



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk

Welcome from Chief Executive Officer Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff
ACCOUNTABLE and responsible, always improving
RESPECT for all colleagues, patients and their families
ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

Job Description

Job Title	Grant Writer (Charity)
Department	Communications
Division	Corporate
Salary Band	Band 6
Accountable To	Fundraising Manager
JOB SUMMARY	
<p>This is a great opportunity to join the Hampshire Hospitals Charity Team as our part-time, professional Grant writer, taking on responsibility for delivering our brand-new grant fundraising programme to elevate hospital healthcare for the benefit and wellbeing of our Hampshire communities.</p> <p>You will be part of the Hampshire Hospitals Charity team, using your expertise to realise our new, exciting and ambitious charity strategy to grow fundraising income and support dedicated projects that improve patient care throughout the communities that our staff serve in our hospitals. Projects will reflect the breadth of specialist services that our hospitals deliver, including children and young people, research and innovation, staff wellbeing, sustainability and the hospital environment.</p> <p>We're looking for someone that enjoys a challenge and can successfully communicate a broad range of inspiring projects, of varying scales, to charitable trusts and foundations and secure funding from them.</p> <p>Reporting to the charity's Fundraising Manager you will work directly with staff in the charity team, clinical colleagues, patients and volunteers.</p>	
KEY RESULT AREAS/RESPONSIBILITIES	
<ul style="list-style-type: none"> Identify and research prospective new trusts, foundations and statutory funding opportunities in order to increase the size of the pipeline available to Hampshire Hospitals Charity. Be responsible for multiple trusts and grant applications up to approximately £75k and support the Fundraising manager and Head of charity on larger bids and applications where necessary. Develop compelling cases for support, writing tailored applications for submission to trusts and other funding bodies. Work with the Fundraising manager to curate new funding opportunities out of existing service delivery. Work closely with all project delivery teams to ensure they are capturing the necessary outcomes for reporting requirements to funders. Submit timely reports to trusts, foundations and statutory bodies to meet their monitoring and evaluation requirements. 	

- Build and maintain long-term relationships with new and existing funding/grant making organisations.
- Create monthly and quarterly income forecasts and pipeline reports.
- Maintain all charitable trust, foundation and statutory progress/activity on the charity's CRM system.
- Contribute towards developing impact data to help inform and strengthen applications.

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- You will provide and receive information electronically, verbally or in writing which may be of a confidential or sensitive nature and you will ensure that this is communicated properly within and external to the organisation.
- You will participate in Trust, team and one to one line manager meetings where required.
- You will comply with Trust policy on confidentiality and data protection.

COMMUNICATION

- You will ensure professionalism in all communication with colleagues and with the public.
- You will ensure written information is easy to understand, well written and accurate.
- You will share information in an appropriate, timely and accurate manner.
- You will work in partnership with all healthcare professionals; maintain effective communication that benefits patient and staff wellbeing, and strengthens overall confidence in the Trust.

PLANNING AND ORGANISATION

- You will develop systems for tracking and reporting against the annual tactical plan
- You will be expected to prioritise your workload by assessing multiple and urgent work requests with varying deadlines to ensure personal deadlines and those of the team are met on time and are completed to a high standard.
- Contribute towards annual review and annual planning within the charity team.

BUDGETARY AND RESOURCE MANAGEMENT

- Responsible for developing project budgets for applications and presenting this to the Fundraising Manager

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- Providing grant writing advice, guidance and training to wider charity team as may be required.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**

- Respectful for all and show integrity in everything.
- Encouraging and challenging each other to always do our best.

ADDITIONAL INFORMATION

This job description is designed to assist the post holder with understanding what is expected of them in their role. Hampshire Hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

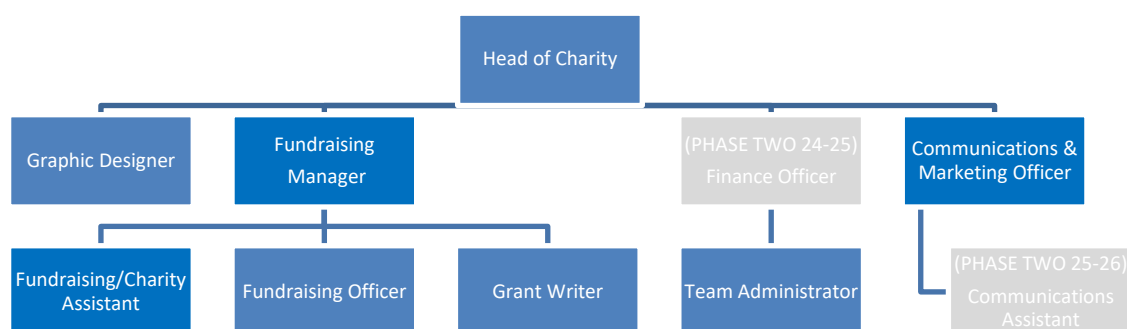
The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of, and adhere to, all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE

Hampshire Hospitals Charity Organogram:



Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offence for someone barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.