



SIA Candidate Pack
Director of Programmes



Dear candidate

I am delighted you're considering applying to be **director of programmes** for the Spinal Injuries Association (SIA). I hope you find the information included in this pack helpful in supporting your decision.

SIA is committed to a singular vision: a fulfilled life for everyone affected by spinal cord injury. Everyone has a right to a fulfilled life and that means the life they choose; a life that has the same opportunities as everyone else. Our work in campaigning, education and support is based on the personal experiences of our members.

Our programmes include specialist nursing, counselling, advocacy and our front-line teams of regionally based support coordinators who facilitate support to all spinal cord injured people. From this front-line work, we use our expertise to campaign, educate and influence decision-makers on matters relating to health and social care policy, in addition to campaigning for rights and access across the spectrum of our community's needs.

Alongside our growing membership of 14,000 individuals, just under half of our staff are spinal cord injured, as well as 90% of our current trustees.

The director of programmes role will be crucial not only for developing our programmes – reach, quality and offer – but as a leader in developing and launching a new long-term organisational strategy to be launched in 2023. You will be working with an ambitious senior leadership team, with programmes teams led by skilled and committed staff and working with and reporting directly to a values-driven and passionate board and programmes committee.

I hope the role fills you with a similar sense of excitement and ambition to be part of a senior leadership team dedicated to making life better for our community. I look forward to receiving your application.

Good luck!

Nik Hartley

Nik Hartley OBE
CEO, Spinal Injuries Association

About us

SIA is the UK's expert voice and leading source of information and advice for people affected by spinal cord injury (SCI). For over 45 years, we've been supporting spinal cord injured people and their families, delivering expert advice and support, advocating and fighting for their right to services and support, and building a network of partners to ensure spinal cord injured people can not only rehabilitate but rebuild a fulfilled life for themselves and their families.

SIA's vision is
a fulfilled life for everyone affected by spinal cord injury.

SIA's purpose is
to support all those affected by spinal cord injury by advising, educating and campaigning on their behalf.

Our belief is that everyone has a right to live a fulfilled life and that means the life they choose, a life that has the same opportunities as everyone else.

In the past three years we have been redoubling our efforts, through an exciting new framework that has the potential to make this vision a real possibility, aimed at an **association for all**. We have:

