

Nexus NI

Candidate Information Pack

For the position of **Chief Executive**

Completed Application Forms must be returned to CO3 by  
close of business on Tuesday 7 May 2019 at 12noon

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## **Foreword from Judith Blair, Chair NEXUS NI Board**

Dear Applicant

Thank you for your interest in the position of Chief Executive with Nexus NI.

Nexus NI exists to provide information and support, counselling and therapeutic interventions to victims, survivors and those affected by sexual abuse, sexual violence and associated traumas.

We also play a key role in raising awareness of sexual abuse and sexual violence and its consequences amongst professionals and the general public and provide awareness, educational and professional training programmes for all ages.

The Board of Nexus NI is looking to appoint a Chief Executive who shares our passion and embodies the culture and values of our Organisation. The successful candidate will bring experience of leadership in complex organisations requiring excellent communication skills, commercial acumen and good judgement.

This is a dynamic and significant position in Northern Ireland which will be pivotal to supporting individuals and their families at extremely vulnerable moments in their lives.

We are focused on building the next phase in the evolution of the charity. We are ambitious to continue to grow and diversify, to serve more people in different ways and in a manner which acts as a role model for others.

We invite you to take some time to read the information pack to understand what we do and the type of individual we need to lead the Organisation forward. If you have the credentials, commitment and experience to lead a distinctive and vital organisation I look forward to hearing from you.

We are 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](mailto:nora@co3.bz) or telephone 028 90 245356/ 07825 432 333

Yours sincerely

**Judith Blair**  
**Chair, on behalf of the Nexus NI Board**

## **Background**

### **About Nexus NI**

Nexus NI was established in 1984 to provide counselling and support services to victims of sexual abuse and their families. Nexus NI have three offices in Belfast, Londonderry/Derry and Enniskillen, in addition to several counselling outreach sites across Northern Ireland. The charity also delivers a range of public awareness workshops and training to professionals in the fields of counselling and sexual abuse. Nexus NI is funded by grants from health boards, charitable bodies, fundraising and service user contributions. Nexus NI has a highly respected reputation and currently has approximately forty-three paid staff.

### **Finances**

Nexus NI currently has an annual income in excess of £1,000,000. Further details on our financial accounting may be accessed through our Annual Reports

[Annual Report 2015 -2016](#)

[Annual Report 2016 -2017](#)

[Annual Report 2017 -2018](#)

### **Our vision and mission**

Nexus provides rape & sexual abuse support

#### **Our Vision:**

A society free from the trauma of sexual violence

#### **Our Mission:**

Changing lives affected by sexual violence

#### **Our Values**

##### **EMPATHY**

We will put our clients first and ensure they are at the core of all that we do. We will communicate openly and honestly and be respectful of the individuals we work to support ensuring that we are adaptable, flexible and always aware of the trauma our clients are living with.

## PROFESSIONAL

We will invest in staff to ensure they are delivering best practice services to clients and we will engage professionally with clients, volunteers, partners and all those we come into contact with.

## INTEGRITY

We will be accountable, transparent and forthright in all of our contact and communications and always work to the requirements of our Client Charter.

## CLIENT FOCUSED

We will seek to understand the needs of current and potential clients across NI. We will use this understanding in our decision making and our actions. We will collaborate with partners to complement our services or expand our reach.

The 5 key strategic goals for Nexus NI are:

- 1: Services are accessible, appropriate and delivered across NI
- 2: Clients are listened to, consulted with and empowered via Nexus services.
- 3: Personnel and Governance are invested in
- 4: We operate efficiently, effectively and in clients best interests.
- 5: We demonstrate innovation, challenge for change and collaborate.

Outcomes we will work to achieve:

By working to achieve these goals, we hope that the following outcomes will be achieved:

- 1: More victims of sexual violence are able to come forward and seek help.
- 2: Clients have improved prospects post counselling and have a voice in Nexus, and beyond.
- 3: Organisation retains and attracts the highest calibre of staff, board members and volunteers.
- 4: There is an increased awareness of the impact of sexual violence and fewer barriers for victims.
- 5: Nexus NI can operate, innovate and grow.

### **Strategic Goal One:**

**Nexus NI services are accessible and appropriate for clients and delivered across Northern Ireland.**

Over the next 3 years Nexus NI will use the indicators below to measure the success of our work on this strategic goal:

- 1.1 : Nexus will expand the provision of counselling services across Northern Ireland. This will see continued development of outreach sites.
- 1.2 : Development of family counselling services to enable all those impacted by sexual violence to receive appropriate support.
- 1.3 : A reduction in waiting lists by 10%.
- 1.4 : Prevention and Education Programs will be designed and delivered.
- 1.5 : We will improve diversification of income to support our sustainability.

