Director of Mencap Northern Ireland

Application Pack
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Foreword from Jan Tregelles, Chief Executive of Mencap

Thank you for your interest in the position of Director of Mencap Northern Ireland. Mencap is a registered charity recognised as the leading voice of learning disability. This is a key position for us, pivotal to the success of our work in Northern Ireland to support people with a learning disability, their families and carers.

There has never been a more exciting time to join Mencap. Our Big plan, launched this January and taking us to 2020, commits us to a set of challenging, life-changing priorities to improve public attitudes to learning disability, as well as focusing on health, early years support, friendships and relationships and – of course – making a difference to the lives of people with a learning disability here and now. We need a strong, passionate professional to lead our work in Northern Ireland and help us make that plan a reality.

We know we can’t do that on our own, and while we are ambitious to grow and diversify, we are keen to explore new areas to develop partnership working and to influence, lobby and advocate to a wide range of stakeholders. The Director of Northern Ireland will lead on the development and implementation of an influencing strategy, policy and legislation change, ensuring a strong evidence-based approach is adopted. They will develop and build networks externally in order to make the maximum difference.

We know that great leadership really helps organisations to excel. This role demands an experienced leader with excellent communication skills, strong judgement and commitment, commercial acumen, expertise in influencing, lobbying and partnership working. This is a prominent, strategic role in the sector that has the chance to have far-reaching impact across Northern Ireland and further. If that sounds like the kind of role you are ready for, I want to hear from you.

Please find enclosed relevant information relating to our organisation and the role including the selection process. I am delighted that we are working with Chief Officers 3rd Sector (CO3), to help with the recruitment process. If you have any initial queries relating to the post in the first instance please contact Nora Smith at nora@co3.bz or telephone 028 90 245356/07803 209590

Yours sincerely

Jan Tregelles
Chief Executive
About Mencap
In 1946 the mother of a child with a learning disability, Judy Fryd, wrote to a magazine asking other parents of children with learning disabilities to get in touch with her. She was flooded with replies about their experiences and how much they needed support but were not receiving any. This pioneering woman went on to set up an organisation which would later become known as Mencap. Mencap has gone on to lead the way in providing support, services and a voice to people with a learning disability and their families. Whilst the world has changed a lot since 1946, people with a learning disability still face inequality and prejudice in 2015 and continue to need our support.

We are proud of what we have achieved but today we are needed more than ever to challenge the injustices people with a learning disability face. We need big changes which is why we have big ambitions. By the time we reach our 100th anniversary in 2046 we want to look back on a period of historic progress for people with a learning disability.

Our vision and mission
Our vision is a world where people with a learning disability are valued equally, listened to and included. Our challenge, alongside people with a learning disability and their families, is to make this world a reality. Right now, people with a learning disability face inequalities in every area of life. We need to tackle the issues head on through tireless campaigning and the delivery of high quality support and services to the people who need us.

Our values
- **Inclusive**
  We are Inclusive. People with a learning disability are at the heart of everything we do.
- **Trustworthy**
  We are Trustworthy. When we promise something, we don’t let people down.
- **Caring**
  We are Caring. We treat everyone with respect and kindness.
- **Challenging**
  We are Challenging. When we see things that aren’t fair we will campaign until we see real change.
- **Positive**
  We are Positive. We never stop believing in a better future and we celebrate what we are proud of now.
**Our mission**

Our mission is to change society’s attitudes, influence people who shape policy and practice, and to empower and directly support more individuals to lead fulfilled lives. Our big plan is divided into five priorities.

**Our Big Plan**

We want a world where people with a learning disability are valued equally, listened to and included. Our mission is to change society’s attitudes, influence people shaping policy and practice, and to empower and directly support more people to lead fulfilling lives.

Our big plan details five priorities:

1. Raising awareness and achieving a historic change in attitudes about learning disability
2. Making a difference to people’s lives here and now
3. Supporting friendships and relationships
4. Improving health outcomes for people with a learning disability
5. Giving children the best start in life.
**Job Description**

**Job title:** Northern Ireland Director of Mencap  
**Job family:** Governance and Strategy  
**Reports to:** Director of Governance and Strategy  
**Management of:** Head of External Relations and Communities, Head of Business Development  
**Location:** Belfast, with regular travel to London  
**Salary:** £60,000  
**Car allowance:** Mileage expenses at Mencap rates  
**Pension:** 5% employer contribution  
**Holiday Entitlement:** 24 days annual leave, not including statutory days

**Overall purpose of post:**
Mencap has agreed new strategic priorities and this role will play a crucial part in leading Mencap and Northern Ireland to achieve those priorities in the best way for Northern Ireland. The Director of Northern Ireland will lead on the development and implementation of an influencing strategy, policy and legislation change, ensuring a strong evidence-based approach is adopted. They will develop and build networks externally in order to make the maximum difference. The role will be central in leading Mencap in Northern at a time of exciting change with a new head office and children and families’ centre being built as part of a new strategic focus on early years for Mencap across the three countries.

