



Derbyshire

Job Description: Chief Executive Officer

Hours:	To be negotiated up to 37 per week. Some flexibility is required to suit and meet the needs of the organisation e.g. occasional evenings and weekends
Contract / Salary:	Permanent contract - c£45,000 pro rata per annum
Location:	Derbyshire Mind has bases in Derby and Chesterfield. The post holder will initially be based in Derby. They will be required to travel within and outside of the county as required.
Accountable to:	Derbyshire Mind Board of Trustees. The Chair or Vice Chair will be responsible for line management and supervision.
Responsible for:	Directly responsible for: senior management team currently consisting of Services Director, Corporate Administrator and Finance Manager In addition, you will be responsible for the ICT Manager

Overview of the role.

The Chief Executive Officer (CEO) is accountable to the Board of Trustees for the leadership, strategic development and management of Derbyshire Mind. The CEO represents the organisation and promotes its vision, mission, values and work to key stakeholders, partners and the wider general public. The CEO will also be responsible for identifying opportunities for growth, business development and diversification to ensure the financial sustainability of the organisation.

Key Objectives of the Post

1. To work with the Board of Trustees of Derbyshire Mind to develop, implement and monitor the strategic and business plans
2. To lead and direct the operational activity of Derbyshire Mind to deliver the strategic and business plans.
3. To ensure that Derbyshire Mind's services are of high quality and have positive impact on those who use them.
4. To develop and maintain key external relations with commissioners and stakeholders across the health, care and voluntary sectors, in the local, regional and national context.
5. To ensure financial sustainability by identifying and developing new opportunities for diversified income-generation
6. To campaign for improved mental health and well-being provision, and greater awareness of stigma, discrimination and other adverse consequences of mental health issues.

Key areas of Responsibility

1. To have overall responsibility for operational, service and performance management issues.
2. To be directly responsible for the supervision and development of members of the Operational Management Team and the ICT Manager.
3. To ensure a good level of communication and positive culture for all stakeholders of Derbyshire Mind.
4. To drive continuous improvement in quality, standards, image and reputation of Derbyshire Mind.
5. To lead and direct all activities of Derbyshire Mind through clear operational plans which align with the Strategic and Business Plans.
6. To embody the ethos and values of Derbyshire Mind in all activities, including a clear commitment to equality, diversity and involvement.

Governance

1. To work with the Chair, Vice-Chair and Trustees to ensure high standards of governance, so that Trustees demonstrate integrity, transparency and adherence to the Nolan Principles for Public Life.
2. Provide accurate and timely management information to enable the Board of Trustees to make informed and effective decisions.

Strategy and Business Development

1. Work with the Board of Trustees to develop, implement and evaluate the strategic and business plans for the organisation.
2. Identify, develop and maintain income-generating activities and relationships, including commissioned services, grants, charity fund-raising and corporate sponsorship.
3. Identify possible future areas for development and/or partnerships and implement income-generating and trading services.

Relationships

1. Build relationships with key voluntary, health and care sector organisations and networks and represent and promote Derbyshire Mind at relevant meetings and forums.
2. Develop and maintain positive relationships with commissioners, grant-giving bodies and national Mind.
3. Maintain an awareness of public policy in mental health, social care and the voluntary sector and how these may impact on Derbyshire Mind and its services and opportunities
4. Maintain and improve the public profile of Derbyshire Mind and ensure a consistent, positive image of the organisation in a wide range of media.
5. Highlight the issues facing people with mental health problems across the county, and Derbyshire Mind's role in campaigning to promote mental health and well-being.

Operational and Performance Management

1. Ensure that all statutory requirements in terms of financial reporting, probity and insurance are met.
2. To be responsible for the overall financial management of Derbyshire Mind, advised and supported by the Finance Manager. Ensuring rigorous oversight of budgets and provision of regular, accurate financial reports to the Finance Committee and Board of Trustees.
3. Ensure that Derbyshire Mind demonstrates that it values and supports staff and volunteers, meeting all statutory and legal obligations with regards to employment law and human resources best practice.
4. Ensure that the organisation has appropriate policies and procedures in place to comply with legislative and contractual requirements.
5. To be responsible for risk assessment management, including health and safety and Safeguarding.
6. Ensure that Derbyshire Mind's activities meet or exceed the standards required by relevant quality standards and procedures.

Personal Development

1. To contribute to and participate in regular supervision meetings with nominated line manager.
2. To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by, or considered appropriate to, the requirements of the post.

General

1. To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation.
2. To be familiar with, and work in line with, Derbyshire Mind policies, procedures, codes and guidance, including in relation to health and safety, confidentiality, disclosure of abuse, data protection and equal opportunities.
3. Maintain the confidentiality of any information gained during employment with Derbyshire Mind at all times.
4. The above describes the normal duties expected from the Chief Executive Officer. It is necessary for all employees to be flexible in this respect, and all employees may be required from time to time to perform other duties that may be required by the employer which are commensurate with the responsibilities of the post and to ensure the efficient running of the organisation.

This job description may be subject to joint review from time to time between the postholder and Derbyshire Mind, and as such is liable to amendment.