### **Strategic Goal Two:**

#### **Clients of Nexus will be listened to, consulted with and developed via Nexus services.**

Over the next 3 years Nexus NI will use the indicators below to measure the success of our work on this strategic goal:

- 2.1 : Nexus NI will continue to invest time and resource in the development of the Client Forum and Friends of Nexus groups.
- 2.2 : Nexus NI will continue to be the voice for our clients in all arenas including political, ensuring that their voice is heard.
- 2.3 : Nexus NI will develop/pilot post counselling services and invest in partnerships which help us help more people.

### **Strategic Goal Three:**

#### **Personnel and Governance are invested in**

Over the next 3 years Nexus NI will use the indicators below to measure the success of our work on this strategic goal:

- 3.1 : We will improve the skills of the people in Nexus and continue to develop a happy, healthy, productive workforce.
- 3.2 : Nexus NI will carry out annual staff surveys and appraisals to gauge levels of staff satisfaction. Staff levels of satisfaction should not fall below 85%.
- 3.3 : The board of the Organisation will be developed with relevant training, skills audits and strategic planning to ensure the governance is fit for purpose.

### **Strategic Goal Four:**

#### **We operate effectively, efficiently and in clients best interests.**

Over the next 3 years Nexus NI will use the indicators below to measure the success of our work on this strategic goal:

- 4.1 : Ensure BACP accreditation is sustained
- 4.2 : Ensure the Organisation has the premises and other assets to deliver its strategic objectives and that these are effectively and efficiently managed.
- 4.3 : Our financial resources are effectively planned and managed whilst maintaining value for money in all that we do.

## **Strategic Goal Five:**

### **We demonstrate innovation, challenge for change and collaborate.**

Over the next 3 years Nexus NI will use the indicators below to measure the success of our work on this strategic goal:

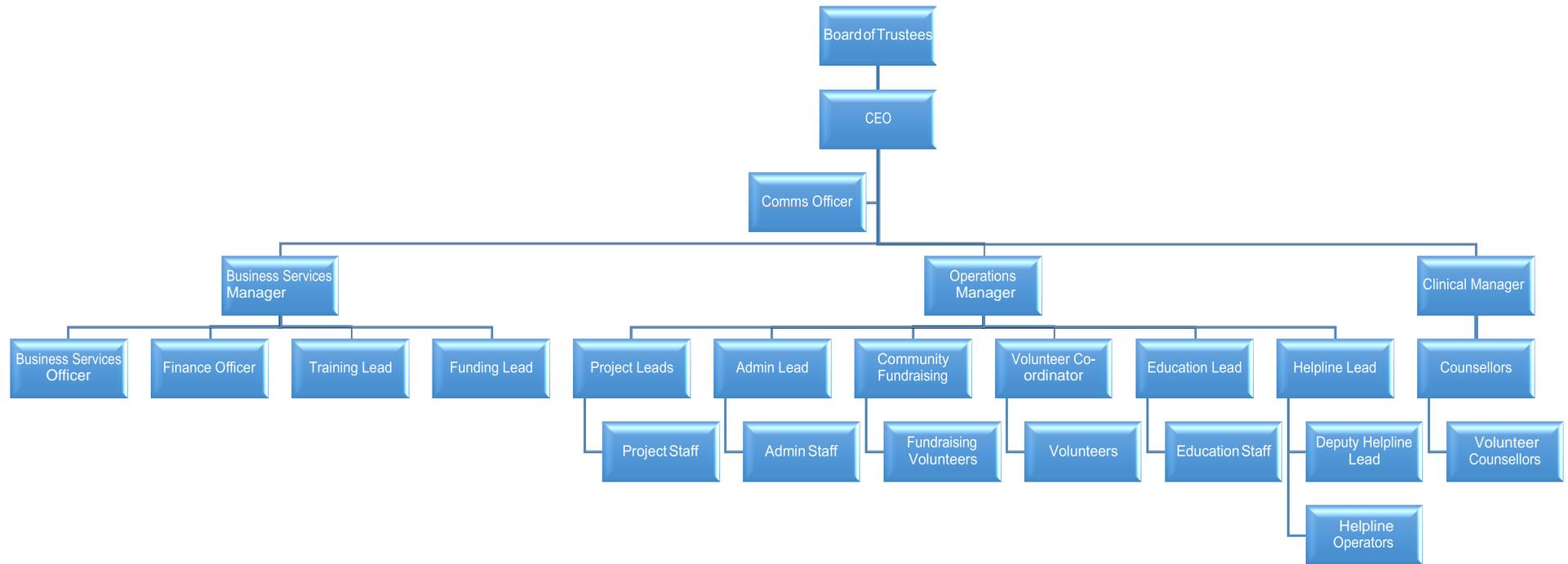
5.1 : Nexus will increase public awareness of sexual violence and its impact on victims by engaging in appropriate PR activity and outreach campaigns

5.2 : We will develop and deliver training to other professionals to ensure clients are supported appropriately beyond their contact with Nexus.

