

Chief Executive

# Welcome from the Chair

Dear Applicant,

Thank you for your interest in becoming our next CEO at Dorset Mind.

Established in 1946, we are a pioneering local mental health charity and a provider of specialist mental health services in the county of Dorset. We put participants at the heart of everything we do and pride ourselves on delivering cutting edge, holistic and evidence-based services that demonstrate excellence in mental health provision. Demand for mental health services was already on the rise pre-pandemic and addressing the nation's mental health has recently become an even higher priority following the prolonged period of lockdown.



We educate, challenge mental health stigma and inequality and promote recovery by empowering individuals to develop resilience. We deliver educational wellbeing programmes for schools and workplaces and provide volunteer opportunities across all areas of the organisation. As a longstanding community organisation we are well respected in the county and have outstanding regional and local connections across the South West.

We're driven by our determination to change the conversation about mental health and tackle stigma so that anyone who needs support gets it and are now seeking an inspirational leader to become our next Chief Executive and lead our organisation through a period of significant growth. We are working closely with partners and stakeholders to shape the future landscape of mental health support provision across the county so this is an exciting time to join us: with a cohesive board in place and a knowledgeable, committed and established staff and volunteer teams, we are seeking someone who can help us take stock following the pandemic, assess and realise new opportunities and go on to secure a confident and sustainable future.

You will represent us to our partners and stakeholders, including our two councils, health and mental health providers within the wider Integrated Care System, and the voluntary sector. In doing so you will be widely instrumental in shaping the landscape of mental health support in our local communities. You will ensure the continuation of high-quality, relevant services on behalf of our participants, funders, supporters and partners.

Dorset is a county of social, political and economic contrasts, with urban and rural populations. We are positioned to meet evolving demand for mental health services and are looking for someone with a genuine interest in the impact we can have on people's lives. You will be a collaborative and intuitive leader with a deep personal commitment to social justice, outstanding communication skills and a warm leadership style.

If you believe you have the skills, experience and qualities we are looking for, we very much look forward to hearing from you.

**Ken Heap**  
**Chair of the Board of Trustees**

# About Dorset Mind

Dorset Mind is a pioneering local charity that educates, challenges mental health stigma and inequality and promotes recovery by empowering individuals to develop resilience. We also deliver educational wellbeing programmes for schools and workplaces and provide volunteer opportunities across all areas of the organisation. Our support groups, counselling and accredited befriending service help people regain social skills rebuild their lives and maintain their wellbeing. In some cases, we save lives. We are part of a network of 130 local Minds in England and Wales.

## Our vision

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

## Our mission

- Dorset Mind will raise awareness within general and specific communities about mental ill health. That's to say we will educate people about symptoms – what they are, what to expect and how to spot them. We will educate people about what they can do when they experience symptoms either themselves or someone they know.
- The charity will always challenge the stigma and equality of mental ill health so that neither stigma nor inequality prevent people receiving the information and support they need.
- Dorset Mind will promote the ethos of recovery of mental ill health by educating people about recovery and by directly providing support services to specific communities to assist them in their own recovery.

## How we deliver the mission

Dorset Mind provides a variety of support options across Dorset. Our resilience-focused support groups educate people about the signs and symptoms of mental ill health and support people to identify and develop new coping skills. We also run an accredited one-to-one befriending programme, designed to help people regain confidence and social skills. The content of our services and support groups are both preventative and restorative.

Dorset Mind works in partnership with local decision makers, commissioners and influential organisations to encourage social inclusion and improve mental health services to meet the rising needs of our communities.

Our Dorset Mind Your Head whole-school approach provides comprehensive lessons and assemblies in schools and workshops in youth groups that help support young people. It also supports parents, teachers – and those young people that don't access school due to their mental health.

Dorset Mind Your Head is Dorset Mind's dedicated children and young people programme designed to educate, build resilience, and provide information and resources through our work within schools and the community. The 5 Ways to Wellbeing, 7 Cs of resilience and mindfulness techniques all feature in the work we deliver. Our programme is participant-centric, offering support through psychoeducation, 1:1 counselling, check-in services, wellbeing activity groups and our whole school approach. Resources and guidance are available for not only young people, but the influential adults in their lives too, ensuring support and education are wide-reaching.

