

Recruitment Pack



Rehabilitation Service Design Lead

Join us as Rehabilitation Service Design Lead and you'll be part of a passionate, creative, and dedicated team. We have a relentless focus on creating a brighter future for survivors of burns and scars.

It's such an interesting time to work in visible difference. And here at The Katie Piper Foundation especially. We are providing rehabilitation services for those with burns and traumatic scarring through digital support directly into their homes and face to face support either at our rehabilitation centre or within their local community. Survivors have a bespoke rehabilitation programme designed around their needs and goals. We are the only charity in the UK supporting survivors of burns and traumatic scarring in this way.

The team's passion for this life-transforming cause is contagious. You'll be working alongside the team, with the key focus of evaluating rehabilitation provision, ensuring the NHS understand the services we provide and developing a plan of how KPF rehabilitation should be focused over the coming years. You will be a massive influence on shaping our current and future operations and therefore people's lives who have been through the very worst and deserve to thrive.

I am very happy to have a chat and answer any questions you may have before submitting an application, so please do call me on 07904 143894 or email me at sarah@katiepiperfoundation.org.uk.

Thank you and best wishes.

A handwritten signature in black ink that reads "Green .".

Sarah Green, Chief Executive.



Job Description

Job Title:	Rehabilitation Service Design Lead
Location:	Home based with travel to visit NHS burns services
Hours:	30 to 35 hours per week
Annual Leave:	28 days per annum plus bank holidays
Duration:	Permanent
Reports to:	Chief Executive
Salary:	circa. £50,000. Negotiable depending on experience.

Benefits

- Holidays: 28 annual leave days a year plus bank holidays.
- Pension: 3% contribution.
- Pay: Regular pay reviews.
- Flexibility: Committed to flexible working across the team, including for parental and other care responsibilities.
- Wellbeing: Time and space available for wellbeing with the team and individually.
- Covering costs: Travel covered for home-based roles as well as work laptop, work phone and basic home office set-up.
- Learning & development: Career Professional Development and information training and development.

Job Summary

- To work with a number of stakeholders to assess the current service levels and delivery of rehabilitation provided both by NHS burns services, KPF, and other care providers.
- To analyse the current provision and identifying gaps in rehabilitation care to inform communications with the NHS and the planning of tailored KPF services.
- To develop a 3-year service development plan to be delivered alongside the KPF strategic plan.
- To build relationships with case managers across the UK to educate them on the rehabilitation provided by KPF.
- To take responsibility for Clinical Governance, alongside the Head of Rehabilitation.

Key Responsibilities

- To analyse data gathered to date from survivors on KPF service delivery and their views for the future.
- To engage with survivors on an ongoing basis both within and outside of KPF, to gain views on service delivery provided, gaps in care, and sense check potential ideas on KPF service delivery options for the future.
- To scope out the current levels of engagement with NHS burns services, identifying strengths, gaps, and opportunities for improvement. Undertaking a mapping exercise to inform a relationship management plan.

- To create and develop contacts with NHS burns services across different working teams within each service, ensuring an efficient communication structure is developed with a two-way flow of information.
- To capture information and knowledge on current NHS burns rehabilitation provision at a national, regional and individual service level and undertake a gap analysis. To ensure all information captured and delivered is recorded in a robust system.
- To build and utilise relationships with other groups such as the British Burns Associations, Burns Networks and other charities in the visible difference sector.
- To present findings and recommendations from the relationship management plan, stakeholder engagement and gap analysis to the Chief Executive and Head of Rehabilitation.
- To scope out a 3-year service development plan for future KPF service provision that is clearly aligned with NHS burns service provision, budgets and KPF organisational strategy. To work alongside the Head of Rehabilitation to commence delivery of the plan.
- Reporting as required to the Chief Executive Officer, Trustees and other staff (where relevant) on service design progress and potential developments.
- To contribute to developing and maintaining the highest professional standards of practice through active participation in internal and external CPD training and development programmes.
- To scope out the case manager network across the UK who deal with clients with a significant burn injury.
- To build relationships with case managers to provide a greater understanding of KPF rehabilitation and establish a system for referrals.
- To work with the Head of Rehabilitation to ensure all clinical governance policy and practice is reviewed and maintained. Proposing and implementing any relevant changes and developments required in the delivery of rehabilitation.

