

Information for applicants

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Contact for enquiries

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(Advertisement text)

Chief Operating Officer and President

Faculty of Occupational Health Nursing

Voluntary role

Part time, two year initial term

After many years of dedication to the recognition and continuous improvement of occupational health nursing, Christina Butterworth is stepping down from her leadership role at the FOHN, creating an opportunity for others to step forward and take on one of these stretching but rewarding roles.

This is an exciting time for the Faculty of Occupational Nursing (FOHN), as we establish ourselves as the 'go to' organisation for occupational health nursing. Providing the standards, information and support required to take the profession forward.

We are looking for two exceptional leaders who can maximise this opportunity; a Chief Operating Officer who works closely with the Executive Committee to deliver the business plan and maintain operational excellence, and a President who works closely with the Board of Trustees to define the strategy and act as the figurehead for the organisation.

It is important to emphasise that FOHN is a membership organisation that aims to empower its members to do their best.

The COO/President will work closely with the Registrar, Executive Directors and other team members in delivering the mission, vision and values of The FOHN.

How to apply

- Before you apply for this role, please download and read the accompanying recruitment pack
- For an informal discussion about this role or more information please contact us
- Please send your CV and Supporting Statement, explaining why you are interested in this post, your suitability for the position and how you feel you can support the ethos and values of FOHN to info@fohn.org.uk
- Please supply the contact details of 2 referees (one should be your current line manager/clinical supervisor). We will not approach referees without your prior agreement
- Please also indicate your ability to start the role
- Interviews and related activities will take place via teleconference.

Welcome

Thank you for your interest in the Faculty of Occupational Health Nursing and our work to promote excellence in the education, research and evidence-based practice of all occupational health nurses for the benefit of the working population

Operating as a virtual organization we will have national reach and work towards getting wide representation from those working in the profession, on our various initiatives.

We believe that there is an ongoing need to provide good quality occupational health in order to; protect the working population and the organisations they work for from work related risk, to promote good health and wellbeing and prevent the negative impact of health on work. Through targeted communication, support and advice, we work to build long-term collaborative relationships with our members, stakeholders and team to empower all to make a difference.

I hope that you will want to play a key role as our Chief Operating Officer or President in the careful stewardship of the resources and the successful delivery of our programme of activities or as one of our Officers who support the COO by leading on one of our workstreams/functions

It is difficult to conceive of more important endeavour.

Diane

Diane Romano-Woodward, Chair Board of Trustees, FOHN

About us

FOHN is a Charitable Incorporated Organisation working under the auspices of the Council for Work and Health, but operates independently in the conduct and management of its administration and finances. FOHN will be setting professional standards for occupational health nurses and, through a variety of activities, influences the quality of occupational health practice within the United Kingdom.

The Faculty of Occupational Health Nursing is a membership organisation representing the profession at a local, regional and national level. FOHN is proud of the difference that OH nurses can make to individuals, organisations and the profession, enabling a sustainable development in this field of practice. FOHN will provide access to high quality information and advice to students, professionals, decision-makers and the wider public. Through the ongoing development of education and practice that is fit for the future, we work to build a long-term strategy and plan that demonstrates the value of good health and wellbeing at work. We will also work with allied health professionals to ensure good outcomes for all.

FOHN encourages the development and sharing of good practice and the commissioning, supporting and sharing of research that will improve occupational health nurse practice. We take an active role in a number of professional networks and fora, campaigning for decision-makers to recognize and engage with the profession.

Occupational health nursing has adapted to the changing needs of the workplace and the development of the profession over the years. The Faculty of Occupational Health Nursing will ensure that we continue to support career development, innovate for success and live our values; professional, leadership, collaboration, quality, competence and integrity.

FOHN is also working with the Nursing and Midwifery Council and to set educational standards and support nurses in the development of their careers. It will define the curriculum for the training of practitioners in occupational health nursing, and support the process for the provision of training and awarding of qualifications for the profession. FOHN will continue to provide assistance to external bodies in the conduct of specialist research activities and advise the government and the profession on all occupational health matters.

What we do

The Faculty of Occupational Health Nursing has a clear mission – To promote, preserve and protect the health of the working age population.

Our vision is to promote excellence in occupational health nursing by focusing on our key workstreams:

1. Professional development - setting up the Education committee to; develop the education curriculum for specialty training, develop a career framework, create a database for work placement and experience and providing guidance. Setting up the specialty register to recognize OH nurses at various stages of career development from 'practitioner' to 'consultant practitioner'.
2. Quality and practice development - setting up the Professional Practice committee to; develop standards, signpost to good practice and other resources and approve continual professional development.
3. Voice of OH nursing - representing OH nurses at the Council for Work and Health, DWP/DHSC Joint Advisory Unit, HSE Tackling Ill Health at Work Group, NMC review, OH nurse connect and Occupational Health & Wellbeing Journal editorial committee.

