



## **JOB DESCRIPTION**

### **Head of Clinical Programmes**

<b>LOCATION</b>	Home-based with UK wide travel
<b>RESPONSIBLE TO</b>	Director of Service Development and Improvement
<b>DIRECT REPORTS</b>	Project reports as appropriate and determined by Director of Service Development and Improvement
<b>CONTRACT</b>	3 year fixed term contract
<b>HOURS</b>	35 hrs per week

### **PURPOSE OF ROLE**

The post holder will be responsible for the day-to-day development, management and delivery of clinical projects as part of our service development strategy to impact the care given to children and families with life-limiting conditions. They will work closely with the Operations and Project manager (PSD) and be accountable to the Director of Service Development and Improvement, Together for Short Lives. The postholder will build strong relationships with stakeholders and a range of organisations (statutory and voluntary sector) that operate across the palliative care sector, leading on our projects and influencing the development of children's palliative care.

### **DUTIES AND RESPONSIBILITIES**

#### **Networking and collaboration**

1. Reach out to a range of practitioners in health, social care in both statutory and voluntary sector, to raise awareness of Together for Short Lives, relevant projects, and children's palliative care.
2. Engage with and represent Together for Short Lives with local children's ICS leads, Strategic Clinical Network Managers, and regional clinical networks.
3. Communicate with partner organisations (NHS organisation or voluntary sector organization) to ensure projects are delivered, with all the associated risk and liabilities, as detailed in project plans.
4. Regularly attend and engage with regional clinical network meetings for children's end of life and palliative care.

#### **Project management**

5. Build and facilitate strong working relationships with any external partners/stakeholders involved in projects, providing regular updates and communications and be the senior

contact across the day-to-day workings of the projects/programmes, reporting back to the Director of Service Development and Improvement as necessary.

6. Work alongside the Operations & Project manager to ensure a detailed project management exercise is undertaken for each identified project including preparation of project brief, initiation document, referral criteria, resources, training, recruitment plans.
7. Work closely with the the Operations & Project manager to ensure that all projects are delivered within budget and that any deviation in this is escalated accordingly.
8. Provide strategic clinical guidance and leadership to projects, involving different partners/people in the organisation as required.
9. Work closely with the Director of Service Development and Improvement to ensure that all projects align to the vision, strategy and plans for the Practice Service Development Team.
10. Oversee the process of monitoring, measurement and impact reporting across the scope of each project.

### **Project development**

11. In collaboration with partner organisations research, coordinate and map local palliative and end of life care provision related to each project.
12. Develop and use a variety of assessment tools, outcome measures to determine needs across children and families living in the geographical footprint for a project.
13. Coordinate and facilitate stakeholder/family engagement/planning event/s to inform project outcomes and deliverables.
14. Using participatory methods, work with families of children with life-limiting conditions to co-produce projects to determine appropriate project outcomes.

### **Project reporting and evaluation**

15. Work with the Operations & Project manager to ensure that each project includes ongoing management, management of risk, quality, communications, monitoring and reporting.
16. Work with the Operations & Project manager to ensure project reports are prepared quarterly for Director of Service Development and Improvement, funders and other external partners.
17. Keep the Director of Service Development informed of deviations from project plans.
18. Coordinate the flow of information between the providers of services, partner organisations and Director of Service Development and Improvement.

### **Raising Awareness Across the Sector**

19. Promote, market and signpost to the support and resources available through the Together for Short Lives Family Hub.
20. Promote opportunities across the sector for families to engage in the work of Together for Short Lives.
21. Represent Together for Short Lives and be the liaison between professionals working across the statutory and voluntary sector and the team at Together for Short Lives.
22. Support the continued development of the regional palliative care network and raise awareness and provide updates to networks and hospices about policy and care developments.
23. Support and develop opportunities for professional engagement and knowledge exchange across the palliative care sector.
24. Contribute to and deliver training programmes and give presentations as appropriate.

### **General**

25. Provide target driven and development focused line management and direction for other project workers.
26. Provide regular (monthly) updates to PSD Leadership Team and attend team meetings in the Bristol office as appropriate.
27. Attend events and activities throughout the UK on behalf of the Director of Service Development and Improvement, Together for Short lives as and when required.
28. On occasion you may need to work outside of normal office working hours either due to travel requirements or to attend meeting and/or events.
29. To adopt a positive approach to personal and professional development, engaging in regular one to one meetings, and an annual performance review with the Director of Service Development and Improvement (Together for Short Lives).
30. Carry out any other duties as are within the scope, spirit and purpose of the post as requested by your line manager.

## PERSON SPECIFICATION

QUALITIES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered nurse with at least ten years clinical experience in children's nursing and experience of working with children and families with complex health needs.</li> <li>Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>Recognized training and knowledge in children's palliative care</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children and/or young people with complex needs and their families</li> <li>Commitment to improving lives of children and young people with palliative care needs</li> <li>Working with children and their families to enable them to participate in opportunities to share their experience and in the development of services.</li> <li>Track record of building strong and effective working relationships with a wide range of stakeholders and organisations.</li> <li>Experience of developing objectives, monitoring delivery and measuring outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in children's palliative care sector</li> <li>Of senior-level reporting, with confidence and authority, presenting to Director-level contacts.</li> <li>Experience in teaching and learning, delivering presentations</li> </ul>
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>An experienced facilitator is required with excellent communication skills and a robust knowledge of health and social care policy and how this impacts on practice.</li> <li>Experience of preparing and giving presentations.</li> <li>Ability to promote the charity to a wide range of individuals and external audiences.</li> <li>Experience of managing projects, setting objectives, monitoring delivery, excellent time management and organisational skills</li> <li>Ability to collaborate and work in partnership with organisation, stakeholders across the palliative care sector and have a creative approach to problem solving.</li> <li>Good organisational skills and the ability to prioritise workload in a demanding environment</li> <li>Demonstrate ability to work collaboratively across organisational boundaries to achieve shared goals of programme and to support the vision of the programme.</li> <li>The ability to lead, inspire, influence and motivate. Have experience of negotiation and conflict management</li> <li>Ability to apply a wide range of IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of identifying and measuring outcomes in health and social care</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Knowledge of children's palliative care</li> <li>Knowledge of regional health and social care structures, integrated care systems, National Palliative and End of life care Programme</li> </ul>	Knowledge of children's community nursing

QUALITIES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> <li>• Knowledge of the role and function of managed/clinical palliative care networks and NHSE/I Strategic clinical networks for palliative and end of life care</li> <li>• To possess, or to have the motivation to develop, a thorough knowledge of the work of Together for Short Lives and the children's palliative care sector</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively in a team and as an independent worker</li> <li>• Resilient and empathic</li> <li>• Ability to self-motivate and inspire</li> <li>• A flexible approach to work</li> <li>• Commitment to work of Together for Short Lives and the Practice and Service Development Team</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to travel, including overnight stays</li> <li>• Driving licence</li> </ul>	