

**Chief Executive Officer
The Intensive Care Society
Applicant Information Pack**



August 2024

Welcome from the President, Steve Mathieu and the President-elect Shondipon Laha



Dr Steve Mathieu
(President 2022- 2024)



Professor Shondipon Laha
(President-elect 2023- 2024)

Thank you for your interest in the Intensive Care Society. The Society was established in 1970 and is a multi professional membership organisation with over 3,000 members representing the diverse health professions caring for patients in intensive care units across the UK.

After 7 years of service our current Chief Executive (CEO) is retiring in December, 2024 and we are now recruiting for her replacement. We are looking for an outstanding candidate who can work with us to deliver our 5 year strategy (2023-2027) and also to lead a review of our strategy as we reach the mid-point.

We are looking for someone who has a proven track record in strategic thinking and compassionate leadership – someone who is an aspiring CEO or CEO. The right person will enjoy collaborating with clinicians, trustees, volunteers and staff to implement our strategy.

We are a values based organisation and as the most senior employee we are looking for someone who can role model behaviours which will reflect our values.

Thank you for your interest in finding out more about the Intensive Care Society and the role of Chief Executive, we look forward to hearing from you.

Dr Steve Mathieu (President 2022- 2024)

Professor Shondipon Laha (President-elect 2023- 2024)

Our Charitable Object

To advance and promote the care and safety of critically ill patients by...

1 The advancement and promotion of those branches of medical science concerned with critical care.

2 The promotion of study and research into critical care and the publication of the useful results of such study and research.

Our Vision




The Society's vision is a world where every member of the multi-professional intensive care team is able to deliver the best quality of care for those who need it, when they need it.


Our Mission





To be the voice of the multi-professional intensive care community, their patients and their loved ones and together to advance and promote best quality care, safety and research.

Our Four Values

 **COLLABORATION**
We work with others to maximise our impact

 **FREEDOM OF EXPRESSION**
We are bold in our actions and words and encourage diversity of views

 **ACCEPT AND RESPECT**
We treat everyone with dignity and respect, and accept differences delivering our mission more effectively

 **QUALITY**
We provide value by delivering services and products to a consistently high standard



Our Five Strategic Priorities



Strategic Priority 1 (SP1)

Be an influential leader and the voice for our multi-professional intensive care community, their patients, families and loved ones



Strategic Priority 2 (SP2)

Grow our membership by delivering quality products and services that support current and future members of the intensive care community



Strategic Priority 3 (SP3)

Influence the implementation of standards, guidelines, policies, quality improvement and research



Strategic Priority 4 (SP4)

Develop an expanded portfolio of quality blended learning activities and accreditation services



Strategic Priority 5 (SP5)

For SOA to be the leading Congress based on educational content, professional development opportunities and networking for all those involved in Critical Care

Our Two Critical Enablers



Equality, Diversity and Inclusion



Governance, financial resilience and environmental sustainability

Governance

The Society was established in 1970 and is a UK wide multi professional membership organisation with international members. The Society is registered as a Charity and also a Company Limited by Guarantee. It is registered in England and Wales with the Charity Commission (Charity Registration Number 1039236) and Scotland (Charity Registration Number SC040052) and the Registrar of Companies (Company Registration Number 02940178) in England and Wales

Our Trustees' Annual Reports can be found on our website [here](#).

The Society has an advisory Council and a supervisory Trustee Board.