Our resources may be limited in the first couple of years as we grow our membership but with the support of our sponsors and the time and effort of our Trustees and Officers we will be able to deliver on our business plan. We will focus our efforts on where we can make the greatest impact and make sure we do it well.

For more information

There is information on our website about the work of the Faculty of Occupational Health Nursing, our team, and FAQs – www.fohn.org.uk

Job Description

Job title:	Chief Operating Officer
Salary:	Not salaried
Contract:	Two year initial, 4 days per month (flexible)
Location:	Virtual
Report to:	Chair, Board of Trustees
Responsible for:	Registrar Treasurer Directors Other Officers and support staff

Job purpose and context

Reporting to the Chair of the Board of Trustees, the Chief Operating Officer will have overall operational responsibility for all FOHN programs and activities. He/she will provide leadership to the FOHN strategic planning process and implement new strategic initiatives.

The Chief Operating Officer will be required to provide high level management of many aspects of the financial and operational matters of the charity.

The Chief Operating Officer will work closely with the Head of Finance and Senior Management to develop, implement and manage the operational aspects of the annual budget and develop a 1, 3 and 5-year strategy across the different functional areas and execute the strategy.

The Chief Operating Officer will interface with key public and private funders as appropriate and will be responsible for supporting relationships with sponsors linked to the strategic plan.

The Faculty of Occupational Health Nursing is a membership organisation representing the profession at a local, regional and national level. FOHN is proud of the difference that OH nurses can make to individuals, organisations and the profession, enabling a sustainable development in this field of practice. FOHN will provide access to high quality information and advice to students, professionals, decision-makers and the wider public. Through the ongoing development of education and practice that is fit for the future, we work to build a long-term strategy and plan that demonstrates the value of good health and wellbeing at work. We will also work with allied health professionals to ensure good outcomes for all.

FOHN encourages the development and sharing of good practice and the commissioning, supporting and sharing of research that will improve occupational health nurse practice. We take an active role in a number of professional networks and fora, campaigning for decision-makers to recognize and engage with the profession.

Main Purpose

It is important to emphasize that FOHN is a membership organisation. The Chief Operating Officer is the senior officer of FOHN and a member of the Executive Committee who attends all Board meetings.

The Chief Operating Officer is responsible for:

- Building and effectively maintaining a high performing Executive Committee and other team members through outstanding leadership.
- Development of governance and risk management arrangements with excellent project management implementation to ensure that the desired results are achieved.
- Ensuring support to, and nurturing excellent working relationships with: the Board and honorary officers in the delivery of the organisation's aims and objectives.
- Representing FOHN externally in support of the organisation's aims.
- Ensuring the robust management of: the finances, excellent member-focused operational services and highly motivated team members.

Key Accountabilities

1. Leadership within the organisation

- Provide effective operational leadership, developing a broad and deep knowledge of the strategic objectives and activities, and giving support to an open-access policy among team members
- Lead, coach, develop and retain high performance team, developing capacity in strategic analysis, planning and budgeting
- Ensure timely, accurate and meaningful metrics for the FOHN business plan delivery, including financial and non-financial information for internal and external stakeholders.
- Overall responsibility for external and internal communications and structure. Ensure strong communication of discussions, decisions, 'next steps' and resource development across the team and stakeholders.

2. Strategic leadership. Working with the Board of Trustees, the Chief Operating Officer will:







- Review and develop a 1, 3 and 5 year business plan that aligns with its Vision, Mission and Values then delivering the resultant strategic objectives.
- Ensure the Charitable Incorporating Organisation (CIO) meets its constitutional, regulatory and legal obligations (e.g. NMC needs: data protection, HR and health & safety policies, amongst others).

- 3. Finance and Resources Management:**
 - Providing strong financial oversight for the CIO including setting annual budgets in collaboration with the Treasurer, Trustees and partners.
 - Establishing and monitoring effective financial practices in liaison with the Treasurer
 - Ensuring that the CIO is run efficiently and to budget, and that it is properly resourced to operate effectively to achieve its strategic objectives.
 - Adopting best practice processes, benchmarking where appropriate and taking advantage of new technologies or operational opportunities.

- 4. Provision of a sound governance and risk management framework**
 - Developing and implementing a policy framework and procedures which ensure compliance with all relevant requirements of the Charity Commission, including SORP, and Companies House.
 - Ensuring a sound and systematic Risk Management framework and processes with clear actions to mitigate risk as necessary.

