



Recruitment Pack
Board and Committee Members
lay members and future registrants

November 2023

www.ircm.org.uk

From the Chair

Thank you for your interest in becoming part of the Institute of Registered Case Managers (IRCM). IRCM is a not-for-profit organisation whose mission is,

“to safeguard people who use case management services, by setting and upholding standards for registered case managers.”

We will achieve this:

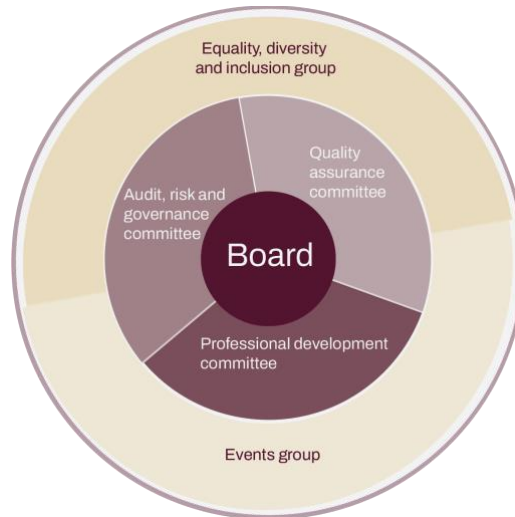
- by setting standards for case managers’ practice;
- through publishing a public register of people who meet our requirements and commit to practising in line with our standards; and
- by providing a process through which concerns can be reported, and then investigating and taking action where registered case managers do not meet our standards.

We will be seeking accreditation from the Professional Standards Authority under its accredited register scheme.

About the roles

Now is a very exciting time become part of IRCM. We are currently in our set-up phase and anticipate opening for registration soon.

We are moving to a new organisation structure which is shown below. This will be a phased transition from our current structure to ensure that we maintain the balance between retaining the knowledge and experience of the present directors and management group whilst bringing in new people and ideas; this combination will support IRCM as it transitions from set up phase to operational register.



Our board and committee members will play a critical role in achieving our mission, contributing to our work of safeguarding the public. Each role will do this in different ways and I strongly encourage you to read the [terms of reference](#) for committees you may be interested in being part of alongside the role and people profiles contained in this pack.

It will be possible to hold multiple roles within IRCM, each committee will include at least one director for instance. If you have an interest in more than one role please do make this clear on your application.

We are seeking:

- lay members, that is someone who wouldn't be eligible to become a registered case manager when registration opens and wouldn't have been at any previous point; and
- registrant members – people eligible to become a registered case manager once registration opens and who intend to do so - you can find out more about this in our [FAQ](#).

These are voluntary roles. Reasonable expenses will be refunded in line with our policies.

For all roles meetings may be in person, virtual or a mixture of both, but we tend to hold meetings online wherever possible. Applicants must be able to attend meetings and occasional training within normal working hours.

We actively encourage and welcome applications from people of all backgrounds, particularly those from underrepresented and minority groups who are reflective of the diversity of the public we aim to safeguard.

We welcome your application but please do get in touch if you'd like to have an informal discussion about the roles initially.

Kind regards



Carole Chantler
Chair

Timetable

- Applications close at midnight on 12 January 2024.
- We anticipate holding interviews online in February 2024.

Application details

Please let us know of any reasonable adjustments that would assist you as part of this process. If you would prefer to discuss this please [contact us](#). It may be necessary for us to share information about reasonable adjustments with the interview panel in order to put them in place.

Candidates are asked to complete an [application form](#). This should be submitted as an unlocked word document. Candidates are also asked to submit an [equality and diversity monitoring form](#). These should be submitted to hello@ircm.org.uk

As part of the application candidates are asked to explain how they meet the knowledge, skills and experience, providing relevant examples.

After applications close, the shortlisting panel will receive anonymised (name and gender references redacted where possible) applications for consideration and will independently shortlist candidates.

Equality, diversity and inclusion monitoring data will not be shared with the panel. We will store and use your data in line with our privacy policy.

Other information

Our expectation is that Directors would serve a term of three years with the possibility of a second term and Committee Members would serve a term of two years with the possibility of a second term. However, we do appreciate that occasionally circumstances may arise during the term that may necessitate people standing down early.

Role and person profile: Directors – lay members and registrants

Role purpose

The Director is responsible for the performance of the organisation ensuring that it complies with all legal and regulatory requirements. They use their individual skills and experience to contribute to an effective board working collaboratively with the Chair to set and maintain the strategy, mission and values of the organisation and promote its activities.

Main duties

- Contribute to setting and maintaining the organisation's strategy, mission and values.
- Facilitate the sustainability of the organisation contributing to the identification and mitigation of risk in line with the organisation's policies.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- Work within agreed governance and legal structures in accordance with the organisation's policies and statutory duties.
- Review the annual budget and longer-term financial planning providing scrutiny, challenge and support.
- Participate in group decision making, encouraging fellow board members to express their views.
- Ensure that the organisation delivers on its commitments to equality, diversity and inclusion.
- Identify and participate in promotional opportunities attending ad-hoc meetings and events including travel as required.
- Occasionally deputise for the chair if requested chairing meetings and representing the organisation in engagement with key stakeholders or at events.
- Chair a subcommittee of the board if requested, working in line with its terms of reference.

