



Tuberous Sclerosis Association
PO Box 8001
Derby
DE1 0YA

Dear Applicant

Thank you for showing interest in applying for the position of Chief Executive Officer with the Tuberous Sclerosis Association (TSA).

The full range of information that makes up the application pack is listed below. Please ensure that you have all the information before completing the application form.

- Job Description and Person Specification document
- Application Form
- Annual Report
- Edition of SCAN magazine
- Strategic Plan overview
- Organisational Structure diagram

We will be basing our decision about whether to invite applicants to the interview stage based on their ability to demonstrate how they fulfil the Job Description and Person Specification so it is important that you base the responses in your application form on this criteria.

Where possible, we would prefer applicants to submit their application form electronically to Clare Cooper at hr@tuberous-sclerosis.org. If you do need to post your application, please give plenty of time for it to arrive with us by the deadline of 12-noon on Friday 22nd July 2011 as late applications will not be accepted. For applications being sent by post, please send to the address above.

The TSA complies with all Data Protection legislation and we will not use the information you submit to us for any purpose other than in relation to your application for this post. The TSA is also an Equal Opportunities employer.

You should note that all costs incurred in the preparation of applications and, if invited, attendance at interview(s), are the responsibility of the applicant as the TSA does not pay expenses for such activities.

I would like to take this opportunity to, once again, thank you for your interest in applying for this post with the TSA and to wish you every success with your application.

Yours sincerely

Chris Naylor
Vice Chair
Tuberous Sclerosis Association
Email: chris.naylor@tuberous-sclerosis.org
Mobile: 07531 664483



Chief Executive Officer

Job Description and Person Specification

Overview of the role

The TSA (Tuberous Sclerosis Association) is a charitable organisation that was formed over 30 years ago. During that time the organisation has developed the services provided to those with Tuberous Sclerosis and those who care for them, resulting in a small Support Services team covering significant parts of England, Scotland and Wales. The TSA has built an excellent reputation within the medical and research fields through a steadfast commitment to undertaking and funding research in the pursuit of better care and a cure.

For the first time in the organisation's history, we are now seeking to appoint an exceptional individual to the post of Chief Executive Officer. The creation of this role represents our commitment to the continual improvement of all that we do. The person appointed to this role will be a visionary leader, able to take the organisation through a period of change. The suitable candidate will have an understanding and genuine empathy of the needs of those we support and the ability to communicate and build relationships across a diverse range of stakeholders, including playing a significant role in the protecting and building upon the great respect and reputation earned, both in the UK and internationally, over more than three decades of commitment.

Job title: Chief Executive Officer

Salary: £31,169-36,926 (PO5 point 44 to PO8 point 54)

Responsible to: Trustee Board (line managed by the Chair of the board)

Responsible for: Head of Support Services, Head of Research and Head of Fundraising

Hours: 28 per week

Location: Home based (but with travel across the UK)

Holidays: 25 days per annum plus Bank Holidays (pro-rata)

Main aims of the role

- Implement the TSA's newly agreed strategic plan, which represents a period of significant change for the organisation.
- Contribute to the development of future strategic plans and associated budgets.
- Provide leadership, management and support to the Heads via day-to-day input, monthly supervisions and annual appraisals.
- Lead on the development, management and resourcing of the TSA's core service provision, including Administration, IT, Human Resources and Communications.
- Ensure that the TSA adheres to all required Health & Safety and other legislation across all services and activities.
- Be an external representative, champion and ambassador for the TSA in the maintaining and developing of relationships and partnerships.

Key duties

- Monitor progress against strategic goals through the development of annual action plans with the Heads of Support Services, Fundraising and Research.
- Submit required progress reports and subject specific papers to the Trustee Board and attend Trustee meetings.
- Attend regular supervision meetings and an annual appraisal meeting with the Chair of the Trustee Board to review performance and identify future actions.
- Hold regular supervision meetings and an annual appraisal with the each Head, and other direct reports, to review performance and identify future actions.
- Hold team meetings, as appropriate, to develop team cohesion and ever improving team working and communication across the organisation.
- Manage finances in line with areas of budget responsibility.
- Oversee and participate in the regular review and implementation of the TSA's Health and Safety, operational and Human Resources policies and procedures to maintain legal compliance and improve best practice.
- Implement and maintain monitoring and evaluation processes that will evidence levels of satisfaction with and the impact of our services and identify areas for improvement and/or new service development.
- Participate in agreed external promotional and communications activities.
- Maintain and develop relationships and partnerships by attending appropriate network and partnership meetings.
- Identify and undertake other duties as appropriate to this role.

Person Specification

The TSA welcomes applications from people who are able to satisfy most, if not all, of the criteria listed below. To this end, we encourage people who have worked in the public, social and/or private sectors to apply.