Additionally, Dorset Mind provides a comprehensive workplace wellbeing training programme that can be made bespoke. It supports both employees and employers of local businesses. We also offer specialised peer-support and rapid response support for organisations and people most at risk of experiencing trauma in the workplace - such as the police, emergency services and keyworkers.

Dorset Mind is a local affiliate of National Mind and was established in 1946. We are independently registered and responsible for our funding, so when people donate to us their money benefits people who live in Dorset. Our charity comprises a combination of highly-skilled and dedicated employees that ensure we support as many people in Dorset as possible. We also offer volunteer opportunities, including short-term roles for companies to fulfil their CSR responsibilities across all areas of our organisation.

Dorset Mind also provides a variety of support options across Dorset. The adult services provide resilience-focused support groups to educate people about the signs and symptoms of mental ill health and support people to identify and develop new coping skills. Our eco-therapy projects offer a practical alternative to talking groups. Our Active Monitoring provision offers a preventative psychoeducational approach to manage low to moderate mental health problems based on the stepped care model, and our counselling provision provides talking therapies to those presenting with a higher level of need.

Our Restored eating disorder service provides a group programme with 1-1 mentoring for those with higher needs. We also run an accredited one-to-one befriending programme, designed to help people regain confidence and social skills.

### **Our values and how we work**

We are:

- Brave – We are hopeful, courageous and unshakeable
- Real – We are true to our word and believe whole-heartedly in what we do
- Driven – We are dedicated about helping people
- Ambitious – We continuously strive to be the best we can be
- Expert – We are highly skilled and act with confidence
- High quality – We deliver excellence at every opportunity
- Honest – We stand by our integrity and are unafraid to be truthful
- Reliable – We are credible and trustworthy
- Progressive – We are forward thinking
- Growing – We are passionate about reaching as many people as possible.

### **Find out more**

Further information is available at <https://dorsetmind.uk/>



# Role Description

<b>Role title</b>	Chief Executive.
<b>Responsible to</b>	The Chair and Board of Dorset Mind.
<b>Responsible for</b>	Total organisation of Dorset Mind, its senior and other managers, staff, counsellors and volunteers.
<b>Location</b>	Bournemouth, Dorset, with some remote working.

## Role purpose

To develop, lead and manage Dorset Mind in accordance with its mission and policies and as directed by the Board of Trustees. To act as the link between the Trustees of Dorset Mind and the operations and activities of Dorset Mind.

## Main responsibilities of the role

1. To provide clear and inspirational leadership to the Senior Management Team, and to supervise and appraise staff reporting directly to the Chief Executive and promote their professional development.
2. To promote the organisation as an external ambassador, developing its public profile and brand in a way that:
  - a. develops and maintains constructive and high-value alliances, partnerships and networks with all principal stakeholders and supporters and with National Mind
  - b. encourages, supports and secures opportunities for financial sustainability, growth, and the promotion of the role of Dorset Mind externally
  - c. maximises our connections with the aim of maintaining and / or growing our funding base.
3. To grow the organisation and, as part of this, manage organisational change; identifying and responding to internal and external challenges and influencing organisational culture in a way that develops a supportive, inclusive and cohesive organisation.
4. 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.
5. 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.
6. To ensure that an agreed long-term strategy is in place that guides the organisation in meeting its objectives; 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.
7. To lead and oversee the management and delivery of client services and associated projects, ensuring the efficient function of services at all times and that all targets set by and for the organisation are met.
8. 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.
9. To ensure that Dorset 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.
10. To develop, implement and manage systems for setting and meeting quality standards throughout Dorset Mind's services, projects and processes.

# Person Specification

In your written application please provide evidence of your knowledge and experience against the first part of the person specification below. For selected candidates, skills and abilities, and leadership style will be further tested through the subsequent interview process.