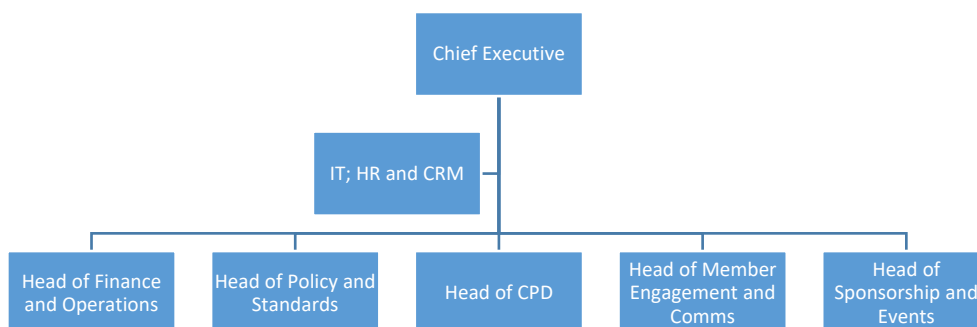
There are 8 Professional Advisory Groups (PAGs) each of between 6 and 10 representatives who are elected by the membership. These PAGs represent the largest membership groups in the Society and the Chairs of each group are elected as Council members and Company Members. The Council also has nationally elected vacancies open to all eligible voting members of the Society. This gives the Society a national advisory Council of 22 democratically elected representatives of our membership who contribute to Council discussions to provide clear, evidence based advice to our Trustee Board who are responsible for the strategy, performance and assurance of the Society's activities.

The Trustee Board is comprised of 8 trustees, five of whom are clinical and elected by the Council and three who are lay with specific professional expertise and recruited through open advertisement. We also have a Patients, Relatives and Public Advisory Group.

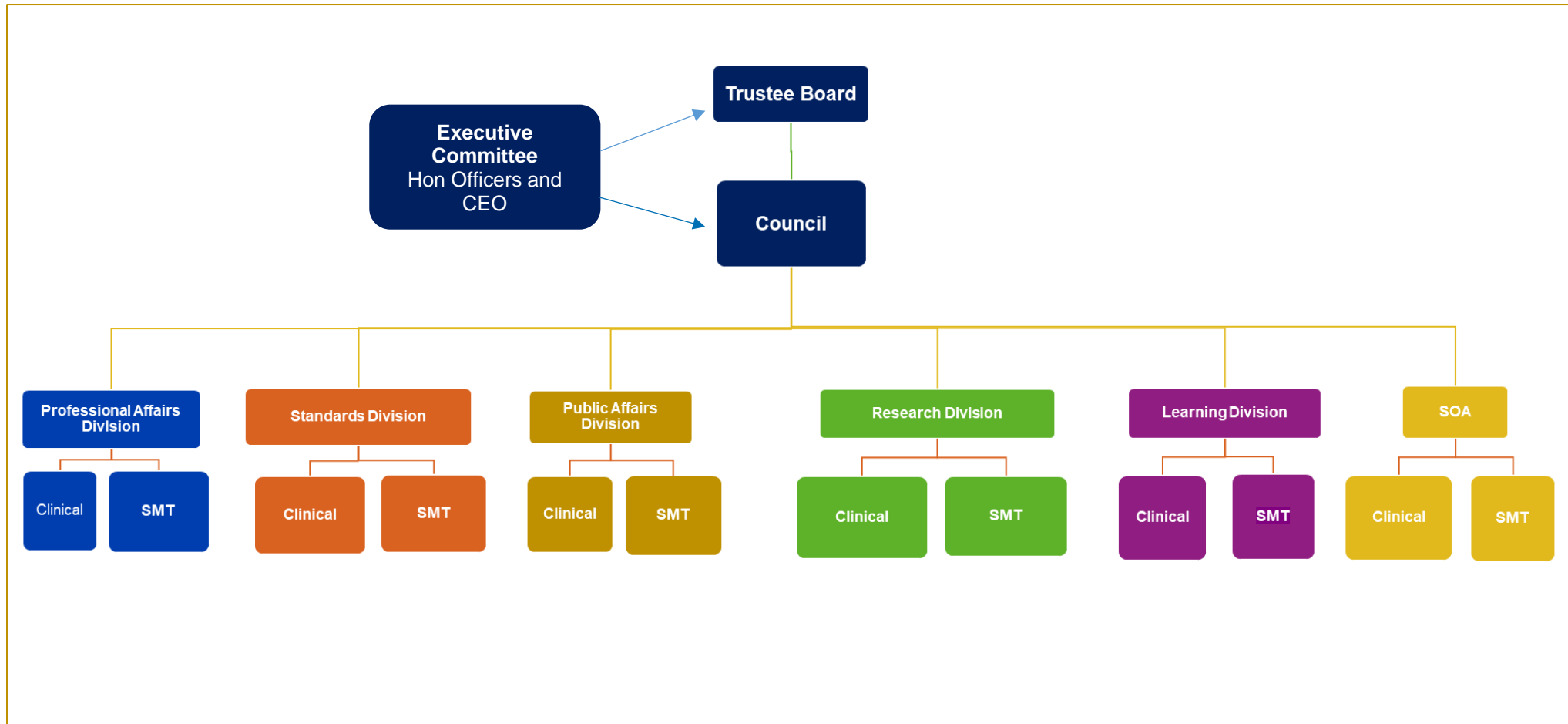
The elected President of Council has a dual role also being the Chair of the Trustee Board.

