

Head of Charities

Profile Supplement

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos	X			X		Requirement to pick up goods required for charitable purposes, which would cover a range of good from kettles to more bulky items.
Lifting weights/objectives above 15 kilos	X			X		Requirement to pick up goods required for charitable purposes. It is likely that these could, on occasion, require lifting objects above 15kg.
Using equipment to lift, push or pull patients/ objects		X				
Lifting heavy containers or equipment			X	X		It may be necessary to lift heavy items which are packed, for example chairs, tables etc.
Running in an emergency		X				
Driving alone/with passengers/with goods	X				X	Charities team, including Head of Charities, is required to collect goods from retain outlets which have been identified from the charitable fund. This would include driving alone with the goods or with passengers.
Invasive surgical procedures		X				
Working at height or in a confined space		X				
Concentration to assess patients/analyse information	X			X		It would be necessary to analyse information provided as part of an application for charitable funds. This information would need to be fully understood, including budgetary information, to make an informed decision on suitability of request in line with charitable funding governance requirements.
Response to emergency situations		X				
To change plans and appointments/meetings depending on the needs of this role	X			X		Head of Charities would need the flexibility to change plans and meetings dependent on the requirements of the role at the time. For example, attendance at senior meetings to present papers and information appertaining to charitable funding, request for information from National bodies, which may require changes to scheduled meetings and plans. There will also be a need to respond flexibly to unexpected demands as a consequence of charitable requests ie walk in/staff crisis.
Clinical interventions		X				
Informing patients/family/ carers of unwelcome news						
Caring for terminally ill patients		X				

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This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Dealing with difficult family situations		X				Will need to deal with some very difficult and upsetting situations, for example bereaved staff and will also visit homes in distressing circumstances
Caring for/working with patients with severely challenging behaviour		X				
Typing up of formal minutes/case conferences	X			X		It could on occasion be necessary for the Head of Charities to organise, chair and be responsible for the minutes of formal conferences and meetings – especially in circumstances that involve governance and financial information appertaining to charitable funding.
Clinical/hands on patient/client care		X				
Contacts with uncontained blood/bodily fluids		X				
Exposure to verbal aggression	X			X		May be subject to limited verbal aggression if charitable fund requests have not been granted, or if hardship funding is not deemed as suitable for the requester.
Exposure to physical aggression	X			X		Potential opportunity for exposure to physical aggression dependent on individual circumstances, ie in some cases of hardship allowance.
Exposure to unpleasant working conditions dust/dirt/fleas		X				
Exposure to harmful chemicals/radiation		X				
Attending the scene of an emergency		X				
Food preparation and handling		X				
Working on a computer for majority of work	X				X	Role includes a substantial amount of office based work, writing reports for senior leadership team, analysing data, leadership duties for team.
Use of road transport	X			X		May be necessary to use road transport if required to collect goods purchased from charitable funds.