The person will have outstanding leadership skills and the ability to inspire, strategically lead and motivate a team. They will be a credible and influential force for change in policy and practice, representing Mencap externally to civil society, politicians, civil servants, partner organisations and other stakeholders so that the lives of people with a learning disability and their families improve.
The key roles for Northern Ireland Director of Mencap are:
- Deliver real change for people with a learning disability
- Influence policy and practice
- Build valued relationships and networks
- Provide inspirational leadership and direction
- Drive change and transformation

Deliver real change for people with a learning disability
The Northern Ireland Director of Mencap will:
- Develop and deliver a Mencap influencing strategy in Northern Ireland, delivering changes for people with a learning disability and their families, ensuring that it is evidence based, informed by key stakeholders and communicated effectively across the organisation internally and to external audiences
- Be an inspiring leader and change agent as we work towards achieving our ambition of changing public attitudes about learning disability
- Raise the profile and awareness of learning disability and Mencap within Northern Ireland
- Oversee and drive the development of and funding for pilots and projects designed to deliver the Mencap strategy.

Influence policy and practice
The Northern Ireland Country Director will:
- Represent Mencap Northern Ireland (and support others in doing so) to be a credible voice in the external policy arena with the media, government, parliamentarians and other decision-makers ensuring that people with a learning disability and their families are at the forefront of policy debates.
- Lead the organisation in innovative research and policy partnerships with academic/research institutions, other charities and organisations to support the delivery of our new strategy.
- Build on our policy and research profile with opinion formers and key decision makers and work with their counterparts in other parts of Mencap.
- Mobilise and maximise internal and external resources to support policy and research work and maximise impact for people with a learning disability and their families.

Build valued relationships and networks
The Northern Ireland Director of Mencap will be the key external face of Mencap in Northern Ireland.
- They will work with the media, leading campaigns and developing relationships with supporters, other organisations and stakeholders.
- They will build natural and strategic partnerships with current partners and beyond in order to deliver our strategic priorities.
- Develop relevant networks and partnerships that support the organisation’s mission.
Provide inspirational leadership and direction
The Northern Ireland Director of Mencap will provide inspiring leadership and direction to the team in Mencap. They will take a personal interest in the development and happiness of the team.

The Northern Ireland Director will engage with the board, executive directors, team and external stakeholders to increase buy-in and ensure that knowledge sharing is optimised.

They will keep staff and stakeholders informed of and engaged with initiatives in Northern Ireland and identify and pursue linkages with colleagues across the other countries. The Director of Northern Ireland will:

- keep staff and stakeholders informed of and engaged with initiatives in Northern Ireland and identify and pursue linkages with colleagues across the other countries.
- Promote a ‘can do’ culture with Mencap staff and volunteers.
- Recruit, support and retain colleagues, and effect plans to account for any changes required to the workforce.
- Develop and implement individual work programmes and ensure that plans and associated targets are achieved.
- Identify and realise learning and development opportunities for themselves and colleagues.
- Create and promote opportunities to maintain and enhance effective working relationships internally and with other Mencap colleagues.

Finance and risk
- To oversee and monitor an effective programme of income generation.
- To ensure that the major risks to which the charity is exposed have been reviewed and systems have been established to mitigate these risks.

Drive change and transformation
Mencap nationally and in Northern Ireland has been through significant change and with a new and exciting strategy Mencap has a transformational change programme underway. The Northern Ireland Director will drive this change and strategic focus in Northern Ireland which will maximise our impact for people with a learning disability and their families. The role needs to be flexible, positive and willing to drive this forward. They will also be expected to:

- Play a key role in contributing to the implementation of the organisational wide strategy across the three countries and take the lead in certain areas/projects as identified.
- Ensure strategic and operational plans are created, consulted upon with stakeholders and partners and agreed, implemented and evaluated.
- Encourage and promote areas of innovation and continuous improvement within the Mencap staff team that meet the broader organisational vision and aims.
- Lead change through the allocation and implementation of individual objectives in work plans that support delivery of the organisation’s strategy
- Manage risk in the delivery of the objectives while complying with legal, regulatory, ethical and social requirements.
**Personal Specification**

We are looking for people who are committed to living our values in their daily work.

All candidates will be expected to demonstrate through the completion of the application form and throughout the selection process the abilities to deliver against all the essential criteria and the competency framework detailed below.