The postholder is expected to be flexible and reasonable in carrying out additional commensurate duties, as required from time to time.

Anticipated workload

We envisage an average of between 1-1.5 days a month a significant amount of which will be during normal working hours. Board meetings may be in person, virtual or a mixture of both but currently are virtual. Board members occasionally attend in person industry events to represent IRCM.

Knowledge, skills and experience

For whom	Essential	Desirable
All	<ul style="list-style-type: none"> • A strong and active commitment to equality, diversity and inclusion. • Able to work collaboratively promoting positive relationships. • A proven track record of sound judgement and effective decision making. • Effective communication skills. • A willingness to actively promote the organisation and its mission through personal and professional networks. • Commitment to the protection of the public and the Nolan Principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. • Commitment to the organisation and a willingness to devote the necessary time and effort. • An understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship. 	<ul style="list-style-type: none"> • Experience of the not-for-profit sector. • An understanding of good governance practice. • Knowledge of financial planning and reporting. • Previous experience as a director. • Familiar with using common technology and software for communication.
Registrants	<ul style="list-style-type: none"> • You must be a registered case manager (will apply once registration is open and appointment will be subject to registering as a case manager when registration opens) and you will only be eligible to hold the role for as long as you are registered. • You must be wholly or mainly engaged in the practice, management, teaching of or research into case management. • You must not be the subject of any allegation, investigation or proceedings concerning your fitness to practice. • Experience in a leadership or management role. 	
Lay people	<ul style="list-style-type: none"> • You may not be or have previously been a registered case manager, nor be or have previously been eligible for registration. 	<ul style="list-style-type: none"> • Experience of representing the interests of service users and the public

Role and person profile: Committee Member– lay and registrants

This should be read in conjunction with the committee terms of reference which can be found [here](#).

Role purpose

Committee members use their individual skills and experience to contribute to a particular aspect of IRCM's operation as set out in the committee's terms of reference. They advise the board and lead projects within their areas.

Main duties

- In relation to the committee's remit
 - Review and monitor processes and feedback.
 - Contribute to the development of and monitor the operation of the organisation's activities.
 - Advise the board on changes to policies.
 - Identify trends and make recommendations to the board.
 - Facilitate the sustainability of the organisation contributing to the identification and mitigation of risk in line with the organisation's policies.
- Work within agreed governance and legal structures in accordance with the organisation's policies and statutory duties.
- Participate in group decision making, encouraging fellow members to express their views.
- Ensure that the organisation delivers on its commitments to equality, diversity and inclusion.

The postholder is expected to be flexible and reasonable in carrying out additional commensurate duties, as required from time to time.

Anticipated workload

Committees will meet a minimum of 3 times per year. Committee members may be asked to undertake work on specific projects between meetings. We envisage an average of between 0.5-0.75 days a month at least some of which will be during normal working hours. Meetings will primarily be virtual.

Knowledge, skills and experience

For whom	Essential	Desirable
All	<ul style="list-style-type: none"> • A strong and active commitment to equality, diversity and inclusion. • Able to work collaboratively promoting positive relationships. • A proven track record of sound judgement and effective decision making. • Effective communication skills. • A willingness to actively promote the organisation and its mission through personal and professional networks. • Commitment to the protection of the public and the Nolan Principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. • Commitment to the organisation and a willingness to devote the necessary time and effort. 	<ul style="list-style-type: none"> • An understanding of good governance practice. • Familiar with using common technology and software for communication.
Audit, Risk and governance committee	<ul style="list-style-type: none"> • Strategic awareness and ability to identify emerging external factors that may impact on strategy implementation or plans. • Demonstrable financial acumen. • Ability to identify the main issues and factors in reports and discussions. • Ability to evaluate risks and options and takes a balanced approach to problem solving. 	<ul style="list-style-type: none"> • Corporate governance experience. • Financial management qualifications.
Professional Development Committee	<ul style="list-style-type: none"> • An understanding of the principles of professional practice. 	<ul style="list-style-type: none"> • Experience of developing or reviewing standards of practice.

For whom	Essential	Desirable
Quality Assurance Committee	<ul style="list-style-type: none"> An understanding of the principles of professional practice. 	<ul style="list-style-type: none"> Experience of managing, monitoring or evaluating fitness to practice or disciplinary procedures.
Registrants	<ul style="list-style-type: none"> You must be a registered case manager (will apply once registration is open and appointment will be subject to registering as a case manager when registration opens) and you will only be eligible to hold the role for as long as you are registered. You must be wholly or mainly engaged in the practice, management, teaching of or research into case management. You must not be the subject of any allegation, investigation or proceedings concerning your fitness to practice. 	
Lay people	<ul style="list-style-type: none"> You may not be or have previously been a registered case manager, nor be or have previously been eligible for registration. 	<ul style="list-style-type: none"> Experience of representing the interests of service users and the public.



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