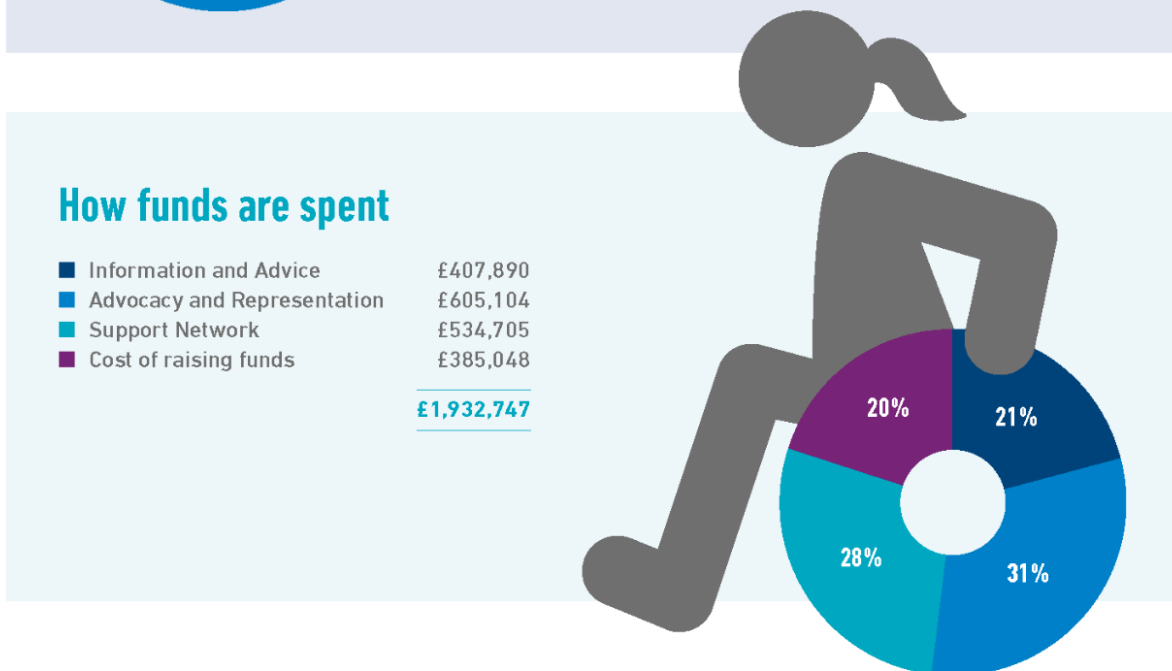
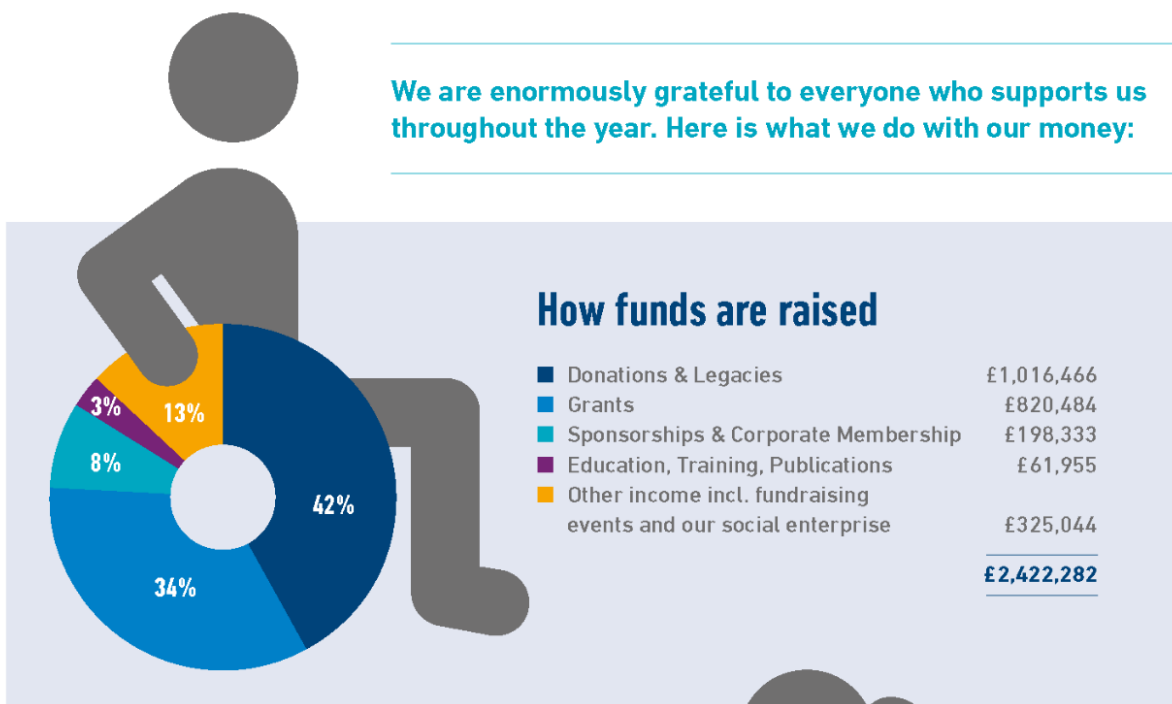
- Developed a region-by-region support structure of spinal cord injured staff and volunteers who coordinate all aspects of support for SCI people in their area
- Expanded our specialist clinical capacity to include specialist nurses, occupational therapy and specialist counselling, who support hundreds of spinal cord injured people and educate and train health care professionals who work with SIA's members
- Developed our advocacy team's capacity to take up cases for health and social care provision on behalf of spinal cord injured people
- Carried out regular user-informed surveys and research to build a case for change in areas such as care and the right to independent living, accessibility, mental health and continuing healthcare
- Led campaigns for policy change and the better protection of our members right to access, freedom from discrimination, and independent living in key areas of rehabilitation, care, housing and services.

