

Chief Executive

 **mind** Havant and East Hants

Introduction

Richard Watts, Chair of Trustees

The mental health agenda has never been more important. Havant and East Hants Mind's impact has never been greater.

We have undergone a period of significant growth and innovation, because of this it's an exciting time to play a leading role in delivering Havant Mind's strategic goals.

We are looking for a candidate that is a compassionate and authentic individual and highly skilled in strategic and financial leadership, organisational development and negotiating at local, regional and national level.

With the retirement of our CEO after 30 years, it is vitally important to recruit someone not only with the right skills and experience. But also, the right personal characteristics to get the most out of the existing senior leadership team who have been fully empowered to deliver the service development and growth and can provide continuity and such a time of significant transition in leadership.

If you think you can achieve the impact, we're looking for we would love to hear from you. Everything you need to know about the job and how to apply is in this pack.

We look forward to meeting you,

Richard



Havant and East Hants Mind

Thank you for your interest in working with Havant and East Hants Mind

Who we are

Havant and East Hants Mind is an independent local charity. Our work is driven by the needs and experiences of people with mental health problems.

Our vision

We won't give up until everyone experiencing a mental health problem gets both support and respect.

Our mission

We support those with poor mental health to live well, whatever that means to them. We enable people to maintain positive mental health, especially those who face difficult times. We campaign to improve services, raise awareness, challenge stigma and promote understanding.

Our values

We are independent: We speak out fearlessly.

We are open: we reach out to anyone who needs us and we listen, respond and are inclusive.

We work together: we're stronger in partnerships.

We are curious: we learn from each other, our partners, the community and through development.

We are unstoppable: we have passion, independence and speak out fearlessly.

We are responsive: we listen, we act.



Our History

Havant and East Hants Mind, has been based in Leigh Park, Havant since it was established in the 1990

steered by a group of local Trustees comprising of community leaders, local social workers & health staff. Many of whom stayed with the organisation for more than 25 years. The current CEO was recruited by the original board and helped to start the organisation, already having a wealth of experience in the health and social service sectors.

Originally HEH Mind services and support were focused on supporting adults in the Havant Borough and East Hampshire. In the last ten years we have experienced rapid growth from circa 100k in 2012- to 1.8 million in 2023. We have developed Hampshire wide services and projects such as our Family and Workplace Services.

We have grown to develop the following distinct service areas:

- Adult Wellbeing and Crisis Services
- Children Wellbeing and Crisis Services
- Family Support Services (delivering the supporting families programme across Hampshire)
- Community Development and Ambassadors Programme
- Workplace wellbeing and training

On specific projects we have, and continue to work with other Hampshire Minds (Andover Mind and Solent Mind in Southampton). Furthermore, as part of the Mind Federation we regularly collaborate with the 106 local Minds across England, Wales and the Channel Islands.

We hope to continue to grow our free to access wellbeing services, our fundraising and engagement activities to better support all members of our communities.



Job Description



- Job title:** Chief Executive Officer (CEO)
- Salary:** £60,000
- Hours:** 37 Hours per week
- Location:** Accountable to: Chair and Board of Trustees of HEH Mind
- Accountable to:** This role is hybrid role, home and Havant based, with some occasional travel across Hampshire.
- Direct Reports:** Deputy CEO, Director of Business Development and Finance Manager
- Key Relationships:** Chair, Trustees, Senior Leadership Team



Job Summary

The role of the Chief Executive Officer (CEO) is to provide leadership, strategic direction for HEH Mind. Demonstrating commitment to our values at all times.