- 5. Representing the FOHN externally in support of the organisation's objectives**
 - Publicly represent FOHN with the media and external groups including professional, governmental and private organisations and build interest for FOHN's mission
 - Attending relevant conferences, events and meetings concerning any aspect of FOHN's education, professional development and practice work.

Person Specification

Requirements	E	D
Knowledge / Qualifications / Experience		
Experience of working for a professional body, a charity or professional forum/network		
Proven ability to effectively lead a service, team or project with a complex number of objectives and excellent project management skills and the ability to work efficiently, flexibly and with good humour		
Excellent organisational management skills and ability to coach/mentor peer and other team members		
Experience of being part of a senior management team		
Experience in budgeting and financial management.		
Excellent written and verbal communication skills, preferably with public speaking experience		

Job Description

Job title: President

Salary: Not salaried

Contract: Two year initial, 4 days per month (flexible)

Location: Virtual

Report to: Chief Operating Officer

Responsible for: Chairing Board of Trustees

Job purpose and context

Reporting to the Chief Operating Officer, the President will have responsibility promoting the work of the FOHN to the OH nursing profession and other key stakeholders. He/she will provide leadership to the FOHN strategic planning process and implement new strategic initiatives. In addition, the President will chair the Board of Trustees and work with the Executive Committee to keep them abreast of opportunities and challenges.

The President will work with the Chief Operating Officer to interface with key public and private funders as appropriate and will be responsible for supporting relationships with sponsors linked to strategic plan.

The Faculty of Occupational Health Nursing is a membership organisation representing the profession at a local, regional and national level. FOHN is proud of the difference that OH nurses can make to individuals, organisations and the profession, enabling a sustainable development in this field of practice. FOHN will provide access to high quality information and advice to students, professionals, decision-makers and the wider public. Through the ongoing development of education and practice that is fit for the future, we work to build a long-term strategy and plan that demonstrates the value of good health and wellbeing at work. We will also work with allied health professionals to ensure good outcomes for all.

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Main Purpose

It is important to emphasize that FOHN is a membership organisation. The President is the senior officer of FOHN and a member of the Executive Committee who attends all Board meetings.

The President is responsible for:

- Building and effectively maintaining an informed Board of Trustees.
- Development of strategy and oversight of the business plan to ensure that the desired results are achieved.
- Ensuring support to, and nurturing excellent working relationships with: the Chief Operating Officer and Executive Committee in the delivery of the organisation's aims and objectives.
- Provision of insight into all aspects of the OH nursing speciality, supporting innovation and development of standards.
- Representing FOHN externally in support of the organisation's aims.

Key Accountabilities

1. Leadership within the organisation

- Provide effective strategic leadership, developing a broad and deep knowledge of the strategic objectives and activities.
- Lead, coach, develop and retain a Board of Trustees that provides technical and independent challenge and agreement.
- Ensure strong communication of discussions, decisions, 'next steps' and direction across the team and with key stakeholders.

2. Strategic leadership. Working with the Board of Trustees, the President will:






- Review and develop a strategy that aligns with its Vision, Mission and Values then delivering the resultant strategic objectives.
- Searching out and developing new market and service opportunities to increase visibility and position.
- Work with the Chief Operating Officer to ensure that the CIO meets its constitutional, regulatory and legal obligations (e.g. NMC needs: data protection, HR and health & safety policies, amongst others).

3. Representing the FOHN externally in support of the organisation's objectives

- Publicly represent FOHN with the media and external groups including professional, governmental and private organisations and build interest for FOHN's mission

- Attending relevant conferences, events and meetings concerning any aspect of FOHN's education, professional development and practice work.

Person Specification

Requirements	E	D
Knowledge / Qualifications / Experience		
Postgraduate or specialist qualification or proven track record of senior occupational health service management		
Proven ability to effectively lead a service, team or project with a complex number of objectives and excellent project management skills and the ability to work efficiently, flexibly and with good humour		
Excellent organisational management skills and ability to coach/mentor peer and other team members		
Experience of being part of a senior management team		
Excellent written and verbal communication skills, preferably with public speaking experience		

How to apply:

- Before you apply for this role, please download and read this recruitment pack
- For an informal discussion about this role or more information please contact us
- Please send your CV and Supporting Statement, explaining why you are interested in this post, your suitability for the position and how you feel you can support the ethos and values of FOHN to info@fohn.org.uk (1000 words max)
- Please supply the contact details of 2 referees (one should be your current line manager/clinical supervisor). We will not approach referees without your prior agreement
- Please also indicate your ability to start the role
- Interviews and related activities will take place via teleconference

Accessibility

Please let us know if you have any special requirements, which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will be taken into account and do not affect your equal opportunity in the selection process.