Our membership continues to grow, now with over 14,000 people.

WHAT WE DO

with our money

We are enormously grateful to everyone who supports us throughout the year. Here is what we do with our money:



SIA's board and leadership

Board of trustees



Claire Martin
chair



Mark Henderson
senior vice chair



Mark Ridler
vice chair



Ron Dunning
Treasurer



Faisal Hussain



Christa Dyson



Peter Hamilton



Dr Ram Hariharan



Chris Keogh

Senior Leadership Team



Nik Hartley
OBE
chief executive



Svetla Stallwood
director of
finance and
operations



Anna Saunders
director of
business
development



Kathryn Hill
director of
programmes
(outgoing)



Dan Burden
head of services



Jo Neale
head of
investments and
partnerships



Sarah Tennent
head of
enterprise



Naomie Conway
head of
communications and
engagement



Jen Sims
head of people and
culture

Director of programmes job spec

The priorities

Underpinning the role (set out in *the day-job* below), there will be four framing priorities for the newly appointed director of programmes

1. **Programmes to strategy:** Developing all our present programmes into inter-connected, contributing components of our emerging strategy and ambition. Specifically, this will include building programmatic outputs around our aims for
 - **campaigning and policy work** – including public campaigning, evidence-based policy influencing, and parliamentary engagement
 - **the role of our services** (advocacy, nursing, OT, counselling and the support network) in how they can contribute to our aims for social and policy change, locally and nationally
 - **the *SIA Academy*** – both its training & education agenda and its research & innovation goals
 - **our ambitions to integrate our offer into NHS services** and pathways for spinal cord injured people
 - **the development of a region-by-region support network** of trusted partners across all priority needs of spinal cord injured people
 - **The ongoing development of member engagement and our digital capability** to ensure all members can be supported seamlessly across teams and trusted partners
2. **People:** Build deep understanding, buy-in and excitement across programme teams to these strategic-level aims. In doing so develop a culture of
 - ownership and leadership by heads, and managers
 - cross-team collaboration to foster interconnected working towards organisational aims
3. **Processes:** Design and develop processes and protocols that are
 - understood and used at all levels of programmes teams to ensure efficient and accountable outcomes
 - embedded so that reporting and data collection becomes part of the ambitions of staff's day-to-day work
4. **Structure:** Ensure we have appropriate and sufficient capacity – in number, skills and experience – to achieve
 - the aims set out in 1 to 3
 - the ambitions of our emerging strategy

The day-job

Programmes

- **Line management** including but not limited to the head of services, head of communications & campaigns, and the academy & impact manager
- **Oversight** of the development and management of the goals, objectives and milestones for all teams within the services and communications & campaigns departments
- **Design and development** of new and expanding programmes to meet the ambitions of our new strategy, the needs and demands of our members, and organisational aims for growth and fundraising
- **Structuring and building capacity** of each of the programmes teams so they are fit for present and future ambitions as set out in annual budgets and long-term strategic aims of SIA

Reporting and Governance

- **Oversight of a programme-reporting framework** fit for our new strategy, openly reporting to staff, SLT and the Board
- **Delivering detailed reports** against milestones and financial targets on a quarterly basis for review at SLT, the Board's programmes committee and the full Board's quarterly meetings
- **Transparent and well-communicated reviews and feedback loops**
 - between staff, volunteers and members that influence the quality of SIA's work on a regular basis
 - between partners, SIA and its members that influence the outputs and choice of partners to deliver on the needs of spinal cord injured people