Key areas of responsibility:

- To provide strategic, values based leadership of HEH Mind and delivery of strategic objectives
- Overall responsibility for the strategic and financial management of the organisation
- To ensure that Havant and East Hant's Mind's values, objectives and policies meet the needs of people experiencing mental health problems
- Act as an effective ambassador for Havant and East Hants Mind's work in the local community and build support for the work it does
- Overall responsibility for ensuring that the resources of HEH Mind are managed effectively, according to legal requirements and agreed quality standards
- To provide clear, empowering and inspirational leadership to the Senior Management Team

Main Duties and Responsibilities

External relationships

To promote the organisation as an external ambassador, developing its public profile and brand in a way that:

- Develops and maintains constructive and high-value alliances, partnerships and networks with all principal stakeholders and supporters and with National Mind
- Encourages, supports and secures opportunities for financial sustainability, growth, and the promotion of the role of Havant and East Hants Mind externally
- Maximises our connections with the aim of maintaining and / or growing our funding base.
- Seek out and develop effective networks with all principal supporters and stakeholders, ensuring Havant and East Hants Mind is presented in an appropriate and professional manner.
- Maintain the organisation's commitments as a member of the National Mind network and ensure that we maximise the benefits of membership by working closely with the network.

Leading and Managing an Effective, Sustainable Organisation

- Ensure Havant and East Hants Mind's Mission, Vision and Values are communicated clearly and are applied consistently.
- Provide leadership, management and administration of the organisation in the execution of the strategic plans and policies.
- Develop and maintain an organisational culture of innovation, positive risk taking and employee empowerment.
Inspire and lead staff to develop and deliver innovative and effective mental health care.
- Ensure Havant and East Hants Mind has the resources (human, material and financial) to operate as efficiently as possible
- Ensure there are processes in place to maximise the potential of staff and volunteers.
- Ensure that the organisation is responsive to the needs of people with mental health problems, and that they have a voice in how it is run.
Oversee the development of business plans and budgets that allow the delivery of sustainable, high-quality services which are rooted in the community and have a focus on recovery

Financial leadership and management

- To be responsible for the overall financial health of the organisation, ensuring that appropriate budgets are prepared, approved, monitored and controlled and holding accountability for co-ordinating the work of the management team on funding bids.
- Ensure programmes and projects are developed and operated within agreed budget parameters
- To work with the organisation's appointed accountants to ensure best practice in all areas of financial management and compliance
- To improve current funding levels to consolidate and/or expand the organisation; working collaboratively with the Deputy CEO and Director of Business Development.

Strategic Leadership & working with the Board of Trustees

- To support and advise the Board in setting vision and developing strategic plans, providing the strategic context in terms of mental health, health and social care policy and practice, and funding options.
- Provide Trustees with an annual strategic/business plan; to lead the strategic planning process, developing and implementing a strategic plan for the organisation with the assistance of staff and volunteers, including financial, funding and human resources strategies.
- Ensure a long-term strategy is in place to guide Havant and East Hants Mind in achieving its objectives.
- Work with the Chair of Trustees to ensure that governance structures are appropriate, and that the Board and its Sub Committees are supported to have effective oversight of the organisation.

- Support the Chair of Trustees in ensuring the continued engagement of all Trustees.
- Advise the Board of Trustees on fulfilling their governance responsibilities.
- Produce reports as required by the Chair of Trustees.
- Develop policy proposals for discussion and decision by the Board of Trustees.

Legal compliance and quality

- To ensure that appropriate safeguarding and compliance systems are in place to meet the requirements of commissioners, Charity Commission, National Mind and other quality assurance bodies.
- To ensure that Havant and East Hants Mind meets its constitutional and legal responsibilities and that it has the necessary resources (human, material, financial) to meet its obligations and to operate effectively.
- To develop, implement and manage systems for setting and meeting quality standards throughout Havant and East Hants Mind's services, projects and processes.
- Ensure senior colleagues and Trustees are updated on commissioning, policy and other changes that affect the business and service delivery.
- Liaise and negotiate with representatives of statutory bodies as required.
- processes in relevant areas, including Mind Quality Mark Ensure the organisation discharges its constitutional and legal obligations in relation to charity, employment and other relevant legislation.
- Lead on quality assurance

We only consider inviting to interview people who show that they possess the required experience, skills and personal attributes as outlined in the table below.