Additional:

- Provide cover for colleagues as directed by the relevant Manager.
- The post will be subject to regular annual staff development review.
- The post holder will be expected to produce work of a high standard and to promote quality at all times.
- The Katie Piper Foundation is committed to Equal Opportunities for all present and potential members of staff and patients, therefore expects all employees and volunteers to understand, support and apply this through their working practices which require all individuals to be treated with respect, dignity, courtesy, fairness, and consideration.
- The post holder will be expected to keep themselves updated on all matters relating to procedures and policies within KPF.
- The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or The Katie Piper Foundation, reporting any potential risks to life or property immediately.
- Where the post holder is a member of a professional body, they are required to conform to the professional standards set by that body. Ensuring registration is current and practise continuous professional development.

This is an outline Job Description and may be subject to change, according to the needs of the service, in consultation with the post holder.

Your Team and Key Relationships



- You'll be part of a team of 5 with a mixture of full time and part time staff all with different responsibilities across the charity. We work with a range of other specialists who are self-employed and bring their own areas of expertise to the charity and the holistic support given to survivors.
- You will be responsible for the development of our rehabilitation services, working closely with the Head of Rehabilitation and Chief Executive.
- As well as the wonderful wider KPF staff team, you'll need to develop relationships with; The Board of Trustees including Katie, survivors, NHS teams, external specialists, and other charities in the visible difference space.
- Location wise, you will be mainly based at home like many of the team, who are spread around the UK. You will be required to travel to meet with different NHS teams across the country and for any team meetings which we aim to have in person every quarter. It does come naturally to us to reach out to each other and share exciting news and challenges, but we don't take that sense of team connection for granted.

Person Specification

Factor	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Qualifications that evidence the skills required. 	
Experience	<ul style="list-style-type: none"> • Significant postgraduate clinical experience in a relevant field ie burns/plastics/rehabilitation • Experience of service development and design in healthcare. • Experience of research and analysis in healthcare. 	<ul style="list-style-type: none"> • Experience in health care commissioning.
Skills / Knowledge	<ul style="list-style-type: none"> • Excellent understanding of NHS burns care and associated networks and organisations. • Strong networking and stakeholder management skills. • Good working knowledge of Microsoft Applications. 	<ul style="list-style-type: none"> • Understanding of the charity sector, including working with trustees, volunteers and funders
Communication Skills	<ul style="list-style-type: none"> • First class communication skills, both written and verbal • Strong interpersonal skills with the ability to communicate effectively at all levels • Proven ability to motivate and facilitate teams through change 	
Qualities / Attributes	<ul style="list-style-type: none"> • Empathy • Honesty • Flexibility and adaptability • Problem solving • Self-motivated, able to work on own initiative and as a team member • Ability to work flexibly and prioritise a diverse workload • High level problem solving and ability to be innovative • Attention to detail • Calm under pressure • Commitment to establishing a learning culture and of sharing ideas 	

Your Application

Please email in PDF format, both your CV and a supporting statement to sarah@katiepiperfoundation.org.uk

- Closing date: By midnight, Friday 3rd March 2023
- First interview: w/c 13th March 2023
- Second interview: w/c 20th March 2023
- Your supporting statement is such an important part of your application. We can't make assumptions about your suitability, so the information that you give there is key for us for shortlisting. Please show how you meet the person specification and would deliver on the job description for *this* role *specifically*. Please *do* use lots of examples. We are looking for evidence that you can thrive as Rehabilitation Service Design Lead.
- Your statement should not exceed 1,000 words. Please do call or What's App Sarah Green, Chief Executive if you have any questions on 07904 143894.
- Please note that we reserve the right to close this recruitment process early, should we receive a high volume of quality applications.
- Please note that all offers of employment will need references deemed satisfactory by KPF, proof of eligibility to work in the UK, and a DBS check.

Data Protection

The data you provide in your job application will be used by KPF to assess your suitability for employment by us in the role you have applied for. We only share your data with third parties to obtain criminal records checks (where necessary) and to process data on our behalf (such as our payroll provider). We won't use your data for marketing or fundraising purposes. By applying for this job, you consent to KPF processing your data (including any criminal offences data and sensitive personal data given such as data relating to your ethnic origin or sexual orientation) for this purpose.

Thank you for considering joining us....



**We look forward to
receiving your
application to join us in
our work creating a
brighter future for all
survivors of burns and
traumatic scarring.**