



The ● Pituitary Foundation

For hormones • For health • For life



CEO Recruitment Pack



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Introduction



Thank you for your interest in the role of CEO at The Pituitary Foundation.

The Pituitary Foundation is the UK's leading charity providing support and information for people living with pituitary conditions, their families, friends and carers. We are based in an office in central Bristol, with some staff and volunteers working remotely throughout the UK.

Pituitary conditions are uncommon, usually lifelong and can be life threatening. Conditions include acromegaly, Cushing's, prolactinoma, AVP-Deficiency and hypopituitarism.

It is an exciting time to join our work. We are celebrating our 30th anniversary throughout 2024 and are working towards our ambitious strategy which we are excited to achieve. Our new website, and CRM, combined with robust processes and procedures offers a strong foundation. We remain committed to inclusivity and reaching people who may not currently make use of our services.

Our Support Services are central to our work. Our helpline, staffed by Endocrine Nurses, is at the heart of our work, and we are pleased to complement this with a new service offering psychological support in partnership with Rare Minds. We are exploring the best way to deliver our peer support services via telephone and the opportunity of online forums.

We have recently secured PifTick Accreditation and are reviewing our print and online information in line with this, increasing its accessibility and usability. We publish Pituitary Life three times a year. This magazine for members is valued as a resource with articles from researchers, healthcare professionals and people living with conditions.

We have an incredible team of volunteers who make our work possible and have been central to The Foundation since we started. Most important are our support groups, meeting in-person and online across the UK, supporting people living with pituitary conditions.

We work alongside peer patient support groups, the NHS, pharmaceutical companies and advocacy groups to ensure that the voice of pituitary patients is at the heart of thinking and development. Campaigning on specific areas, and raising awareness is central to our ambitions.

This is all made possible by our tireless fundraising work. We raise around £460,000 - £500,000 a year and are seeking to increase this in line with increasing base costs. We have a large and highly supportive community of patients, members and others who consistently provide us with generous support. We receive around 60% of our income from individual giving. Alongside our membership scheme and regular giving, we also host challenge events, support third party fundraising, and seek to extend our relationship with a variety of Trusts and Foundations.



Our strategy 2023-2027

Our vision

Our vision is that all people with pituitary conditions can **live well, now and in the future.**

Our mission The way in which we achieve our vision

We work with everyone with a pituitary condition, their support networks and healthcare professionals to raise pituitary awareness and reduce time to diagnosis. We empower patients to navigate the UK healthcare system and obtain the best clinical outcomes possible, and provide support to enable everyone with a pituitary condition to live as well as possible.

Our values How we act

We are **welcoming, caring, empowering, trustworthy** and **collaborative.**

Our objectives

The practical steps we will take to achieve our vision

1 We will work to reduce the time it takes to be diagnosed with a pituitary condition by increasing awareness

2 We will empower every patient to receive the best care available to them, now and in the future

3 We will support all people with pituitary conditions to live well

4 We will ensure The Foundation is robust and sustainable

You can read our [full strategy](#) and most recently published [annual report](#).

What we achieve

As the only organisation in the UK supporting people affected by pituitary conditions, our impact is significant. We regularly hear from our community how valuable our support services are. "They clearly know all the relevant information on the subject and they really filled me with confidence. I felt so much better for my chat with them and it's comforting to know that they are there when needed."

Our services provide spaces for people to engage with others affected by similar conditions. This helps people to feel less alone and better understood.

