city to promote the diversity of work undertaken by the health and care third sector

Policy & Practice Development

30. To keep up to date with changes in policy both nationally and locally and ensure that the local third sector is kept well informed and engaged with relevant changes
31. To ensure that Forum Central members are included in all aspects of service re-design and commissioning arrangements in Leeds
32. To encourage statutory partners and commissioners including Leeds and York Partnership Foundation Trust, Leeds Clinical Commissioning Group, Leeds Community Healthcare, Leeds Teaching Hospitals Trust and Leeds City Council to actively engage with the third sector as an equal partner in all aspects of service development
33. To drive forward, or respond to, local and national initiatives as they emerge
34. To initiate working groups, conferences, workshops on current themes, innovations in mental health/physical and sensory impairment/learning disability/health and care both within the membership and across sectors
35. To undertake any other duties commensurate with the role



PSI-Volition Director – Person Specification

The person specification should be read in conjunction with the job description. It describes the values, skills, knowledge, and experience that PSI-Volition believes are necessary to fulfil the role as outlined in the job description. Please identify the ways in which you meet the person specification and job description in your application.

Abilities and skills	Essential	Desirable
Excellent leadership and networking skills	*	
Excellent inter-personal and communication skills including facilitation and chairing meetings, and in understanding and confidently representing a range of different views	*	
To participate at a senior level in a range of different meetings	*	
To understand and summarise complex issues – written and verbally	*	
To quickly grasp key issues from meetings and reports and apply them to work plans	*	
To work creatively and flexibly with a wide range of partners building constructive relationships	*	
Positive attitude to equal opportunity and diversity	*	
Self-motivated, well organised and able to use initiative	*	
Knowledge		
Knowledge of national policies and structures and their impact on local health and care services		*
Understanding of the social model of disability	*	
Knowledge of different organisational structures in the Third sector, the NHS and Local Authority	*	
Knowledge of Leeds' mental health and/or physical/learning disability services	*	
Understanding of the key mental health/physical/learning disability developments in Leeds		*
A strategic understanding of local regional and national sector wide issues	*	
Experience		
Of undertaking a representative role		*
Of collaboration with stakeholders in different sectors	*	
Of working in or closely with the third sector	*	
Of project development and management	*	
Of recruitment, selection and management of staff	*	
Of managing budgets and contracts (preferably including managing sub-contractors)	*	
Of strategic planning and joint working	*	

Of working within a partnership		*
Lived personal experience of mental health/physical and sensory impairment and/or learning disability		*
Of income generation initiatives		*