5.3 : We will invest in technology to deliver services, disseminate information and increase reach.

5.4 : We will seek out and invest in partnerships which will help us work toward our vision and mission.

# Organisational Structure



## Job Description

<b>Post:</b>	Chief Executive Officer
<b>Line managed:</b>	Board of Trustees, through the Chair
<b>Line managing:</b>	Directly responsible for Senior Management Team, with overall management responsibility for all staff.
<b>Hours of work:</b>	37.5 hours
<b>Salary package:</b>	Subject to relevant experience
<b>Conditions:</b>	Permanent, with six months probationary period
<b>Place of work:</b>	Belfast, with travel throughout NI
<b>Responsible for</b>	Overall management of the Organisation and the effective and efficient provision of a range of services for survivors of sexual violence, their families and the community

### Key Purpose of the post

This is a key leadership role, responsible for managing a multi-disciplinary team. The successful candidate will have outstanding leadership skills and the ability to inspire, strategically lead and motivate the team through a period of organisational change. They will be a credible and influential force for change in policy and practice, representing Nexus NI externally to civil society, politicians, civil servants, partner organisations and other stakeholders so that the lives of people who have suffered sexual or domestic violence and their families improve.

The day-to-day running of the Organisation, upholding Nexus NI aims and values and the development, implementation and review of Nexus NI' strategic plan, policies and procedures.

### The key roles of the Chief Executive:

- Leadership, Strategy and Change
- Operational Management
- Business Development and Income Generation
- Financial and Governance Accountability
- Public Relations and Marketing

### Accountabilities

#### Leadership, Strategy and Change

- Lead the development of the strategy and ensure effective and measurable delivery plans are in place to deliver sustainability and ultimately growth.
- Ensure that rigorous and effective processes are in place to meet and monitor strategic objectives and provide regular reports to Board on the progress of strategic plans.
- Evaluate service needs and develop dynamic plans to ensure their effective delivery.
- Develop and implement suitable business transformation strategies to respond to internal and external drivers.
- Challenge existing practice and identify new and better ways of working in order to accelerate Nexus towards achieving its strategic outcomes, whilst maintaining financial balance and acting in line with our values and increasing quality and customer satisfaction.
- To review and continue to evolve the Organisational structure and staff teams to ensure the organisation has the right people and resources to deliver on its strategic aims.
- Encourage and promote areas of innovation and continuous improvement within the staff team that meet the broader Organisational vision, values and aims.
- Keep abreast of relevant external developments, strategies and legislation, evaluate applicability and implications for Nexus NI and recommend action based on opportunities and threats.

### **Operational Management**

- To continue to evolve a positive, purposeful, innovative and team-oriented environment in which staff work together to deliver our mission and aims.
- Translate strategy into operational business plans which enables the delivery of strategic objectives.
- Develop and implement policies in relation to management and service provision.
- Ensure effective delivery of all services in line with Nexus NI policies.
- Provide leadership and direction to senior management and staff within agreed strategy and objectives, encouraging and facilitating empowerment and team culture.
- Ensure performance management systems for staff are applied across all staff
- Manage quality assurance procedures in relation to service delivery.
- Agree and monitor performance objectives and standards for senior staff and provide regular feedback and guidance.
- Oversee and support Management in the recruitment and selection of staff and liaise with the Board.
- Co-ordinate activities to ensure cohesive and effective utilisation of resources
- Actively promote the principles of equal opportunity and fair employment and ensure the effective implementation of the Nexus NI Equal Opportunities Policy.
- Champion communication throughout the charity to ensure inclusion, information and empowerment.

## **Business Development and income generation**

- Cultivate a portfolio of opportunities to generate income from a diverse range of sources which builds the sustainability of the charity.
- Represent Nexus NI as appropriate in negotiations with funders and other stakeholders regionally and oversee responsibility for funding applications.
- Seek out and develop new business and partnership opportunities for Nexus across the public, private and charitable sectors.
- Formulate and implement an effective plan for the generation of unrestricted funds
- Seek out and submit relevant funding applications across a range of funders.
- Liaise and co-operate with relevant partner organisations for future funding opportunities.
- To oversee and monitor an effective programme of income generation, including voluntary income generation.

## **Financial and Governance Accountability**

- Act as chief accounting officer.
- Oversee preparation of budgets, regularly monitoring performance against budgets and analyse variances, ensuring that, where necessary, corrective action is taken on a timely basis.
- Ensure effective cost control and utilisation of resources to provide cost effective service options whilst maintaining quality of service.
- Ensuring that the Board receives sufficient and timely information and advice to enable Committee members to make informed decisions.
- Liaise and co-operate with statutory bodies to ensure compliance with statutory requirements and implementation of best practice.
- Working with the Board in fulfilling Nexus NI's constitutional, regulatory and legal obligations.
- To ensure that the major risks to which the Charity is exposed have been reviewed and systems have been established to mitigate these risks.

