**Bradbury Fields Community Services**A division of Catholic Blind Institute (CBI)

Bradbury Fields has been providing services for blind and partially sighted people since 1857, and currently delivers a wide range of sensory services including rehabilitation, information and advocacy, eye clinic liaison and much more.

In October 2021, Bradbury Fields merged to become a division of Catholic Blind Institute (CBI) – a recognised leader in the provision of sensory services which also includes St Vincent’s School and Christopher Grange residential and nursing home.

Following this merger, CBI are now looking to recruit a Head of Service for the Bradbury Fields division, to lead the team into the next exciting chapter of our development.

**Job Description**

**Role Title:** Head of Bradbury Fields Community Services
**Reporting to:** Chief Executive, Catholic Blind Institute (CBI)
**Location:** The Bradbury Centre, Youens Way, Liverpool, L14 2EP
**Salary:** c £43k
**Type of Contract:** Permanent
**Role Level:** Leadership – Strategy and Operations

**Purpose of Job**

To lead Bradbury Fields Community Services (a division of the Catholic Blind Institute, CBI) overseeing performance, development and monitoring of contracts and charitable service delivery.

To raise the profile of Bradbury Fields and develop our portfolio of sensory services, advocating for change across all levels of society, driving improvement at individual, community, and society level. Working internally and externally to deliver the strategic goals of the organisation, to actively lead sector transformation and develop appropriate partnerships.

**Impact**

Responsibility (in partnership with Lead Officers’ Group of CBI), for delivering the strategic plan and associated targets.

 **Financial Responsibility**

Lead service input into budget preparations, and budgetary responsibility for managing and monitoring income and expenditure activities for Bradbury Fields Community Services to ensure that it delivers maximum value.

**Decision Making Responsibility**

Operating within a defined governance structure working with Trustees, committee members and CBI leadership, the postholder will be enabled to make decisions in relation to divisional strategy and focus, and as a wider member of Lead Officers’ Group (LOG) providing insightful input into wider CBI group goals and aspirations.

**Main Accountabilities**

To support the strategic plan. These may evolve in order to continue to reflect our strategic priorities:

* To be a prominent public face of Bradbury Fields Community Services work in changing the world for good
* To paly a major role as an inspirational ‘voice’ of Bradbury Fields Community Services strategy and to raise public awareness of the spectrum of sensory loss and to build trust in Bradbury Fields
* To be a powerful brand advocate and ambassador
* To be an effective networker and dealmaker – playing an important part in CBI plans for developing more and better corporate partnerships; in bringing together the vision and sight loss sectors, both statutory and voluntary; and in linking more effectively with professional bodies
* To routinely demonstrate excellent skills in relationship management, closing and to have excellent knowledge of the sight loss/sensory sectors
* To advocate for and be a champion of change and improvement at all levels – society; local government; corporates; third sector and in Bradbury Fields internally. To be a passionate believer in the power of transformation to overcome internally and externally imposed constraints
* To be a strong and effective advocate for the transformative potential of new technological and medical advances for blind and partially sighted people, but also a pragmatist and realist able to identify threats in these advances and campaign for their mitigation

**As a member of the Lead Officers Group:**

* Work to promote a positive organisation wide culture, visibly living CBI group values in collaborating, and being creative, inclusive, and open
* Take collective accountability for developing and implementing the CBI Group strategy and business plan, including budgeting and cost control
* Collectively sponsor and drive CBI group programmes to help create a culture that puts the people and communities we serve at its heart, and delivers the right services at the right time to more people, with a person-centred approach
* Continuously seek to improve the effectiveness and efficiency of the CBI group collaborating with others to improve efficiency and ensure resources are distributed effectively to achieve the organisational strategy
* Ensure compliance with internal and external policies, procedures and legislation including health and safety, personnel, finance, administration, and regulatory frameworks
* Undertake any other duties as commensurate with the post
* Adhere to all CBI/Bradbury Fields policies and procedures

**Person Specification**

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria. These responses will be developed and discussed with those candidates invited for interview.

