



Application Pack  
Chair



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## Foreword from the Chief Executive

Dear Applicant

Thank you for your interest in this prestigious role of Chair of TinyLife. We are looking for an experienced, dynamic individual to chair the premature baby charity for Northern Ireland.

TinyLife, formerly known as the Northern Ireland Mother and Baby Appeal was founded in 1988 by Professor Jim Dornan and a number of other concerned medical professionals and parents in response to the high levels of infant mortality and morbidity.

Over the past five years the Organisation has gone through a period of considerable growth and consolidation, securing funding from the Big Lottery and other Health Trusts. However with a changing financial and political climate the Board of Directors and CEO are currently undertaking a review of the Organisation. This will be instrumental in shaping our thinking as we are entering a period of strategic planning that will allow the Organisation to face the many challenges and capitalise on opportunities to ensure that we have a robust structure to meet the needs of our clients.

We are seeking a passionate high calibre individual that can provide strong strategic leadership. An individual who can lead the Organisation and provide support and challenge to the Trustees and Senior Management team.

This is a great opportunity to support TinyLife to help shape not only the Organisation's future but those of Neonatal services across NI and influence the political environment within which the Organisation operates.

If you have the skills and experience for this post, as detailed later, and share our drive to support families of premature children, we look forward to hearing from you.

We are delighted to be working with Chief Officers 3rd Sector (CO3), to help with the recruitment process of this important role. If you have an initial queries relation to this post in the first instance please contact Nora Smith at [nora@co3.bz](mailto:nora@co3.bz) or telephone 0290 245 356

Yours sincerely

ALISON MC NULTY  
CHIEF EXECUTIVE OFFICER



## Our History

TinyLife started out in 1988 as NIMBA (Northern Ireland Mother & Baby Appeal), the only premature and vulnerable baby charity in Northern Ireland.

The Charity was established by healthcare professionals and concerned parents in the Belfast area in response to the growing number of babies requiring special or intensive care at birth.

Then in 2006 we thought it was time for a significant change and TinyLife was born. Our name may have changed, but the task at hand remains the same – to help reduce the number of premature and sick babies born in Northern Ireland and to support families who have experienced the birth of a premature, ill or disabled baby or babies.

Since our inception, we have established ourselves as a dynamic and highly effective Organisation which has made – and continues to make – a valuable contribution to families across Northern Ireland by supporting research in the areas of still birth, miscarriage and premature birth and by identifying and addressing shortfalls in follow-up services for all those affected by premature birth. We work closely with healthcare professionals, parents and local health authorities to keep up-to-date with the changing needs of families and to identify how best to address them.

As a regional charity, TinyLife relies heavily on the generosity of the general public and the business community in Northern Ireland to enable us to provide our services, and we are grateful to all our supporters and volunteers for their invaluable assistance

## Our Strategic Priorities

TinyLife's strategy for 2016 – 2019 builds on nearly 30 years' experience of supporting parents and maximising birth outcomes for premature or sick babies for families across NI.

The unexpected nature of premature delivery can often precipitate a crisis as the natural focus is on the baby's survival. TinyLife understands the shock and helplessness many parents experience in this situation. We often refer to the parents as premature too.

TinyLife sees its role as providing a bridge 'from shock to stability' for these families by providing parents with practical support, emotional reassurance and relevant information. TinyLife continues to work with professional clinical staff to improve services as well as influencing research and policy developments for the future.

Our strategic priorities are to:

- Increase public awareness of the needs and the issues facing premature parents and signpost to sources of help
- Develop professional attitudes and understanding of the emotional and social needs of premature parents through professional education, TinyLife feedback and educational packages for professionals
- Provide practical tools and resources for family members, extended family and friends
- Model a nurturing, empowering style of support by "working with" and "partnering" parents, not "doing to"
- Closer working between TinyLife and clinicians and professionals in neonatal units in Northern Ireland