Strategic and senior leadership

- Alongside the CEO, directors and heads (the senior leadership team – SLT)
 - Play a **leadership** role in the direction and management of SIA on behalf of the Board and SIA's members
 - Respond to organisation-wide **challenges and opportunities**
 - Build, manage and report to all appropriate channels on strategic and operational **risk**
 - Oversee the **safeguarding** of our staff, volunteers and members to meet the highest standards expected of the charity
 - Develop and oversee organisational **policies and procedures**
 - Play a leading role in our organisational goals for **equality, diversity and inclusion** in all that we do as well as our ambitions for **sustainability** and becoming carbon net-zero
- Act as a public ambassador for SIA and its cause
- Support the development and oversight of performance management and staff-development across the organisation
- Support SIA's public and institutional fundraising work
- Act as a role model, upholding the values of the charity

Personal qualities and attributes

Person Specification		
Job Title: <i>Director of programmes</i>		
Knowledge, skills & experience	Essential	Desirable
Executive-level leadership	X	
Budgeting and reporting	X	
Strategic development and oversight – particularly in the voluntary sector	X	
Working knowledge of any/all of our programme areas including the physical aspects and implications of spinal cord injury, advocacy, campaigns, mental health, communications and policy		X
Lived experience of a spinal cord injury		X
Financial knowledge including forecasting, profit & loss and balance sheets		X
Educated to degree level or relevant qualification or experience		X
Knowledge of the UK voluntary sector, preferably disability charities		X
Fundraising especially in cultivation, design, development and reporting to trusts, foundations and institutional donors		X
Behaviours & Competencies		
A strategic thinker	X	
Strong communication skills (written and verbal)	X	
Good organisational, planning, and coordination skills	X	
Ability to multi-task and prioritise	X	
A leader – including strengths in collaboration, delegation and communication	X	
Ability to manage multiple projects simultaneously	X	
Mission-oriented and self-motivated	X	
Analytical – especially in the context of strategic, financial and programmatic challenges and opportunities	X	
A problem-solver	X	
Values driven and role-model for colleagues and stakeholders	X	

The Terms and Conditions

Terms of office

- Salary: £55,000 per annum
- Hours: 37.5 per week. Flexible and hybrid working arrangements will be considered (see Wellbeing below)
- 25 days leave per annum plus paid Bank Holidays (increasing to 28 days after three years and to 30 days after five years of service)
- Access to Group Pension scheme (6% employer contribution)
- Access to Group Life Assurance scheme
- Free car parking at our Head Office in Milton Keynes
- Up to two volunteering days p.a
- Health cash plan
- Access to discounted gym membership (salary sacrifice)
- All members of staff are encouraged to discuss their development plans and aspirations with their line manager. A budget is available for talent development
- Wellbeing – People are at the heart of everything we do. We offer agile working in our modern revamped bright open plan office, quarterly staff development days, annual appraisals, regular 121's and an Employee Assistance Programme

Appointment process

If you are interested in this opportunity please send a CV and expression of interest – no more than two to three sides of A4, covering your motivations for applying and highlighting how your skills, knowledge and experience meet the requirements of the role, to the CEO, Nik Hartley on n.hartley@spinal.co.uk by close of play Friday 10th June 2022.

If you want to ask any questions about the role before considering an application, please contact Nik at the above email to set up a conversation before Friday 27th May 2022.

Following consideration of applications, we will invite selected candidates to SIA House for an initial interview with the CEO and a small selection committee, on Thursday 16th June 2022. If this date is not convenient, we will work with candidates to find another date that works. We will aim to complete the recruitment process and make an appointment by the end of June.

Additional information

- [SIA Impact Report 2020/21](#)
- [SIA Annual Report and Accounts 2020/21](#)
- [SIA Strategic Plan 2018 to 2022](#)
- [FORWARD \(latest issue\)](#)
- [SIA YouTube](#)