

Dear Applicant

We're really pleased you're interested in the post of Head of SIA Enterprises. We're a small charity with big ambitions, and this role – and your contribution - is at the heart of our growth plans.

Damaging your spinal cord is a life changing injury. The impact affects every aspect of your life, as well as those closest to you. We help to make the everyday achievable once again. Our Peer Support Officers, together with our advocacy officers and SCI Nurse Specialists all help spinal cord injured people to develop the hope, confidence and practical skills to rebuild their lives and start again.

More injured people than ever before need our help. To raise more money and deliver new and better services, we've set up **SIA Case Management** with the brand-leading, long-established case management firm, Bush & Co. Our case managers plan and organise the complex packages of care, rehabilitation, housing and advice and then deliver the support that our clients need after they have been injured and a compensation agreement reached.

We need the help of an experienced leader to take on the role of Head of SIA Enterprises, with a passion for growing a business and a proven track record in development. Our social enterprise – SIA Enterprises is up and running. But it needs an extraordinary person with enthusiasm, commercial insight and creative flair - to make it a success.

Are you the one who'll make that difference? We hope that this role inspires you and we look forward to receiving your application.

About Spinal injuries Association

We are the UK's leading charity supporting people who sustain damage to the spinal cord. We are a passionate organisation with a 45-year track record of meeting the needs of spinal cord injured people. We support people and their families and friends in the immediate aftermath of injury, during their rehabilitation and at any time afterwards.

Our **vision** is a fulfilled life for everyone affected by spinal cord injury.

Our **mission** is to support all those affected by spinal cord injury by advising, educating and campaigning on their behalf.

For further information, please visit www.spinal.co.uk

How to apply

Please complete all sections of the form below using black ink or type. The information you provide in your application will be the only material used in deciding whether or not you are shortlisted for interview, therefore please ensure you address all aspects of the person specification of the role you are applying for. CVs are not accepted and will not be considered. Where necessary continue your answers on a separate sheet of paper.

Please return your completed application form to j.sims@spinal.co.uk by the specified closing date.

Spinal Injuries Association, SIA House, 2 Trueman Place, Oldbrook, Milton Keynes, MK6 2HH
01908 604191 www.spinal.co.uk

JOB DESCRIPTION

Job Title:	Head of SIA Enterprises
Reporting to:	Chief Executive Officer, SIA
Type of appointment:	Permanent
Salary:	£45,000 - £50,000 dependent on experience

ROLE PURPOSE

To build a leading joint venture for SIA Case Management (SIACM) through developing strong working relationships with personal injury and clinical negligence law firms. This will maximise unrestricted funds for the SIA and help many more spinal cord injured people get the care and support they so urgently need.

SKILLS AND EXPERIENCE

Essential

- Experience of leading growth of projects and businesses
- Experience of leading initiatives from concept to completion
- A natural talent for engaging a variety of stakeholders to produce excellent results and develop sustainable relationships
- Excellent communication, interpersonal, negotiating and influencing skills.
- Strong written and verbal communication skills
- A positive and results-focused approach
- Ability to produce accurate and detailed reporting, some basic analytical work will be required
- Shares the values of the charity and is passionate, unified, curious and driven
- Willing to travel across the UK, in particular Manchester, London, Birmingham, Bristol and Leeds.
- Naturally organised and responsible for their own work

Desirable

- Experience of working with or in the legal sector
- Experience of working with both private and charitable sector organisations
- Knowledge/experience of the lived experience of people with SCI
- Degree level qualification or above in business, management or law

Responsibilities

- **Build a joint venture offer for SIACM that combines the diverse capacity of the team of SIA Case Managers and SIA's programmes and services**
 - Liaise with SIA's services, support and policy teams and Bush & Co's MD and Client's Director to devise a costed service offer through SIACM via increasing collaboration between SIA's frontline peer support teams, nurses, advocates and case managers
 - Build a clear portfolio offer of the SIA Case Managers
 - Develop chargeable elements to existing SIA services for those members undergoing litigation
- **Develop a clear understanding of the Case Management market**

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- Map and monitor the supply and demand for case managers for SCI people
- Competitor monitoring specific to case management in the SCI space
- **Build a relationship with the key litigation firms nationwide**
 - Develop and implement a combined strategy with Bush & Co for building and maintaining all SIA legal firm relationships
 - Working in collaboration with the SIA PLM and Bush Client's Director
 - Assist in the production of a customer sales toolkit for SIACM, updating as required
 - Liaise with Bush & Company marketing department to ensure integration of SIACM into business development activity.
 - Attend and support all meetings, conferences and other touch points for building and maintaining clients and partners
- **Build and roll out an integrated marketing strategy for expansion and cultivation of SIACM, in collaboration with SIA and Bush & Co**
 - On-line and off-line strategy and implementation for one and two-way communications with potential and present clients
 - Develop and implement campaigns for the SIACM offer, engaging all SCI people, identifying new routes to market for accessing clients
 - Work on valuing SIA support to claimant law firms and assist in advising as to the opportunities for the current fundraising mechanisms
 - Working with Bush & Co to attract new Case Managers to the role.
- **Manage and report on all aspects of SIACM's work**
 - In addition to line management by the SIA CEO, set up a regular report and communication line to the MD at Bush & Co
 - Set and report on SMART targets for expansion and sustainability of SIACM ensuring action is taken to reach required objectives
 - Report variances to targets and escalate to management as needed
 - Administer the relationship between SIA & Bush & Company
 - Identify risks and potentially required risk management plans
 - Assist in the continuing professional development of SIA Case Managers
 - Review and align objectives to support company strategic growth initiatives
- **Any other duties deemed reasonable and within the scope of the role**

APPLICATION FOR EMPLOYMENT

For which post are you applying?