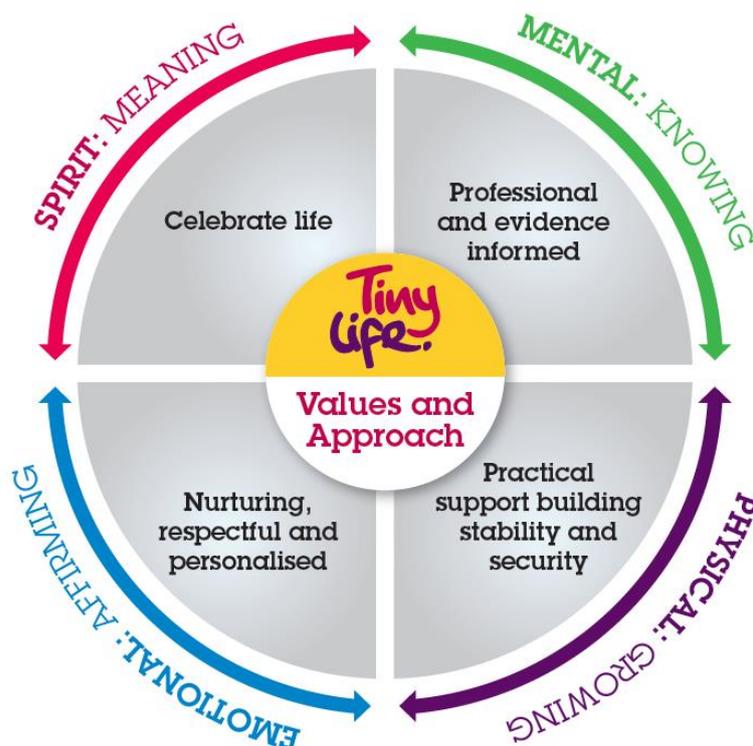


- Develop a “Premature Parent” model of care and support and an “evidence informed pathway”
- Increase access to services through gatekeepers and influencers who can signpost to TinyLife: GPs, Health Visitors, Midwives, Speech and Language Therapists, Social Workers, Occupational Therapists and Physiotherapists
- Quantify the potential demand for TinyLife of the 2000 annual new-borns and what level of service is achieved; this includes assessing access; referral criteria; measuring response levels and growth in uptake of support across the seven neonatal centres
- Participate in research such as assessing the impact of TinyLife services on parental confidence, health and wellbeing through a joint evaluation project with Queen’s University Belfast (QUB)
- Work in partnership with other local, national or international organisations to meet parents’ needs given the increase in babies being born and surviving with complex needs.

## Our Mission

TinyLife’s mission is to achieve positive outcomes for premature and unwell babies aged from pre birth to two years, by providing tailored practical and emotional support to families and building parents’ confidence, knowledge and skills to give their baby a better start and a better chance of achieving developmental milestones.

## Our Values & Approach



Our full Strategic Plan may be accessed [here](#)

## Our Finances

The current level of income is £836,477, an increase from the previous financial year. The charity has a strong level of reserves to meet research costs and the running costs of the charity for a six month period. Access to the last three financial years accounts may be accessed [here](#)

## Current Board membership

Dr	Jenny	Robinson	Lecturer in Midwifery & Research
Dr	Mark	Rollins	Consultant Paediatrician
Ms	Elizabeth	Bannon MBE	Retired Co-Director Specialist Hospitals & Women's Health
Dr	Alastair	Brown	Consultant Plastic Surgeon
Ms	Arleen	Elliott	Solicitor
Mrs	Ruth	Flood	Researcher / Business Owner
Dr	Nivedita	Saxena	Consultant Paediatrician (Neonatology Interest)
Mrs	Elizabeth Anne	Townsend	Retired. Former NIMBA manager
Ms	Alison	Bartlett	Neonatal Ward Manager
Mr	Dermot	McCluskey	Accountant

## Upcoming Board meeting dates for 2019

- Monday 25th Feb
- Monday 15th April
- Monday 24th June
- Monday 16th September
- Monday 11th November (AGM and Board meeting)



## Responsibilities of the Chair

Governance and leadership form the cornerstone of TinyLife. The role of the Chair and Board in role modelling strong governance and leadership is central to our work, values and mission.