The Director should be an experienced leader, who has a genuine commitment to, Mencap’s mission, values and objectives, and ideally have the following skills and attributes:

- Demonstrate leadership, management and organisational skills, including fairness and impartiality and openness to new ideas and information.
- The ability to think, and operate strategically.
- The ability to build positive working relationships in a constructive and consultative environment, looking for and acknowledging the contribution of others and making them feel like valued members of the team, at the same time as confronting and resolving inadequate performance in a respectful way.
- The ability to influence stakeholders positively, in order to achieve results that are in the best interest of Mencap.
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<th><strong>Essential</strong></th>
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<td>Exceptional written and verbal communication skills, with the ability to distil complex ideas in ways that inspire and engage diverse range of audiences, including colleagues, senior government staff, academics and policy-makers, media, and national civil society.</td>
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<td>Substantial experience of influencing decision makers at a senior level internally and externally</td>
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<td>Demonstrable experience in leading and motivating experienced, technically expert people and teams in strategic delivery – inspiring and engaging them to achieve ambitious goals and deliver high-quality work</td>
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<td>Direct experience coordinating complex cross-organisational initiatives through external strategic relationships and of using effective collaboration with other stakeholders across multiple functional and organisational boundaries to drive through shared objectives.</td>
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<td>Strong strategic planning, prioritisation and execution skills with the proven ability to manage multiple objectives, competing demands and monitor progress and impact</td>
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<td>Demonstrable success and experience of creating and implementing organisational and cultural change</td>
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<td>Professional and public credibility – ability to speak confidently at public events and represent the organisation appropriately</td>
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<td>Judgement in difficult and complex scenarios</td>
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<td>A passion to make a difference in the lives of people with a learning disability and their families in Northern Ireland</td>
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<td>Experience of managing multiple budgets and resources</td>
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<td>Experience of managing and leading people (remote and regionally based), including developing individuals and teams, recruitment and workforce planning</td>
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<th><strong>Desirable</strong></th>
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<td>We do not expect that the individual will have experience of working with people with a learning disability and / or their families but that would be advantageous</td>
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<th><strong>Other requirements</strong></th>
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<td>Due to geographical spread, applicants are required either to drive or have access to transport</td>
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<td>Ability to work flexible hours in accordance with the needs of the post. This will include occasional weekend work and overnight stays.</td>
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Selection Process

The closing date for all applications is 23:59 the 11th May 2015.

A CV and cover letter should be emailed to nora@co3.bz

Whilst we will acknowledge receipt of application promptly, it is the responsibility of the applicant to ensure their details arrive on time.

Candidates with a disability who require reasonable assistance will be facilitated upon request.

Candidates who wish to receive an application pack in alternative accessible formats are requested to advise CO3 of their requirements as promptly as possible allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

Applicants are advised that travelling expenses incurred will not be reimbursed for 1st interview selection. Mencap will organise and meet the cost of travel for applicants who are successfully shortlisted for the 2nd interview.

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Equal Opportunities Monitoring Form
Mencap monitors applications for employment in terms of Community Background, Sex, Disability and Race. You should note that this information is regarded as part of your application and failure to fully complete and return this part of your application will result in disqualification. The use and confidentiality of Community Background information is protected by the Fair Employment and Treatment (NI) Order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.
**Application Process**

Applicants must clearly and fully demonstrate on their application form how they meet the eligibility criteria (set out in Person Specification and Job Description). Applicants will be assessed at sifting and shortlisted on the basis of the information provided initially within their CV and cover letter. We may decide to interview only those applicants who appear, from the information they have provided on their CV, to be most suitable in terms of relevant experience and ability.

It is essential therefore, that applicants fully describe within their cover letter and CV how they meet each of the selection criteria giving specific examples as appropriate. It is not appropriate simply to list the various posts which you have held. We will not make assumptions from the title of an applicant’s post or the nature of the organisation as to the skills and experience gained.

Applicants who are shortlisted for interview will be required to complete a formal application form prior to attendance.

**References**

Applicants are required to provide details of two referees. Referees will not be contacted until after the interview process. You should not seek as a referee anyone who is related to you.

**Shortlist**

Initial shortlisting will be applied against the essential criteria. This will involve assessing which candidates have best demonstrated how they meet each of the essential criteria.

If a very large number of applications are received, the desirable criteria may also be used. Mencap also reserves the right to enhance the essential criteria for short listing purposes.

Those applicants who appear, on the basis of the information provided in their application forms, to best meet the criteria will proceed to the next stage of the process.

**Interview Schedule**

The dates set for the short list interviews are:

1st Interview will be Monday 18th May held in Northern Ireland

Final Interview will be Friday 5th June Held in Coventry, England
**Further Information**

Further information about Mencap can be gained by visiting

https://www.mencap.org.uk/

Should you have any further queries about the recruitment and selection process then please telephone 028 90 245356

**Annual Report and Accounts 2013/2014**


If you want to find out more about Royal Mencap Society you can read our current and previous annual reports (https://mencap.org.uk/annualreports)