 **Specialist Knowledge and Experience**

* Strategic knowledge of external environment and stakeholders sufficient to develop effective related strategy and implement policy for the organisation
* Appropriate senior professional and/or management qualification or equivalent professional experience and standing
* Able to demonstrate in-depth understanding and awareness of blindness, Visual Impairment, and sensory loss and the issues facing the individuals and communities we serve
* Evidence of highly developed communication skills, with the ability to communicate high-level strategic matters internally and externally
* Experience of working effectively within multi disciplinary teams, with a positive and collegiate attitude
* Financial skills to manage or monitor the budget and financial resources
* Ability to build and maintain networks on behalf of Bradbury Fields Community Services locally, regionally, nationally and internationally

**Skills and Abilities**

 **Team Working Skills**

* Provides management, leadership and delivery of Key Performance Indicators
* Contributes and influences as a member of the Lead Officers’ Group

 **Planning and Organisational Skills**

* Evidence of long term planning skills that can positively contribute to CBI group strategic and operational plans
* Proven ability to lead significant projects at divisional level

 **Problem-solving and Creative Skills**

* Solves frequently complex and varied problems/makes decisions and provides guidance on problem-solving at an operational level
* Uses varied information from a range of sources to make decisions in line with best practice within own area of control
* Identifies and analyses problems to develop solutions for the organisation
* Generates, promotes, evaluates and facilitates continuous improvement and innovation

 **Communication Skills**

* Ensures effective interpretation and communication cascade across the organisation
* Chairs operational or strategic meetings/ briefings for the Division as appropriate
* Regularly writes non-routine correspondence to address highly complex/ strategic issues in own area of control
* Writes and presents high level strategic material
* Builds, develops and deploys effective new major partner / service provider relationships and negotiates associated large contracts and partnership agreements
* Represents the organisation at internal or external operational and strategic meetings
* Provides policy and strategic advice externally or internally
* Handles highly complex or sensitive requests, queries or escalated complaints, or matters related to the operation of group policies/practices/processes or decisions

**Style and Behaviours**

 **Deliver Results**

* Encourages innovation and initiative by reducing barriers to performance and responding to, or adopting, new ideas quickly so that they have an impact on the service user and organisation
* Effectively manages complexity, uncertainty, and major change, finding innovative ways to overcome challenges
* Understands current financial and political challenges and opportunities, maintaining an awareness of the external environment and economic forces that impact on strategy and using this awareness to inform business planning

 **Engage Services Users**

* Works across the organisation to ensure the best possible experience for people who engage with our services, with a clear focus on delivering a positive impact

 **Engage Others**

* Promotes and facilitates cross-functional collaboration, ensuring barriers are broken down and teams maximise the skills, knowledge, and experience of members to achieve organisational aims
* Models and fosters strong long-term partnership working and stakeholder relationships, which develop and enhance the organisation profile and reputation
* Promotes a climate of openness and trust, where people are treated with compassion and feel free to speak, knowing they will be heard and valued without fear of criticism or blame
* Communicates strategically to achieve organisational objectives, demonstrating ability to unite a diverse range of people around a common goal

 **Personal Impact**

* Consistently exemplifies a passion for our ambition and values, leading by example and instilling commitment in others
* Challenges and inspires others to leave their comfort zones, communicates optimism about future goals, fostering a strong sense of purpose

**Equal Opportunities**

Ability to understand and demonstrate commitment to Bradbury Fields Community Services Equality Policy and to ensure all activities are consistent with the Equal Opportunities policy. This includes all staff activities and their interface with the general public.

**Special Conditions**

* The post holder may occasionally be expected to attend meetings throughout the UK
* There will be a requirement to attend meetings and events out of office hours
* Disclosure and Barring check: Required at Enhanced Level