The organisation is supported through a number of service level agreements for: IT (Simplex); Publishing (Sage), Human Resources; and our CRM (ReadyMembership).

Senior Management Team and Chief Executive



Trustee Board, Council, Executive Committee, CEO and Divisions



Job description

Job title:	Chief Executive Officer (CEO)
Reporting to	President/Chair of Trustees (combined role) and the Trustee Board
Location	London (hybrid with at least one day in the office)
Salary	£85,000 - £90,000
Job purpose	<p>In partnership with the President of Council/Chair of Trustees the CEO is responsible for leading the Society and representing the voice of the membership in a range of stakeholder events and meetings. They will be aware of, understand, promote and develop the charity's services and at all times be an ambassador for the Society's work.</p> <p>The CEO is responsible for advising the Trustee Board in relation to policy, strategy and budget. The CEO is responsible for leading the operations of the Society and for its day to day management. The CEO will work closely with the Executive Committee of Honorary Officers and together they will act as the link between Council and Trustee Board.</p> <p>The CEO will lead a senior management team, their staff and contractors to enable the delivery of the annual operational plan and the day to day operations of the Society. The CEO has delegated powers from the Trustee Board to manage the Society by implementing the policy and strategy adopted by the Trustees and within a budget approved by them.</p>

Key accountabilities

Leadership, strategy and management

- To represent the Society as an ambassador playing a leading role in the continuous development of the charity in all areas
- To advise the Trustee Board about strategic planning and engagement with the membership
- To provide clear, compassionate leadership and management to the staff team
- To ensure the staff team has the necessary skill sets and professional expertise to promote and deliver the strategy and operational plans of the Trustees.
- To ensure there are suitable processes in place for recruitment; payroll; training; leave; workload management; ongoing support; performance reviews and professional development.

Governance and finance

- To build and role model high standards and collaborative relationships with the Trustees and Company Members of Council to seek their input and support for

strategic decisions and to ensure they are aware of and able to meet their legal and statutory governance duties and responsibilities.

- To play a leading role in planning activities and the development of the Society's annual business planning and budget setting processes
- To provide appropriate and accurate management information and other guidance to the Trustee Board to ensure they have a clear and accurate understanding of the health and performance of the Charity and are able to take informed decisions.
- To work within agreed and documented delegated authority.
- To maintain and apply relevant governance documentation, articles of association and regulations to enable the Society to be flexible and agile in its decision making.

External relationships and partnerships

- To communicate the context in which the Society operates and represent the voice of the membership to national and international policy makers, decision makers and partners.
- To act as an ambassador of the Society demonstrating a high degree of integrity and credibility and a sensitivity to different perspectives, ensuring that diverse and inclusive views are considered.
- To implement suitable communication systems and processes to ensure good member and volunteer engagement and management to deliver sustained growth.
- To communicate effectively and in a timely way with its Council, Professional Advisory Groups, Advisory Committees and wider membership and stakeholders ensuring democratic legitimacy and transparency in the Society's decision making as a membership organisation.

