



Terms of Reference

CHIEF EXECUTIVE OFFICER (CEO)

International Foundation for Integrated Care

Type of employment contract	Full-time (1.0 WTE)
Annual Salary	Starting at 75000 GBP, negotiable based on expertise
Location	Wolfson College, Oxford, UK
Duration of the contract	36 months (renewable)
Start Date	November 1 st (subject to change)

The International Foundation for Integrated Care is looking for an experienced Chief Executive Officer to join our IFIC Executive. As a CEO, he/she will be responsible for the day-to-day management of the Foundation in accordance to the Foundation's goals and policies.

The CEO of IFIC Executive has a crucial role in the success of the Foundation. He / She should be a motivator and a great leader, capable of seeing the big picture and thinking out of the box.

The International Foundation for Integrated Care

The International Foundation for Integrated Care (IFIC) is a not-for-profit educational network that crosses organisational and professional boundaries to bring people together to advance the science, knowledge and adoption of integrated care policy and practice.

Our vision

The vision of the Foundation is that all people are enabled to maximise their health, wellbeing and independence through high-quality, people-centred integrated care and support

This vision is underpinned by six core values:

- **Holistic** – a people-centred approach that addresses physical, socio-economic, mental and emotional wellness
- **Co-produced** –through proactive multi-sectoral partnerships with people and communities at an individual, organisational and policy-level
- **Continuous** – continuity of care that is provided across the life-course
- **Coordinated** – care that is integrated around people's needs and expectations, effectively coordinated across multiple providers and settings
- **Equitable** – care that is accessible and available to all
- **Sustainable** – care that is efficient, effective and of high value such that it contributes to sustainable development of care systems over time

Our mission

IFIC wants to be the leading international voice in integrated care to inspire, influence and facilitate the adoption of integrated care in policy and practice around the world, reaching academics, researchers, managers, health and care professionals, users, carers, policy and decision makers.

The Foundation seeks to become the leading advocacy organisation to enable the movement for change towards integrated care. Operating as a centre for excellence and underpinned by a high quality and evidence informed approach, we work in collaborative partnership with our beneficiaries to develop, test, apply and lead this movement. We do this through the development and exchange of ideas among academics, researchers, managers, health and care professionals, users of services and their carers, and policy and decision makers throughout the World.

Our values

- IFIC seeks to be an enabler, driver and advocate for the movement for change towards integrated care.



- IFIC works in collaborative partnerships to promote and support integrated care solutions across its network that help to improve the care experiences and outcomes for people and communities.
- IFIC strives to be a centre of excellence in research and analysis, providing translational materials through its experienced and qualified professionals from a wide range of backgrounds.
- IFIC exchanges knowledge to support the adoption of Integrated care in policy and practice through innovative and impactful ways of dissemination
- IFIC values open access to information, research and knowledge.
- IFIC seeks to promote quality improvement so that care experiences and outcomes for all can be realised in a sustainable and equitable manner.
- IFIC is trusted by its partners and beneficiaries and is distinguished for its transparent, engaging and collaborative approach.
- IFIC respects diversity and equal opportunities in all their forms and pledges itself to maintaining an environment that respects diverse traditions and cultures

IFIC Executive

IFIC Executive is the operational arm of the Foundation with offices in Wolfson College, Linton Rd, Oxford, United Kingdom.

The IFIC Executive is managed by the CEO and, currently, it includes the following directors:

- Director of Programmes
- Director of Education & Training
- Director of Communications and Events

In addition, IFIC Executive also includes the following senior positions:

- Head of Research and Development
- Operations Manager
- Finance Manager

IFIC Executive Chief Executive Officer - Job Summary

The IFIC Executive is led by a Chief Executive Officer appointed by the IFIC Board to carry out its core tasks and functions.

Accountability and reporting relationship

The CEO of IFIC Executive reports directly to the Board of the International Foundation for Integrated Care, pursuant to the statutes and bylaws of the Foundation as well as policies, practices and procedures as the Board from time to time shall prescribe.

The CEO answers directly to and consults with the Chairman of the Board and on financial matters with the Treasurer.

Professional Responsibilities

- Leadership and day to day management of IFIC Executive in the implementation of the IFIC Board's policies in accordance to the governing documents of the Foundation, its laws, and any other relevant legislation or regulations.
- To be responsible for the recruitment and supervision of IFIC Executive Staff.
- To design and administer office, financial accounting, and other systems necessary to carry out the management and administration of the organisation in the execution of the IFIC Board's policies.
- To be responsible for custody of all Foundation records.
- To ensure compliance with local, state, and international laws, including the filing of all tax and other forms necessary to continue the Foundation in good standing as a stichting foundation under Dutch law.
- To lead in conjunction with IFIC technical Staff and to provide when necessary scientific input into IFIC's key areas such as research, education and training, solutions including seeing key projects to a successful outcome.
- To act as an internationally recognised external 'face' of the Foundation.
- To lead in forging external partnerships, support business development and income generation, and oversee the growth of IFIC's activities in line with agreed business plans.
- To represent the IFIC Executive in meetings with IFIC Board, IFIC Advisory Committees as well as in front other partners, associates and participants.
- To maintain close liaison with the Foundation Treasurer in all financial matters.
- To prepare an annual budget for the approval of the Board and thereafter monitor the budget, financial reports and audits of the Foundation.
- To formulate and submit to the IFIC Board a 3-year business strategy plan for IFIC in alignment with the policies elaborated by the Board. The business strategy plan should include key performance indicators (KPI) to allow monitoring.
- To monitor and be accountable for the 3-year business strategy plan.
- To work with the Board to ensure that the IFIC Board receives appropriate information on all relevant matters and enable it to fulfil its governance responsibilities. In particular, the CEO will prepare a monthly narrative report to be sent to all members of the Board.

Person specifications

Essential

- Advanced degree in health, social sciences or another discipline related to integrated care.
- Preferably previous working experience as CEO in a non-profit organisation and/or for-profit organizations in international organizations. Proven track of strong leadership, communication, and organization skills as a senior executive in an education, health, or philanthropic organization.
- Extensive experience and knowledge of integrated care, entrepreneurship and innovation (services, policy, science and/or change management).
- In-depth knowledge of corporate governance and performance management principles
- Experience in developing, planning and implementing successful strategies. Familiarity with various business functions such as marketing, sales, finance, HR etc.
- Outstanding organizational and time management skills.
- Excellent interpersonal skills with the ability to build trust and positive relationships with diverse stakeholders from different countries and cultures around the world.
- Demonstrated ability to lead with an example and engage staff through motivation, collaboration and delegation.
- Transparent and high integrity leadership. Ensure complicity with legal and business ethics
- Excellent written and oral communication skills including e-communications.
- Ability to work at different international locations, also for several days at a time.

Desirable

- Educated to PhD level and/or master degree in business administration
- Language skills other than English
- A mission driven desire to promote health and wellbeing and improvement of provision of health and social care.
- Experience in working on equal level together with other professions at the international level
- Connections to an extended international network which is relevant for the mission of the foundation

How to apply

Interested candidates can apply by sending a personal motivation letter and a CV before **13th September 2019** to Prof Mirella Minkman, vice-chair and secretary of the Board (m.minkman@vilans.nl) and to Georgina Ferrer, operations manager IFIC Executive, (georginaferrer@integratedcarefoundation.org).

The application procedure will include a skype interview and, in a second line, a face-to-face meeting.