Support

2000+ helpline enquiries answered last year

20 support groups that meet in-person or online

550 booklets requested last year

10 booklets in our library

Engagement

100 volunteers

20+ online and in-person events last year

26,000 followers across social media

2000+ members

3000+ people reached through events

How we work

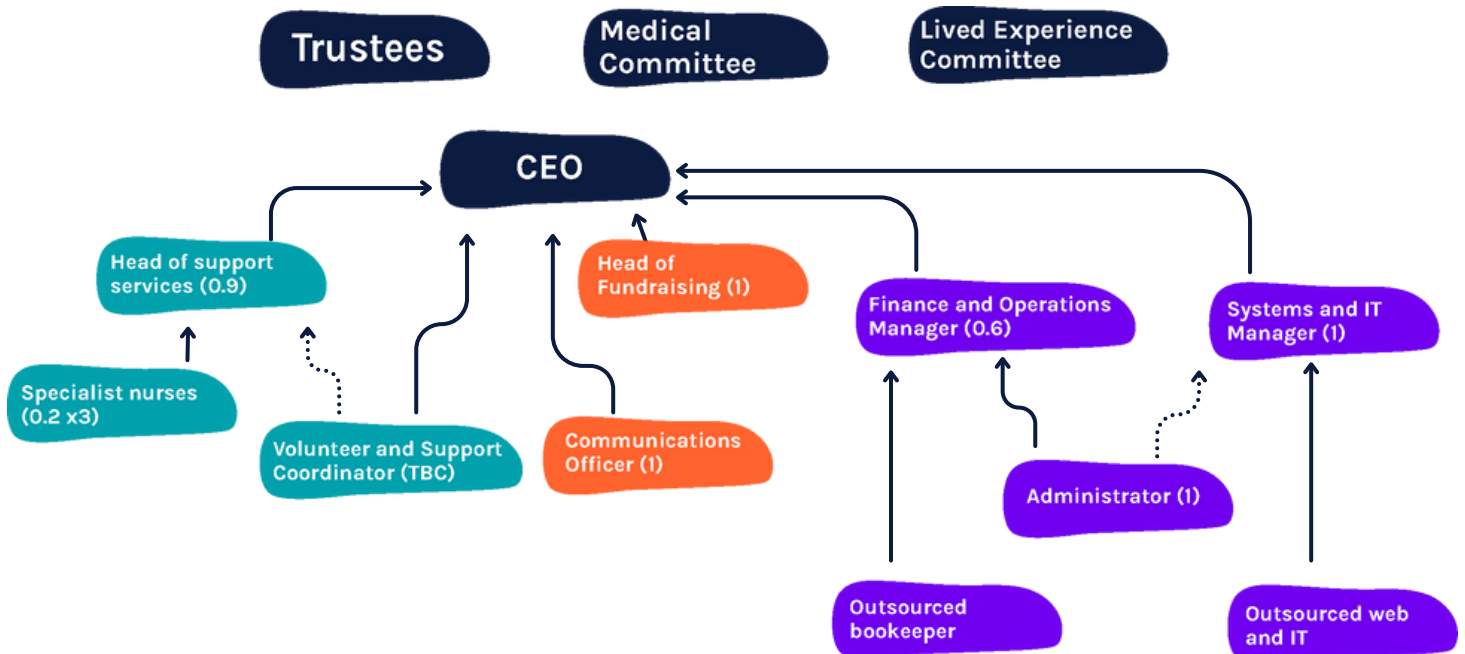
We have a board of Trustees who steer the work of The Foundation and meet quarterly either online or in person. The Trustees bring a combination of professional skills and lived experience and include health care professionals.

There is a Finance Committee, chaired by the Treasurer, which meets quarterly.

A number of longstanding trustees will stand down over the coming 24 months, offering an opportunity to recruit in line with emerging needs of the Charity.

Our Medical Committee and recently established Lived Experience Committee provide expertise and insight to inform and shape our work outside of governance requirements.

The staff are primarily based in the Bristol office, with some working remotely.



The Role

This role will combine the ambition of The Foundation while maintaining the core importance of being a person-centred patient support group, offering kindness and support at challenging times. You will bring excellent interpersonal skills, as well as financial acumen and an appetite for seeing the best possible service delivered to a wide demographic.

Leadership and strategy

- Provide leadership and strategic direction to The Pituitary Foundation.
- Lead by example, and act as a role model, upholding the core values and commitment of the organisation.
- Work closely with the Board of Trustees to formulate, set and deliver the vision, mission and strategic aims and direction, translating these into operational goals, plans and objectives.
- Lead, mentor and guide the senior team, and wider staff team, to develop plans and strategies for key areas of work across the organisation.
- Lead on organisation reviews and large-scale development projects.
- Working with the Head of Support Services, lead on the effective management of the Medical and Lived Experience Committees.
- Lead on The Pituitary Foundation's commitment to develop equality, diversity and inclusion across the organisation.

Building and developing effective relationships

- Build effective networks and relationships with key stakeholders, including volunteers, health care professionals, commercial partners, policy makers, professional organisations and other charities, in the UK and internationally.
- Act as the key conduit between the staff team and Board and encourage a positive trusted relationship and a 'one team' ethos across the organisation.
- Promote the profile of the charity and its work through leading effective internal and external communications.
- Represent the charity and be the principal spokesperson for public relations, media and other opportunities, in conjunction with the Board, Medical and Lived Experience Committees.
- Take a lead role in driving the fundraising, developing and maintaining relationships with key donors, including bid writing and reviewing grant applications.

