



Job Description

Post Title:	Chief Operating Officer (COO)
Salary:	£16,000 per annum
Hours per week:	7.5 hours per week (18 month fixed-term)
Location:	Home-based role, but you will be expected to attend at least one meeting per year within the UK
Reporting to:	BACCN Executive Committee and National Board
Accountable to:	Chair of the BACCN

The British Association of Critical Care Nurses (BACCN)

The British Association of Critical Care Nurses is a leading non-profit organisation dedicated to the promotion of nursing in critical care, with around 2,000 members nationally and internationally. BACCN provides a national voice to shape the strategy for critical care nursing, promote safe, quality evidence-based nursing care to the critically ill patient and provide wide-ranging benefits and opportunities to BACCN members.

The BACCN National Board consists of critical care nurses, who previously served on one of our regional committees, plus an independent BACCN member. Each member of the Board leads on a specified workstream. Workstreams include conference, engagement, equality, diversity and inclusion, regional advice, professional advice, finance and research/academic liaison. All National Board members are trustees and therefore Directors of the charity.

BACCN collaborates with several different professional organisations with similar aims and objectives, both nationally and internationally, to influence critical care nursing. BACCN also owns Nursing in Critical Care, a peer-reviewed journal that is at the forefront of critical care nursing and is central to BACCN's philosophy of promoting personal and professional development in the art and science of critical care nursing.

BACCN is supported administratively by Echo Events, an Association management team, who also provide event management for its annual conference. More information about BACCN and its strategic goals and activities can be found at:

<https://www.baccn.org/about/our-goals-and-mission-statement/>.

Role summary and purpose

The Chief Operating Officer (COO) plays a critical role in the effective running of charitable organisations. Accountable to the chair of the BACCN, the COO will be responsible for overseeing day-to-day operational excellence. The role requires an experienced and effective leader, able to lead across both operational and strategic spheres.

The overarching purpose of the COO position is to work with the BACCN Board of Directors (Board of Trustees) to implement the operational strategy of the BACCN, enabling delivery of BACCN's charitable objects. The COO is responsible for overseeing the day-to-day operations of the charity, ensuring that policies, rules, and goals are implemented effectively. The COO will:

- Work with the Board of Trustees to develop and implement strategies and plans that support the charity's growth and sustainability, while also focusing on the operationalisation of the strategy.
- Ensure effective systems of governance and approval mechanisms are maintained so that the Association remains compliant with all requirements of the Charity Commission.
- Work with the BACCN Chair in ensuring BACCN's compliance with all applicable laws, regulations, and ethical standards.
- Implement the directives of the Board of Trustees, ensuring that all policies and resolutions are congruent with the BACCN Articles of Association and Board Members Handbook.
- Ensure that BACCN strategy and values are embedded throughout the Association.
- Support negotiation and contract management agreements with vendors, partners, and other stakeholders.
- Ensure that the visibility of BACCN is maintained within both the critical care nurse and supplier communities.

This is a home-based role, but you will be expected to attend at least one-in-person Board meeting per year within the UK. In addition, you will be expected to be available at the Chair's request to attend online Board meetings for up to 2 hours per meeting.

Key relationships

- Chair of the Association
- National and Executive Committee Board members (Board of Trustees)
- Contracted support agencies (for example, Echo Events, the association management team)

Key Tasks

The following are general descriptions of the core duties and responsibilities of the role. Other tasks may be assigned by the Chair as necessary and appropriate.

1. Corporate Governance

- Organise meetings of the BACCN National Board and Executive Committee and ensure that all appropriate correspondence is circulated prior to those meetings and

that secretarial support is in place where appropriate. Ensure minutes are reviewed and made available as open access documents.

- Attend Executive Committee meetings and National Board meetings on request.
- Measure and report on operational performance and plans to improve relevant key performance indicators in liaison with the Chair and the Association management company.
- Oversee project delivery, finance, human resources, IT, legal, health and safety, customer service, and facilities management.
- Work with relevant members of the Board of Trustees to produce an annual budget for the Association for consideration for approval by the Board of Trustees.
- Ensure that the Association's contracted support office maintains records, files and library material as appropriate.
- Regularly review operations (including those of contracted services) to ensure they meet the required standards.
- Maintain oversight of BACCN events, keeping the Board of Trustees informed and updated with regard potential conflicts and challenges.
- Oversee recruitment of any posts authorised by the Board and contracting organisations. Supervise the performance of employee duties by monitoring output and the implementation of personnel policies and employment contracts.

2. Leadership

- Act as the charity's main adviser on all issues relating to operational functions and keep abreast of latest developments to ensure that the charity maintains its competitive position.
- Provide a relaxed and appropriately flexible approach to leadership and guidance in relationships with volunteers who take positions of responsibility within the BACCN.
- Promote a focus-based culture which continues to maintain and increase the credibility and professional standing of the Association.
- Oversee and co-ordinate the delivery of workstreams and projects as the Board of Trustees may prescribe.

3. Profile of the Association

- Promote effective and clear internal and external communication.
- Ensure BACCN's processes are open and transparent and encourage the confidence of the Board, members of the Association and other key stakeholders.
- In liaison with the Chair of the Board, establish effective networks and partnerships with key partners in the critical care nursing sector to enable the Association to remain fully aware of new developments (technical and procedural) in support of the membership.
- Promote a positive and professional image of the Association through internal and external communications/publications.
- In co-ordination with the Board of Trustees, attend and represent the Association at key events nationally or internationally.
- Support members of the Association by responding to any relevant request for assistance.
- Liaise between the charity and its clients for quality assurance purposes.

Personal Specification

Requirements	Essential	Desirable
Education, knowledge and experience	Masters level degree in a relevant area (health or business management)	Leadership or management qualification
	Registered nurse (current or retired)	Critical care nursing qualification
	Contemporary working knowledge of UK health care policy relevant to critical care nursing	Previous experience of working with the BACCN
	Contemporary working knowledge of charitable law and governance	Previous experience as a COO
	Track record of effective change management	Significant experience of critical care nursing policy and practice
	Experience of working in a strategic leadership position in a complex organisation	Experience in Not for Profit / Charity Sector
	Experience of working in a health care setting in a senior role	Risk management experience
	Broad knowledge and experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing	
Competencies	High level communication, negotiation and influencing skills	
	Effective leadership skills and style	
	Excellent verbal and numerical analysis and presentational skills, with the ability to reach incisive and grounded conclusions in excellent written and spoken English	
	Able to think strategically, with creativity grounded in pragmatism	
	Able to work on one's own initiative to prioritise work to meet deadlines	
	Strong organisational skills combined with excellent emotional intelligence to achieve goals through consensus	
	Highly effective digital literacy skills	

Personal attributes	Good team leader and member	
	Excellent interpersonal skills, used to inspire, and motivate others	
	Highly credible and able to command respect	
	Flexible and adaptive	
	High level of personal and professional integrity	
	Driven, energetic and energising in personal style	
	Demonstrates inclusive practice	
	Committed to a culture of continuous improvement, openness and honesty	