

Job Description

Job Title	Chief Executive Officer
Service	Senior Management
Responsible To	Chair of Trustees Doncaster Mind
Accountable To	Doncaster Mind Trustee Board
Budget Holder	Yes
Hours	To be agreed however will entail occasional and weekend working
Mission Statement	We believe that no one should have to face a mental health difficulty alone. Whether you are stressed, anxious, depressed or in a crisis, we're here to listen and offer support. We won't give up until everyone experiencing a mental health difficulty gets the support they need and deserve.
Job Purpose	To oversee and manage the organisation, its staff, premises, resources, finances and services on behalf of the Trustee Board
Salary	To be negotiated

<p>Key Responsibilities (key functions of the role)</p> <ol style="list-style-type: none"> 1. To chair the senior management team, sharing responsibility for the corporate leadership, strategic direction and ongoing development of Doncaster Mind ensuring the organisation is compliant with all relevant legislation. 2. To be responsible together with the Treasurer and external Accountant for ensuring accounting records comply with the requirements relating to the organisation's status as a Registered Charity. 3. To oversee all aspects in relation to financial management of Doncaster Mind, including income and expenditure, payroll, annual audit and all other financial matters. 4. To be responsible for ensuring all compliance and financial returns are submitted with the required timescales. 5. To oversee the management of Human Resources and all matters relating to employment of staff including policy and procedures. 6. To be accountable to Doncaster Mind Trustee Board for all matters relating to risk and its proportionate management, compliance, legal, health and safety and employment law.
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7. To support the strong governance of Doncaster Mind by attending meeting of Trustees, providing reports as require and ensuring the Board have all the information need to make informed decisions for the best interests of Doncaster Mind.
8. To increase Doncaster Mind's professional profile and potential growth, through development and maintaining of positive relationships with commissioners and other prospective stakeholders and funders.
9. To lead as appropriate on tendering and procurement activities working with other members of staff as required.
10. To be responsible for the negotiation of service level agreements, ensuring appropriate systems are in place for monitoring and reporting performance to key stakeholder.
11. To be able to harness a diverse range of funding opportunities by developing and maintaining relationships with partner agencies, including influencing and determining the strategic and operational direction of wider mental health services which give improved outcomes for service users.
12. To oversee the development and implementation of the Organisation's business strategy, operational and development plans ensuring service user involvement at all stages.
13. To ensure that Doncaster Mind has a strong, respected voice in local, County and National forums.
14. To provide effective, line management and supervision to the Senior Management Team using motivational and leadership skills.

Person Specification

The applicant will be asked to demonstrate the following:

EXPERIENCE

- Experience of working at Senior Management Level
- Experience of policy development
- Strong Leadership skills
- Excellent communication skills
- Able to demonstrate understanding of financial information
- Able to demonstrate good governance
- Good time-management skills including balancing priorities and work/life balance
- Strategic and operational management skills
- People management skills
- Experience and skills in bid writing/tendering/procurement
- Experience of working with a wide range of agencies
- Experience of change management
- Able to demonstrate collaborative working

QUALIFICATIONS

- Evidence of continuing professional development

KNOWLEDGE

- Understanding of working within the Third Sector Environment
- Key issues and service provisions within mental health
- Funding application processes
- Monitoring and evaluation processes
- Commitment to diversity within the workplace

ATTITUDES

- Consultative and Democratic leadership approach
- Strong commitment to empowering mental health service users and their recovery
- Commitment to valuing fair access and diversity
- Sympathetic understanding of mental health user involvement
- Flexible approach to working
- Relationship builder