Governance

- Provide information, support and advice to the Board to enable members to fulfil their governance responsibilities and make informed decisions.
- Guide the Board and staff team to ensure that the charity operates within all legal, governance and compliance requirements, including undertaking some company secretarial duties.
- In liaison with Board Officers, support the preparation and delivery of key meetings, such as Trustees' Meetings, General Meetings and sub-committee meetings.
- Take and disseminate minutes for all meetings.

- Act as the Company Secretary as needed.
- Support the recruitment and development of Board members, including away days.
- Support the effective management and delivery of Board tasks and projects, as required.
- In conjunction with the Board, identify, monitor and actively manage organisation risks.
- Oversee the policies and procedures of the organisation and produce key policies, policy and position statements and governance documents e.g. terms of reference.
- Review key legal documents and contracts on a day-to-day basis, within the remit of the delegation of authority matrix.

Operational and financial management

- Lead the development, and delivery, of annual organisation operational planning with the staff team, ensuring strategic alignment.
- Lead on key technical areas e.g. HR, finance and so forth.
- Oversee the recruitment of staff and line manage the senior staff. Lead on the team's learning and development.
- Lead on financial planning and budgeting in conjunction with the Treasurer.
- Provide financial oversight, monitoring and analysis, ensuring budget control and overall financial health of The Pituitary Foundation.
- Oversee the management of key contractors, such as bookkeeping and accountancy, IT and HR contracted services, working with the senior team.
- Authorise key budgeted expenditure within the agreed delegation of authority.
- Monitor, report and evaluate the operational performance of the organisation to the Board and the Finance Committee.
- Undertake all administration relating to the role.

Person specification

Essential

- A proven track record of successful senior leadership in a multi-faceted environment.
- A passion for delivering high quality services, tailored to meet the needs of our community.
- A demonstrable practical commitment to achieving an inclusive culture and EDI ambitions in all areas of work.
- Proven track record in managing, developing and leading a high performing, connected and happy team of staff and volunteers who are geographically dispersed.
- Proven experience of developing and delivering department and/or organisation strategies and plans.
- Demonstrable ability to lead change whilst bringing others with you.
- Resourceful, resilient, with complex problem-solving, decision making and analytical skills.
- Strategic thinker with the ability to be innovative and present practical solutions to challenges.
- Previous experience of significant financial responsibility and proven track record of securing funding and effective financial management.
- Commercially astute and ambitious for the organisation, with the proven ability to drive results in a dynamic environment.
- Substantial experience of inspiring and motivating multiple external stakeholders and acting as a compelling ambassador.

- Excellent written and oral communication skills including public speaking.
- An empathetic understanding, or demonstrable ability to learn about the experiences of people affected by pituitary conditions or rare diseases.
- A commitment to The Pituitary Foundation's values.

Desirable

- Experience of working effectively with a Board of Trustees and comprehensive understanding of charity governance, legal and regulatory requirements.
- Experience of working for a health or social care charity or within the UK health and social care environment.

Employment Terms

Location: Based in the Bristol office, with flexibility for hybrid working

Salary: £55,000 - £60,000

Reports to: Chair and Board of Trustees

Holiday: 30 days plus statutory bank holidays

Pension: 5% employer contribution

How to Apply

Ren Renwick, the outgoing CEO, and Tom Sumpster, the Chair, welcome informal phone conversations in advance of submitting an application. Please email ren@pituitary.org.uk to arrange this.

Please send a cv and cover letter (no more than 2 sides of A4), or film of an equivalent length which includes:

- Why you are interested in this role.
- How your experience or interest meets the person specification.
- Complete this [short, confidential, equalities survey](#) to inform future recruitment.

Applications should be emailed to ren@pituitary.org.uk

Deadline for applications: 9am Tuesday 14 May 2024

We expect to hold interviews in person in Bristol on Monday 3 June.

Welcoming applications

The Pituitary Foundation believes in diversity and equality. We especially welcome applicants who are under-represented within the charity sector and want to build a team with a diverse range of perspectives, backgrounds and skills. You do not need to have lived experience, or direct knowledge of pituitary conditions – just empathy and an appetite to learn. We know that a diverse team is a strength, and we look forward to hearing from all interested applicants.

Your Data

In line with GDPR legislation we will retain data that you share with us as part of the application process for up to nine months from the deadline date. Please only share data that is relevant to your application. There is no need to share reference details at this stage, and their details should not be shared without their explicit consent.



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