Criteria	Essential / Desirable
Qualification/education/training	
Qualification to degree level or higher	Desirable
Relevant health and or social care, management or related professional qualification.	Desirable
Leadership and or management qualification	Desirable
Experience, knowledge, skills	
Significant senior leadership experience with proven knowledge, skills and abilities around development of strategy and policy in a substantial organisation.	Essential
Significant experience of managing operational and business managers with proven knowledge, understanding and skills around managing operational services and staff well.	Essential
Leadership and management experience in a relevant health, social care or housing organisation.	Desirable
Exceptional knowledge, skills, abilities and track record around business development, negotiating and managing the delivery of contracts and working effectively with commissioners and funders of services	Essential
Exceptional partnership, collaboration and systems leadership working experience, skills and abilities. Track record of developing and maintaining strategic relationships and cross sector partnerships.	Essential
Local knowledge of and connections within the Hampshire ICB health, social care and community system	Desirable

Criteria

Essential / Desirable

Experience, knowledge, skills (continued)

Experience of working for a charity with knowledge of charity governance requirements and processes and experience of working with Board of trustees. Essential

Experience of managing substantial and complex service budget/s Essential

Excellent motivational and people development skills including a high level of emotional intelligence. Essential

Experienced and confident public speaker Essential

Excellent IT skills including use of Microsoft 365 and confidence and ability to learn new systems and packages. Essential

Ability to access transport to travel widely as required Essential

Competencies and strengths required

Strategic – Able to develop and define strategy and vision and engage with others to see bigger picture and future direction and focus Essential

Development and growth orientated – Able to create, identify and realise opportunities for growth and business development which will deliver benefits to people with mental problems. Essential

Ability to inspire and influence using extensive knowledge, confidence, passion and vision Essential

Values driven and able to connect with, promote and live Havant and East Hants Mind's values to the highest level: Equitable, Open, Together, Unstoppable, Curious, Excellence. Essential

Adaptable and agile communicator in a range of situations and across different media with a range of stakeholders including staff, volunteers, trustees, public sector leaders, strategic decision makers and policy makers Essential





Criteria

Essential/ Desirable

Competencies and strengths required (continued)

Confident problem solver and decision maker with sound judgement but also willingness to take risks/test things out where required to make or sustain progress

Essential

Significant financial literacy with ability to think and plan strategically around funding, budgets and resources.

Essential

Proactively manages own mental health and wellbeing and models and possesses sound approaches to having and maintaining good resilience to dealing with complex and challenging work within their role.

Essential

Flexible, motivated and able to lead and adapt to fast moving change

Essential

Possesses high levels of personal insight, ability to reflect on own strengths and weaknesses, respond to feedback positively in a non- defensive way and learn and develop

Essential

Genuine interest, passion and commitment around mental health and Havant and East Hants Mind's values, mission and work

Essential

Employee Terms, Conditions and Benefits



- Being part of a community of passionate professionals driven to improve wellbeing across Hampshire.
- Annual leave entitlement 25 days plus bank holidays for full time staff rising to 30 with 1 additional day for each year worker
- Flexible start and finish time
- Some hybrid working
- Defined contribution to pension scheme
- Monthly digital 'Break Room' opportunity to meet staff from across the charity.
- Joining HEH Mind makes you part of the Mind Federation, which includes 106 local Minds across England and Wales

How to Apply

To apply please complete and application for, which can be found on our website: <https://www.easthantsmind.org/working-with-us/vacancies/>

All applications must be emailed to hr@easthantsmind.org

For an informal and confidential discussion about the role, please contact: Richard Watts, Chair of Trustees. richardwatts@easthantsmind.org

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Closing date for applications: 04 may 2024 11.59pm

Interview dates: TBC with applicants



Organisational Chart

HEH Mind Staff Structure 2024

