

 **Mind**
South East and
Central Essex



CEO

Candidate Information Pack

June 2024

Welcome from our Chair

I am delighted to acknowledge my personal appreciation of your expression of interest in the position of CEO at South East and Central Essex MIND ("SECEM").

Our new CEO will be joining us at an exciting time, leading upon the re-evaluation and refinement of our historic strategies whilst also supporting our ambition to elevate the level of support and resources we offer to the communities we serve through the development of new strategies that are under development currently and which you will have the opportunity to help shape.

We are a small/medium-sized charity eager to foster further growth where possible in a controlled and professional manner.

We are a diverse organisation, and we actively work to reflect the community in which we work.

As a local Mind organisation, we are proud members of the Mind Network, benefitting from substantial support from National Mind, as well as fostering strong partnerships with our sister organisations across Essex.

You will have the backing of a developing, dynamic Board of Trustees, each possessing a unique set of skills that you may readily draw upon. The Board themselves are excited by the opportunities that we feel exist for the expansion of our reach.

I eagerly anticipate the opportunity to learn more about your vision, leadership style, and how you can contribute to the continued success of South East and Central Essex MIND.

Gary Raven, FCA



About us

We are South East and Central Essex Mind (SECE Mind). We support people to live well in their communities and at work. We are passionate about change. We find innovative ways of supporting everyone to develop their potential by providing advice and support. We are working together for a common social purpose, sharing responsibility and accountability. We value working in partnership. We know that bringing together different perspectives can help find solutions to complex problems. We ensure that people experience better mental health. We are an independent charity and also an active member of the Mind network.

Our charity serves the areas of Southend, Castle Point and Rochford and Chelmsford supporting local people with their mental health and wellbeing needs. Our team consists of over 23 dedicated staff members and volunteers who provide a wide variety of services and activities, such as supported housing, counselling, CYP services and mental health training. Our focus is on promoting recovery and wellbeing, empowering individuals to lead meaningful lives.

Our vision is to empower people to improve their mental health and wellbeing by increasing opportunities for co-design and co-production, providing early intervention, peer support and opportunities to build resilience. In recent years, SECE Mind has provided key commissioned services in the community and whilst our financial health is stable, we recognise the importance of diversifying our income streams further for long-term sustainability.



Our vision, mission and values

Our Vision

Empowering people in South East and Central Essex to improve their mental health and well-being

Our Mission

Move from a grant dependent charity to a sustainable charity to enable continued provision of vital mental health services

Our Purpose

Connecting people to their individual human needs

Our values are at the heart of all we do:

- Open – We reach out to anyone who needs us
- Together – We're stronger in partnerships
- Responsive – We listen, we act
- Independent – We speak out fearlessly
- Unstoppable – We never give up

What our clients say

"I am eternally grateful to my counsellor for their patience, compassion, and guidance during our sessions. I went into our sessions with a complete open mind, yet scared and feeling very vulnerable. I could not have felt any more at ease with them. I will forever remember all that they have done for me, and the place they has gotten me to in my life. Forever thankful."

"When I first contacted SECE Mind, I was made to feel really welcome"

"South East and Central Essex Mind were very responsive to my personal needs, circumstances and requirements".

"We have selected South East and Central Essex Mind to partner on the initiative as experts in this field and they are keen to help us develop bespoke training based on the specific needs of our young people".

Recruiting a CEO

SECE Mind has undergone a period of transformation in recent years, stabilising its foundations alongside successfully developing relationships with local partners and adapting our services to address the evolving mental health needs of our community. The charity left their offices in March 2024 and the board recognises seeking new premises is a priority to maintain visibility in the community as a leading mental health service provider.

As we prepare for this exciting next phase, we are seeking a dynamic and visionary CEO who will play a pivotal role in developing and shaping our future strategic direction.

Our ideal candidate is someone who embodies inspiring and authentic leadership, demonstrating a passion for fostering a positive, compassionate, and inclusive organisational culture.

We are in search of an individual who thrives from inspiring, uniting, and motivating teams to achieve outstanding results. The successful candidate will be a highly organised, strategic thinker with entrepreneurial flair, adept at establishing effective partnerships and genuinely dedicated to creating positive outcomes for those in our community grappling with mental health and emotional wellbeing challenges.

As the future CEO, you will find yourself surrounded by a dedicated and experienced support network that includes our Board of Trustees, as well as our committed staff members and volunteers. Together, we share a commitment to advancing the mission of South East and Central Essex Mind and making a lasting impact on the well-being of our community. If you are a visionary leader ready to contribute to the next phase of our journey, we would love to hear from you.

Role description: CEO

Key Information

Department	Management
Working Hours	Flexible – Part-time hours (minimum 3 days) would be favourably considered, but we are also able to consider 4 days or full-time (37.5) hours Hybrid working is possible, with a minimum of 2 days per week on-site/in the area
Salary	£50,000 to £60,000 per annum (pro rata if part-time)
Responsible for	All staff and volunteers including line management of senior staff
Responsible to	Board of Trustees

Main Purpose of the Job:

To develop, lead and manage SECEM in accordance with its vision and policies to enable the organisation to be a significant contributor to the mental health support and well-being within Southend, Castle Point and Rochford and Chelmsford.