When	<p>The Charity Board meets at least five times each year.</p> <p>Governance Committee and the Finance Committee which meets up to five times per year</p>
Where	Belfast
Remuneration	Trustees/Directors are not remunerated for their work as non-executive Directors, although approved expenses may be paid.
Time commitment	<p>Time commitment will include preparation, planning and chairing board meetings. Providing ongoing advice/governance as required, and attendance/support within sub-committee.</p> <p>Representing at external engagements and functions as apt.</p> <p>The minimum time commitment for this role is two days per month.</p>
Term of office	The Chair of the Charity is appointed for a period of up to three years, and is eligible for reappointment, always provided that his/her combined service as a Trustee/Director and Chair shall not exceed nine years.



## Job Description of the Chair

**The Chair is pivotal in creating the conditions for the overall Board and individual Trustee effectiveness.**

Strategic leadership	<p>Provide overall leadership in governance and strategic vision, ensuring all Board Members contribute actively.</p> <p>Work together with the Board to ensure that appropriate long term strategies are in place and, together with the Chief Executive, to monitor the progress against those strategies.</p> <p>Ensure the Board has and uses the skills and experience required for effective governance of the Charity.</p> <p>Ensure the Charity acts in accordance with governance best practice and that required by key funders.</p>
Governance	<p>Ensure the financial security of the organisation. Act as a promoter of fundraising and corporate partnership activities.</p> <p>Review and appraise the performance of the CEO and Trustees regularly.</p> <p>Develop the knowledge and capability of the Board of Trustees.</p> <p>Encourage positive change and where appropriate, address and resolve any conflicts within the Board.</p>
External Relations	<p>Develop and maintain critical key relationships with the various partners.</p> <p>Promote the work of TinyLife to the public at large, and to Government, business, the media and other interested organisations.</p>
Efficiency and effectiveness	<p>Act as a “critical friend” to the Chief Executive, supporting and challenging their decisions.</p> <p>Look to the wellbeing of the Organisation and the staff of TinyLife. Promote good working relations amongst Trustees, and between Trustees and the Executive team.</p> <p>Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process</p> <p>Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of TinyLife and that the Board takes collective ownership.</p> <p>Foster, maintain and ensure that constructive relationships exist with and between the Trustees</p>



	<p>Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.</p> <p>Monitor that decisions taken at meetings are implemented.</p>
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**In addition:**

- He/she acts as the final arbiter in any whistle-blowing cases which may arise within each company.
- Leads in the resolution of issues regarding real or perceived conflicts of interest by Trustees /Directors.

**Person Specification**

**Personal Qualities**

- A strong passion and commitment to TinyLife and its core purpose.
- Personal gravitas to lead a growing organisation.
- Strong inter-personal and relationship building abilities.
- Tact and diplomacy, with the ability to listen, communicate and engage effectively.
- Strong networking capabilities.
- The ability to foster and promote a collaborative team environment.

**Experience**

- Successful track record of achievement through their career.
- Experience of governance and working with or as part of a Board.
- Experience of external representation, public speaking, delivering presentations and managing stakeholder relationships.
- Experience of chairing meetings and events.
- Strong leadership skills and the ability to motivate Board members, staff and stakeholders.

**Knowledge and skills**

- Broad knowledge and understanding of the civil society sector and current issues affecting it.
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- An understanding of charity governance issues.

**Values and Motivation**

- A genuine passion for the Charity.
- Understand the need to personally demonstrate the highest standards of ethics, integrity and probity.

**To Apply**

Please submit a CV of not more than three A4 pages.



## Essential Dates and Next Steps

Please submit your CV to Nora Smith by 12 noon on Wednesday 13 March 2019, either Email: [nora@co3.bz](mailto:nora@co3.bz) or Post to: **Nora Smith, Executive Recruitment Director, CO3, 34 Shaftesbury Square, Belfast, BT2 7DB.**

1. This will be followed up with a conversation with Nora Smith from CO3 to talk you through the main roles and responsibilities.
2. This will be followed by a 'conversation with a purpose' with a panel of TinyLife's Trustees. to see how you meet the criteria set out in the role.
3. There will be an opportunity for the successful candidate to meet the full Board before they make a commitment to join.

The informed conversations with the TinyLife Board will take place week commencing 18 March 2019.