How did you learn of this vacancy?

Forename(s):	Last Name:
Address:	
Home No:	Work No:
Mobile No:	Email:
Name and address of present or most recent employer:	
Telephone no:	
Current post title:	
Brief description of duties:	
Current pay:	
Period of notice required by employer:	

REFERENCES

Please give names and address of two referees, one of whom should be your current or most recent employer.

Employer	Employer/personal
Name:	Name:
Job Title:	Job Title:
Company:	Company:
Address:	Address:
Telephone No.	Telephone No.
Email:	Email:

Should referees be approached prior to interview?	Yes		No	
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EDUCATION

General Education Qualification	Level	Grade

Further Education/Professional Qualification	Level	Grade

EMPLOYMENT HISTORY

Name and address of employer (most recent first)	From	To	Position and Key Achievements	Reason for Leaving

PERSONAL DEVELOPMENT

Please state any courses, membership, voluntary work or public service/duties you consider relevant, with outcomes where applicable.

Are you to your knowledge, related to any executive member or employee of the Spinal Injuries Association? If so, please give details.

SUPPORTING STATEMENT

This is an opportunity to draw attention to aspects of your career, training courses attended, interests, ambitions, etc., which make you suitable for the post. Please also state why you are interested in applying for this post and make particular reference to the Job Description and Person Specification. Use additional sheets if necessary.

SIGNATURE

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

Signature of applicant

Date

ELIGIBILITY TO WORK IN THE UK

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016. The legislation requires employers to verify that any person selected for employment is eligible to work in the United Kingdom.

The Spinal Injuries Association is required to see and take a copy of appropriate documents **before** employment commences. To enable us to comply with this legislation, please complete this form and return with your application. You will be asked to provide evidence of your eligibility to work in the UK (as per the attached lists) should you be made an offer of employment.

This document will form part of your Application for Employment and will be held and processed in accordance with the Data Protection Act 2018.

Name:	Position applied for:
<p>Nationals from European Economic Area (EEA) countries, and Switzerland, can enter and work in the UK without any restrictions. The following countries are part of the EEA:</p> <p>Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom</p>	
Are you a national of one of the above countries?	Yes/No
If YES, which country?	
If NO, which country are you a national of?	
Do you require a work permit in order to work in the UK?	Yes/No
If NO, state why not	
Do you currently have a work permit to work in the UK?	Yes/No
If YES, please provide work permit reference number (if known) and expiry date	
Do you have a National Insurance Number? If YES, please provide it	
Signature:	Date:

Documents which are acceptable as evidence of eligibility to work in the UK

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You will be asked to produce one or more of the following documents if offered employment.

LIST A - acceptable documents to establish a continuous statutory excuse. If a prospective or existing employee produces a List A document (or one of the combinations of documents specified), they are eligible to work in the UK for an indefinite period.

<p>1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.</p>
<p>2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland</p>
<p>3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.</p>
<p>4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.</p>
<p>5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.</p>
<p>6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.</p>
<p>7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.</p>
<p>8. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer**.</p>
<p>9. A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*</p>
<p>10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.</p>

*An official document can include for example a HM Revenue and Customs letter, Jobcentre Plus letter, P45, P60 or National Insurance number card but not a payslip

List B documents demonstrate that the person has been granted leave to enter or remain in the UK for a limited period of time. If an individual provides documents from List B, the Spinal Injuries Association is required to carry out specified document checks before the employment of the individual begins and then carry out follow up checks of the same kind at relevant future points.

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer*.

* An official document can include for example a HM Revenue and Customs letter, Jobcentre Plus letter, P45, P60 or National Insurance number card but not a payslip

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

**A positive verification notice is official correspondence from the Home Office employer checking service which confirms that a named person has permission to undertake the work in question

EQUALITY & DIVERSITY MONITORING

This section of the application form will be detached from your application form and used for monitoring purposes only. The Spinal Injuries Association is fully committed to the promotion of equality and diversity within our organisation. We would be grateful if you would help us to review our process of staff recruitment by completing this questionnaire. Completion is entirely voluntary and the information provided in this section will not be used as part of the recruitment process.

Age			
16-24		45-54	
25-34		55-64	
35-44		Over 65	
Prefer not to say			

Gender

Female		Male		Prefer not to say	
Gender Identity (if appropriate)					
If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with?					
Transsexual		Transgender		Intersex	

I would describe my ethnic origin as:					
Asian or Asian British		Black or Black British		Mixed	
Bangladeshi		African		White & Asian	
Indian		Caribbean		White & Black African	
Pakistani		Other Black background		White & Black Caribbean	
Other Asian background				Other mixed background	
White			Other Ethnic Group		
British		Scottish		Chinese	
English		Welsh		Any other ethnic group	
Irish		Other White background			
Prefer not to say					

Please choose the option that best describes your sexuality					
Gay Woman/Lesbian		Gay Man/Homosexual		Bisexual	
Straight/Heterosexual		Prefer not to say			

Please indicate your religion or belief					
Baha'i		Hindu		Muslim	
Buddhist		Jain		Sikh	
Christian		Jewish		Other	
Prefer not to say					

Do you consider yourself to have a disability under the Equality Act 2010? In the Act, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.					
Yes		No		Prefer not to say	