## Knowledge and Experience

- A strong and successful track record of leadership at board level, ideally as CEO or Director of a similarly complex organisation. Experience of inspiring and maintaining a positive, values led working culture that delivers high performance would be highly desirable.
- Experience of growing organisations, developing services, and securing income.
- Substantial experience of working with disadvantaged communities, with a practical understanding of the regulatory context and the role of diversity and equality of opportunity in overcoming barriers to social inclusion.
- A strong appreciation of the local and national drivers in mental health and wellbeing; knowledge of the multi-agency context in which Dorset Mind works, including legal and regulatory frameworks and the roles and accountabilities of stakeholder / partner organisations.
- Experience of working as part of a board to set organisational strategy; financial management experience including experience of tendering, fundraising and preparing funding applications
- Working knowledge of holistic, person-centred, multi-cultural and multi-disciplinary models of working and service participant participation.

## Skills and Abilities

- Outstanding leadership skills with the ability to develop and implement organisational vision and strategic plans effectively.
- Strong organisational change skills, with the ability to bring about culture and behavioural change.
- Highly effective interpersonal, influencing and communication skills with the ability to gain the trust and confidence of stakeholders quickly, maintain positive / high value alliances, and tailor messages for different audiences.
- Sharp strategic planning skills with the ability to distil key messages from broader management information and present it in meaningful ways for staff, the Board and stakeholders.
- Sound organisational and project management skills with the ability to translate strategic plans into performance.

## Leadership Style and Personal Attributes

- A natural collaborator with a clear and motivational leadership style that is appropriate for a small, close-knit team.
- Creative thinker with an open-minded, entrepreneurial style – able to see opportunities through to realisation.
- Diplomatic, articulate and confident manner that inspires trust and confidence and diffuses conflict.
- Sound judgement and cultural sensitivity; demonstrates emotional intelligence and is empathetic in approach to others.
- Possesses the drive, energy and resilience to see through change.
- Strong commitment to social justice and committed to the values of Dorset Mind.

*The successful candidate will be expected to meet the Finance Act 2010 requirements as a 'fit and proper person' and will be required to undergo an enhanced DBS check.*

# Terms of Appointment

**Salary**

Competitive salary. Starting salary will be dependent on skills and experience.

**Pension**

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details are available from Chief Executive.

**Leave**

28 days.

**Location**

Dorset Mind, 8 Stratfield Saye, 20-22 Wellington Road, Bournemouth, BH8 8JN.

**Contract**

This is a permanent full-time appointment.

**Notice**

The employer or employee can give notice of termination as follows: Under 1 month's service - Nil. 1 month up to successful completion of your probationary period - 2 weeks. On successful completion of your probationary period – 12 weeks.

**Equal Opportunities Statement**

We are an equal opportunities employer.

**Privacy Notice**

We at Dorset Mind want to assure you that your privacy and the security of your data is our top priority. It always has been, and it will continue to be, as we refine our policies and internal processes.



# How to Apply

To make an application, please go to <https://starfishsearch.com/jobs/dorset-mind-chief-executive-officer/> and click on the apply now button, with the following prepared:

- your CV (no more than three sides)
- a supporting statement that sets out why you think this role is the right move for you and how you meet the Knowledge and Experience criteria (no more than two sides)
- details of two referees who we may contact at a later stage of the process (with your consent).

Please also ensure you have completed and submitted the equal opportunities monitoring form that appears on this site as you submit your application. The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

## Recruitment Timetable

**Closing date is Friday 15th October 2021**

### Preliminary interviews with Starfish Search

w/c 18th October. Candidates who are invited to preliminary interview may be given short notice to attend but should be aware that these interviews will be held by remote means.

### Agreement of the final shortlist

by Friday 29th October; this may be followed by an invitation to selected candidates to meet informally with member of the Dorset Mind staff team or service participant community.

### References taken up for shortlisted candidates and possible psychometric assessment

To follow shortlist.

### Final Panel Interviews with Dorset Mind

w/c 8th November 2021.