Experience

At least three years senior management or leadership experience

Experience of working in or with the charitable sector in a paid or voluntary capacity

Experience of working with vulnerable children and/or adults

Experience of the medical and/or social issues affecting those that the TSA supports or other groups with health related or neurological conditions.

Experience of leading teams through periods of organisational change

Experience of developing productive relationships and partnerships across multiple sectors/stakeholder groups

Evidence of successes achieved in senior management or leadership role(s)

Evidence of generating income (via funding, contracts or trading)

Skills/knowledge

Excellent communications skills (verbal, written and presenting)

Budget development and management

Competent use of major IT programmes such as Word, Excel and PowerPoint and use of databases

Knowledge of issues regarding equality and disability and data protection

Qualities

Flexibility regarding working hours (including some weekend working) and ability to travel for work purposes

Commitment to the vision, mission and values of the TSA

Commitment to learning and self-development

Evidenced

Application form

Application Form

Application Form

Application Form

Application Form and Interview

Application Form

Application Form

Application Form

Evidenced

Application Form and Interview

Application Form and Interview

Application Form

Interview

Evidenced

Interview

Interview

Application Form and Interview



Strategic Framework 2011-2014

Vision

Our vision of the Tuberous Sclerosis Association is something that is bigger than we alone can achieve. It represents the world that we want to see in relation to those we support through our work and is something that we will be always strive to achieve.

The vision of the TSA is: **To find a cure for Tuberous Sclerosis Complex (TSC) and enhance the lives of those affected.**

Mission

Our mission is to define what we will be doing, over the next three years, in pursuit of our vision.

The mission of the TSA: **To provide support for today and a cure for tomorrow for those with Tuberous Sclerosis.**

Values

Whilst we will be trying to do the right things, we need to do them in the right way. Our values are designed to give a framework to support us to do this so that people can understand what to expect from us but what we will also expect from them.

The values of the TSA are:

- Equality and Respect
- Caring and Empathetic
- Professional and Ethical
- Partnership and Collaboration

Strategic Goals and Key Aims

Over the next three years, we will be focussing on two Strategic Goals that will support the achievement of our mission and these are:

- Pursue a cure and better treatment for TSC
- Provide effective care and support

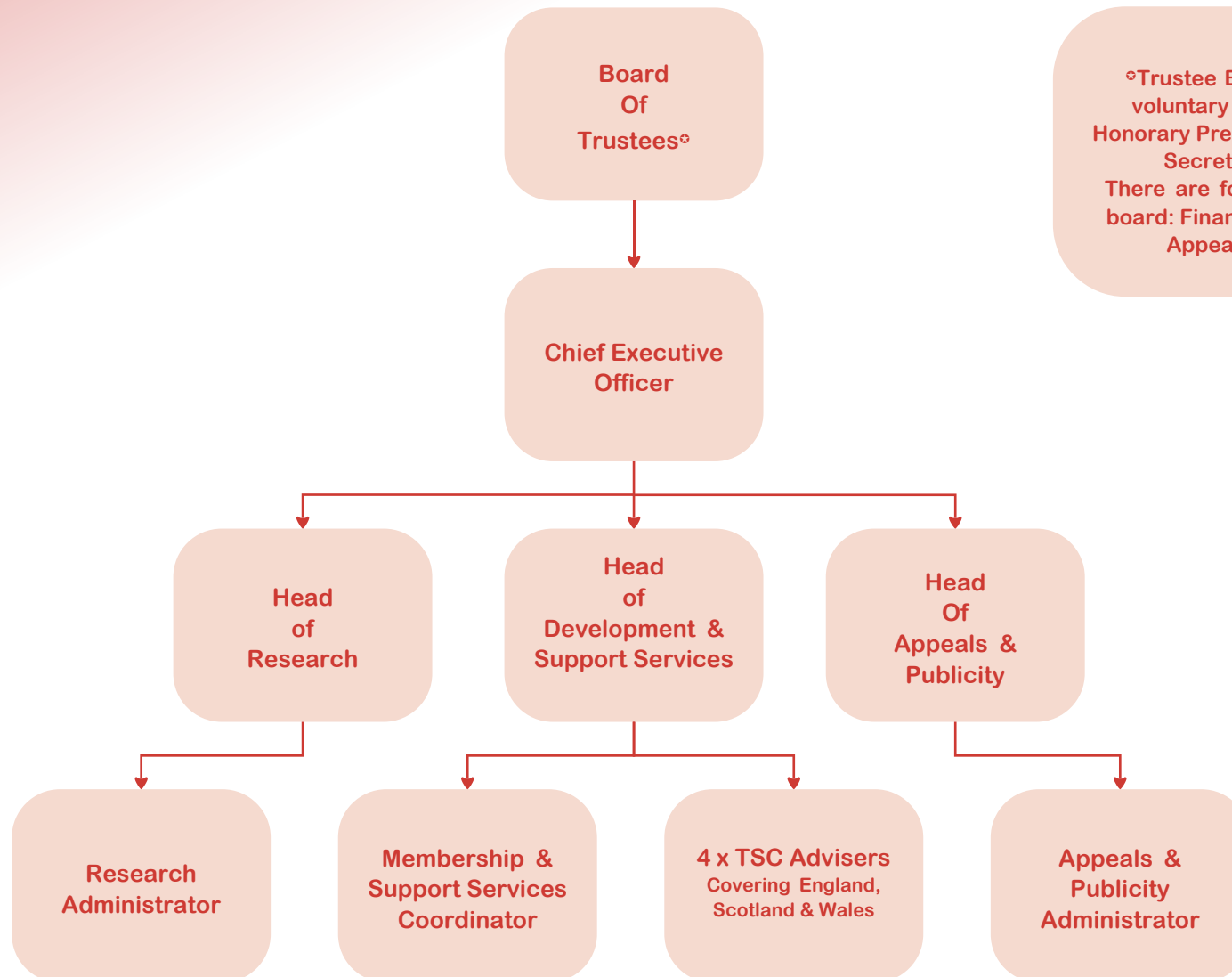
We have developed a range of outcome based key aims that we will use to evidence our achievement of each goal. The Strategic Goals and Key Aims will form the basis of:

- Operational developments
- Annual action plans, by service or function area, that will map out steady progress over each of the three years of this Strategic Plan
- Progress reports to the board



Organisational Structure

After CEO Appointment



◦Trustee Board consists of 16 voluntary Trustees including Honorary President, Chair, Company Secretary & Treasurer. There are four committees of the board: Finance, Support Services, Appeals and Research



Application Form

This application form should be completed in full
Applications will not be considered if submitted in
the form of a C.V.

Post Applied for:

1. Personal Details

Surname:	Initials:	National Insurance No.
Address (Block letters)		Post Code:
Telephone Nos:	Home:	Business:
E mail address:	Have you a current Motor Vehicle Licence? YES/NO	

2. Present or most recent employment

Name and Address	Nature of Business
	Present Salary (with grade if possible)
	Other benefits
Job Title	Responsible to
Date of Appointment	Notice required
Brief Description of duties	

3. Previous employment

Please give reasons for any gaps between jobs e.g. unemployment, study etc.

Employer	Job Title	Grade/Salary p.a.	Dates	
			From	To

4. Education

Secondary School/College/University You need not state actual name of Educational Establishment attended	Dates		Qualifications Gained (State level)	Grades	Date
	From	To			

**5. Training: Vocational and Occupational Qualifications relevant to the post
(Professional Qualifications, GNVQ/NVQ and Non-qualification courses)**

Professional/Organising Body	Course Details	Dates

If called for interview, please bring your qualifications and membership certificates with you

6. Membership or affiliations

Organisation	Details

7. Details of Relevant Experience and any other information in support of your application (This forms your letter of application and should be attached to this form) Candidates are only shortlisted on the basis of the criterion detailed in the Personnel Specification for this post. Please show us that you have the skills, knowledge and experience that we require as well as demonstrating how you will commit yourself to the social mission and values of the TSA. (1500 words maximum)
Please set this out on a separate sheet in letter form.

8. Criminal Record Check – Criminal Records Bureau

Successful applicants who are offered a position with the Association **will** be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. The level of criminal record check required will be an Enhanced Disclosure. This check will include details of cautions, reprimands or final warnings as well as convictions

9. Referees (one of whom must be your most recent employer)

Referee a) should be a relevant referee from your present employment or immediate past employment if not employed

<p>a) Name:</p> <p>Position held by referee:</p> <p>Address:</p> <p>Telephone:</p>	<p>b) Name</p> <p>Position held by referee:</p> <p>Address:</p> <p>Telephone:</p>
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10. Declaration

I DECLARE THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IN THE EVENT OF EMPLOYMENT I COULD BE DISMISSED IF I HAVE DELIBERATELY GIVEN FALSE INFORMATION. I AM PREPARED TO HAVE A MEDICAL EXAMINATION IF ASKED TO DO SO.

I

Signature:.....Date:.....

For office use only

Application No: <input style="width: 90%;" type="text"/>	Shortlisted YES/NO
Date Received: <input style="width: 90%;" type="text"/>	Appointed YES/NO
Date of Interview: <input style="width: 90%;" type="text"/>	Reason Code <input style="width: 90%;" type="text"/>