To provide clear leadership to ensure that the organization meets its strategic aims and objectives, through financial, funding and human resource strategies.

Key Responsibilities

Strategic Direction:

- To work with and support the Board of Trustees to develop, implement, monitor the strategic plan and annual budget.
- Identify, develop and maintain income generating activities and relationships, including commissioned services, grants, charity fund-raising and corporate sponsorship.
- Identify and respond to risks and changes in the external environment that might affect the organisation including keeping up to date with changes to the local environment/ needs and gaps of Mental Health support.

Leadership:

- Lead, support and manage members of the Senior Management Team.
- Provide leadership to ensure there is a focus on the vision and strategy of SECEM
- To encourage, motivate, support and inspire staff and volunteers.
- Build an effective working relationship with the Chair and Board of Trustees, and support in the development of the Board.

Management:

- To have overall responsibility for the operational, service and performance management of SECEM, ensuring that the organisation has appropriate policies and procedures in place to comply with legislation and contractual requirements.
- To lead and oversee the management and delivery of client services and associated projects, always ensuring the efficient function of services to and that all target sets by and for the organisation are met.
- To ensure the appropriate safeguarding and compliance systems are in place to meet appropriate quality standards are achieved including charity commission, National Mind and Care Quality Commission.
- Ensure that operational plans and Key Performance Indicators are developed, and implemented to guide the organisation, and staff to meet the strategic objectives.
- Ensure that systems are in place to manage, supervise, support, and develop all staff and volunteers, meeting all statutory and legal obligations with regards to employment law and best practice.
- Oversee the management of all premises and other assets.

Governance:

- To develop and maintain a strong, open relationship with the chair, working in partnership to maximise the board's effectiveness and ensure high standard of governance.
- Provide accurate and timely management information to enable the Board of Trustees and Committees to make informed and effective decisions.
- Advise the Board and Sub-Committees on issues relating to strategy, policy, service management and development, best practice, financial management HR and HSE issues ensuring compliance with legal, statutory and regulatory responsibilities.
- Ensure compliance with charity law, including the submission of the Annual Return.

Finance:

- Work with the Board finance lead to ensure financial sustainability in the medium to long term by operating within budget and identifying and developing new opportunities for income generation.
- To be responsible for ensuring the overall financial resources are managed effectively by budget setting, financial reporting and monitoring.
- Act as the Approved Person in respect of the Financial Conduct Authority (FCA).
- Help to ensure sustainable income from individual, corporate, legacy and trust donations.

Relationships:

- Identify, build and develop partnerships with key voluntary, health and care sector organisations and community sector organisations.
- Represent and promote SECEM at relevant external events and forums.
- Build relationships with stakeholders, the media, National MIND in order to advance the organisation's aims and awareness of national campaigns and public policy.
- Maintain and raise awareness of the public profile of SECEM and ensure a consistent, positive image of the organisation.

Professional Development:

- To contribute and participate in an annual appraisal and regular supervision.
- To be responsible for maintaining own personal and professional development and undertake training and development as identified.

Other duties:

- All other duties as required from time to time, commensurate with the level of this post.
- To work in line with SECEM and National MIND policies and procedures, reflecting and maintaining the values and ethos of the organisation.
- Maintain the confidentiality of any information gained during employment.
- To be familiar, and work in line with, SECEM policies, procedures, codes and guidance in relation to Health and Safety, disclosure of absence, data protection and equal opportunities.

Person Specification

Experience, Skills and Knowledge

Essential

- Proven experience of leadership at board level of a similar organisation and contributing, to organisational strategy and financial management.
- Knowledge of local and national drivers in mental health and wellbeing, including legal and regulatory frameworks.
- Proven leadership skills with the ability to develop and implement organisational vision and strategy.
- Highly effective communication skills, including written, verbal with the ability to influence, and gain trust and confidence.
- Leadership and decision-making ability.
- Organisation awareness and strategic thinking ability.
- Possess the drive, energy and resilience to manage organisational change.
- Sound judgement and demonstrates empathy

Desirable

- Experience of working with partner organisations and communities to overcome barriers to social inclusion.
- Business Management qualification. Degree level or equivalent.

How to apply

[Eastside People](#) is supporting South East and Central Mind in the recruitment for this role. Please [click here to apply](#) by submitting your CV and a cover letter. Please respond to the following areas in your cover letter:

- Your familiarity with mental health challenges and how this resonates with you.
- Your experience/knowledge in relation to the Person Specification.

Please note that we will focus on your **demonstrable experience and potential in the areas listed under the Person Specification** and do not expect candidates to have experience in all responsibilities outlined in the Job Description. We would discourage you from deselecting yourself if you are in doubt about meeting all the criteria. Instead, if you have specific questions about the role, please email Melissa Coope, melissa@eastsidepeople.org at our recruitment partners Eastside People.

We want you to have every opportunity to demonstrate your skills, ability, and potential. Please contact us if you require any assistance or adjustments so that we can help with making the application process work for you.

The closing date for applications is **Thursday 4th July** and our candidate assessment schedule is as follows:

EP interviews carried out through the recruitment process with final interviews taking place by **Tuesday 9th July** – online.

Formal competency-based interviews with South East and Central Mind taking place on **Mon 15th July**.



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