General

- To co-lead the Project for the Society's flagship annual congress – State of the Art – managing the strategic financial and reputational risks associated with it and ensuring it meets all success criteria, budgetary, quality and time constraints as agreed by trustees.
- To model the Society's values and work in accordance with the Society's policies
- Undertake any such other duties as may be reasonably required, consistent with the nature of the post

Person specification

Education and Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • Educated to degree level, or equivalent qualification or experience • Evidence of leadership development 	<p>Desirable</p> <ul style="list-style-type: none"> • Management/leadership post graduate course. • Experience working with healthcare professionals and the health sector
Experience and knowledge	
<p>Essential</p> <ul style="list-style-type: none"> • Proven track record at senior level management • Experience working collaboratively with a Chair of a Board level Committee and/or President • Understanding of charity governance and legal requirements • An understanding of and commitment to equality, diversity and inclusion • Experience in change management • Developing and building an organisation with an creative and collaborative culture. • Experience providing expert advice to others • Financial and operational experience • Good working knowledge and experience of leadership in the charitable and membership sectors. 	<p>Desirable</p> <ul style="list-style-type: none"> • Voluntary sector, membership and fundraising experience • Policy making and influencing processes • Experience of either sitting on or reporting to a Board of Trustees or Directors • Experience managing teams across different areas of functional expertise.
Skills and abilities	
<p>Essential</p> <ul style="list-style-type: none"> • Leadership skills • Able to use initiative and creativity • Able to embrace change and inspire others • Evidence of continuing professional development • Proven excellence in communication skills both orally and in writing 	<p>Desirable</p> <ul style="list-style-type: none"> • Management/leadership post graduate course.

- Demonstrative ability to analyse and synthesise complex information into succinct Board papers
- Able to prioritise and meet deadlines
- Able to manage difficult situations effectively
- Experience of relevant computer packages eg, the Microsoft suite, a CRM system and online meeting packages.

Behaviours

Essential

- Alignment with Society's core values:
 - Collaboration
 - Freedom of expression
 - Accept and Respect
 - Quality
- Assertive "can do" attitude
- Approachable, kind and compassionate
- Good change agent
- Self motivating and able to motivate others
- Take personal responsibility for the delivery of quality outcomes.
- Willingness to work flexibly and across boundaries with colleagues in a small organisation

Employee Value Statement

- Competitive salary benchmarked to similar size charities and membership organisations.
- Hybrid working arrangements (Thursday is currently the day when all staff are expected to be in the office and complimentary coffee, tea and fruit is provided)
- Defined contribution pension scheme with Scottish Widows after three full months service, with a basic employer contribution rate of 5% and employee contribution rate of 3%.
- Pension matching for additional employee contributions up to 1%
- ICS offers the option for a salary sacrifice scheme for pension payments
- Life assurance of 2x basic salary after 3 months service
- Confidential Counselling Helpline (0345 122 8934) is available through our annual insurance, The helpline is available 24 hours per day, 365 days a year for employees needing confidential help and advice. Qualified counsellors are available to provide telephone support on any matter that is causing upset or anxiety, from personal problems to bereavement.
- One extra day of annual leave for every complete year worked up to a maximum five days.
- Office closure between Christmas and the New Year in addition to standard annual leave entitlement
- Payment towards eye tests up to £50 per annum
- Offers and discounts at <https://www.ics-rewards.co.uk>

How to apply

To apply please send your CV together with a supporting statement (maximum of 2 pages of A4) by email to the Society's HR advisor: Keith Hanson at keith@hanson-chase.co.uk
By the deadline of **Monday 2 September (10am)**

Queries

If you wish to have an informal discussion about the opportunity please contact our HR advisor at the email shown above.

Recruitment Timetable (August and September 2024)

Informal discussions with retiring CEO	Thursday 29 and Friday 30 August
Deadline for applications	Monday 2 September (10am)
Shortlisting complete	Tuesday 10 September
Candidates informed	Thursday 12 September
Meetings with SMT and HR	Monday 16 and Tuesday 17 September
Interviews with Trustees and HR	Monday 23 September

Our Approach

At the Society we believe that a truly inclusive workplace where staff can be their authentic selves leads to more creative solutions and deliverables and improves performance and job satisfaction.