## **Public Affairs, Communications and Marketing**

- Promote the Charity's aims and objectives with key stakeholders and partners through a public affairs and media strategy.
- Champion communication throughout the Charity to ensure inclusion, information and empowerment.
- Pro-actively ensure the good profile of Nexus NI is continued across NI and beyond
- Influence and lobby key stakeholders and public representatives.
- Build and maintain close working relationships with business partners/funders
- Represent Nexus NI on a variety of relevant, regional committees.
- Generate and respond to ongoing media interest in Nexus NI activities.

**Additional duties**

As and when considered necessary and appropriate the postholder may be required to undertake other duties within his/her competence and within reason in order to meet fluctuations or priorities in work demand.

## PERSON SPECIFICATION

<b>Essential Qualifications</b>
Hold a third level qualification or equivalent.
<b>Essential Experience</b>
Minimum of five years' experience at senior management level with at least three years' reporting directly to a Board or at Director level.
Financial Management experience. Experience of managing multiple budgets and resources.
A proven track record of delivering a comprehensive business transformation programme, focusing on organisation development and organisation effectiveness.
A proven track record of business development and identifying, negotiating and securing income generation through funding or commercial projects.
A proven track record in leading an organisation's marketing and communication strategy with the objective of developing/increasing the public profile of an organisation and revenue streams.
<b>Essential Knowledge</b>
Understands the diverse range of funding models available to charities, including grants, project funding, independent trust/foundation funding and trading income.
An understanding of social enterprise models.
Understanding of the key strategic issues impacting on the work of Nexus.

<b>Essential Skills</b>
Exceptional written and verbal communication skills, with the ability to distil complex ideas in ways that inspire and engage a diverse range of audiences .
Experience of influencing, negotiating, representing and networking with external stakeholders.

Planning and managing with the ability to organise and prioritise workload; and demonstrate excellent management of people which cultivates a collaborative team culture.
Strong strategic planning, prioritisation and execution skills with the proven ability to manage multiple objectives, competing demands and monitor progress and impact through the development of operational plans.
Building productive relationships with a broad range of stakeholders and forging effective partnerships.
Highly self-motivated, creative and determined with the ability to take initiative and problem solve effectively.
Access to a car or reliable transport for business purposes.
IT literate proficient with Microsoft Office including Outlook, Word, Excel & PowerPoint.

In the event of a high number of applicants we reserve the right to increase the number of years of experience sought.

## **Shortlisting**

In order to be shortlisted for this role, please complete the attached application form demonstrating how you meet with the essential qualifications, experience, skills and knowledge listed in the personal specification.

## **Monitoring and Criminal Convictions Disclosure**

Please complete the Equal Opportunities Monitoring form and Criminal Convictions Disclosure Form, these forms will not be disclosed to anyone involved in short-listing your application.

## **ACCESS NI (Criminal Conviction Checks)**

The successful applicant will be subject to an Enhanced Access NI check. The successful applicant will not be able to commence employment until this check has been successfully completed.

## Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying please contact the Human Resources Manager so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

## Equal Opportunities

Nexus is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

## References

Applicants are required to provide details of three referees, including your most recent employer. Referees will not be contacted until after the interview process. You should not seek as a referee anyone who is related to you.

## Timescale for Interviews

Please protect the dates below. Candidates should note that it may not be possible to offer alternative interview times.

<b>Closing Date for Applications</b>	<b>First Interview</b>  <b>With CO3</b>	<b>Second Interview</b>  (may include an unseen/seen task)  <b>with Nexus</b>	<b>Final Interview</b> (may include unseen/seen task)
Tuesday 7 May 2019 at 12noon	Thursday 9 May 2019	Monday 13 May 2019	TBC

## **Application Deadline**

**The deadline for completed applications is Tuesday 7 May at 12noon**

Your two printed completed applications should be sent as follows:

Nora Smith

Chief Executive

Chief Officers 3rd Sector (CO3)

34 Shaftesbury Square

Belfast

BT2 7DB

**and one electronic copy to [nora@co3.bz](mailto:nora@co3.bz)**

We cannot accept applications after the closing deadline.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid, normally a large letter stamp, to return the form.

Further information on Nexus NI may be accessed [here](#)

## **Contact Details**

If you have any queries regarding the recruitment process, please contact: by e-mail [nora@co3.bz](mailto:nora@co3.bz) or telephone **028 90 245 356/ 07825 432333**