



CANDIDATE PACK CHIEF EXECUTIVE

FiMT
forces in mind trust
SUCCESSFUL SUSTAINABLE TRANSITION



WELCOME

Dear Applicant

Thank you for your interest in becoming our next Chief Executive at Forces in Mind Trust (FiMT).

Every year around 15,000 people leave the UK Armed Forces. For the vast majority, transition into the civilian world is successful, their lives having been enormously enriched by their time in service. However, some need additional support, and it is these service personnel, veterans and their families that Forces in Mind Trust exists to help.

Originally founded in November 2011 by a £35 million spend-out endowment from the Big Lottery Fund (now The National Lottery Community Fund), the Trust works within the military charities sector, and much more widely across multiple national and regional Government agencies and charities, to support the United Kingdom's Armed Forces Community.

Our mission is to enable successful and sustainable transition from service to civilian life, which we deliver by:

- Working collaboratively with others to identify the barriers to successful transition and to use our independence and convening power to bring about lasting change that has a real impact on the ground.
- Funding work that builds collective knowledge of the barriers to successful transition; and the evidence of what works to address them. We then use this knowledge and our independence and convening power to influence and collaborate with stakeholders to help bring about lasting change.
- Funding capacity-building for the military charities sector, particularly as a member of the Confederation of Service Charities, Cobseo.

In an increasingly complex and competitive space, FiMT has the well-earned international reputation for delivery of this mission by bringing evidence and independence into informing policy making and service delivery. Our next CEO will join at a pivotal moment in FiMT's life and will have the opportunity to shape and lead a world class organisation. Working closely with the Board to implement our strategic priorities, they will ensure we continue to leverage all that has made FiMT so successful to date. They will have the vision to enable FiMT to adapt and evolve to best utilise our convening power, influence and funds to drive future impact and remain trusted thought leaders in the military transition space into the next decade.

To achieve this our next CEO will be an experienced, trusted and capable leader, who has a naturally curious style and will bring effective alliance-building and leadership skills to the job. Credible with stakeholders and inspirational with the team, they will be a servant leader, able to build a strong platform for the executive and happy to give others the spotlight.

This is a fantastic opportunity to lead a respected and influential charity that is making a difference to the lives of those who have served their country. If you believe you have the vision, skills, experience, and passion to lead FiMT then I very much look forward to hearing from you.

Jim Macleod CB CVO
Chair of the Board of Directors

ABOUT THE ORGANISATION

Forces in Mind Trust makes a difference to the lives of Service leavers and their families. The Trust's strategy is to provide an evidence base that will influence and underpin effective policy making and practice. By funding high quality, credible research where there is an identified gap in relevant understanding, and by then exploiting the findings, FiMT aims to effect positive change.

Over the last decade, Forces in Mind Trust has funded 195 projects across our seven programme areas: Housing, Employment, Health, Finance, Relationships, Criminal Justice System, and our Enabler Programme. Our recent Impact Report shows how these projects have helped to achieve our mission to enable successful and sustainable transition to civilian life. Below are just a few examples of the fantastic work we have funded and the impact we have had.

- Since 2014, we have worked with the Directory of Social Change to provide information on the Armed Forces charities sector. To date, this partnership has resulted in 11 reports providing policymakers, funders and beneficiaries with an unbiased and independently researched source of information. The reports were a key source of information for the Ministry of Defence's Strategy for our Veterans and the research helped to secure millions of pounds in government funding for Armed Forces charities across the UK during the pandemic.
- We commissioned the first UK-wide review of the mental health and social care needs of veterans and their families and the support services that existed for them. This work transformed local health authorities' support for veterans and their families, including NHS England investing an extra £10 million into developing a dedicated crisis service, including the Transition, Intervention and liaison Service (TILS) and the Veterans' Mental Health Complex Treatment Service (CTS). These became the foundational services eventually leading to the recent Op COURAGE service which has received over 23,000 referrals since its establishment. The research also influenced work to better identify veterans accessing health services, and the rollout of more than 1,700 veteran-friendly general practitioner surgeries.
- Our work with the University of Salford, exploring the experiences of veterans accessing the UK benefits system, led to a significant increase in support for veterans who require help from the UK benefits systems. The research led to the government announcing up to £6 million of funding for more than 100 Armed Forces Champion posts at the Department for Work and Pensions to support ex-Service personnel, a new Armed Forces 'marker' to better identify veterans accessing Universal Credit, and a new training module to help assess specific health issues related to service.
- Our project with Anglia Ruskin University and the Cobseo Non-UK Cluster, to conduct an audit of service provision specifically for Non-UK personnel, helped increase understanding of the barriers faced by Non-UK personnel and their families. The research has since informed the creation of a Ministry of Defence Non-UK Working Group, led to an increase in information available for Non-UK personnel, and informed the recent government Immigration Fees Public Consultation, leading to the scrapping of visa fees for Non-UK service personnel who have served at least six years or have been medically discharged.

Read more about Forces in Mind Trust at <https://www.fim-trust.org/>

ROLE PROFILE

ABOUT THE CEO ROLE

The CEO reports to the Chair of the Board and is responsible for executing the overall strategy for the Trust as agreed by the Board. The role leads the Executive Team, ensuring that the Trust operates within the framework agreed by the Board and remains credible, delivers maximum impact, is valued and leaves a positive legacy.

The CEO will ensure that the Trust delivers the maximum possible impact in line with its purpose, agreed strategy and agreed budgetary limits. The CEO is additionally responsible for all aspects of Forces in Mind Trust's, FIM Trustee Limited's, operations in accordance with the Trust Deed, constitutional documents and the Board's and other statutory policies.

The CEO leads the Executive's outward facing activity and is also the public face of the Trust. They carry responsibility for managing and maintaining productive links with the charity sector and wider public service provision sector to enable maximum impact from Trust activity.

Finally, the CEO is responsible for identifying and managing all aspects of operating risk within the Trust, within the risk appetite set by the Board. The role ensures the effective management of all employees and is responsible for setting an inclusive and psychologically safe culture within the Trust.

SPECIFIC RESPONSIBILITIES OF THE ROLE

EXTERNAL TO THE ORGANISATION

- Engage externally at all levels, and across all sectors, in order to represent the Trust and to deliver impact in line with the Trust's purpose and strategy.
- Ensure the Trust's influence (credibility, reputation and access) enables it to fulfil its aspirations.
- Represent the Trust and play a leading role within Cobseo (as a Director and permanent member of the Executive Committee).
- Oversee the Trust's communication strategy and activity, including web and social media presence.
- Maintain strong links with key stakeholders.

INTERNAL RESPONSIBILITIES

- Working within the Board's Guidelines on the Trust Purpose and Mission, propose for Board agreement and execute (with oversight) the strategy to achieve the Trust's mission.
- Set and execute the organisational strategy to deliver on the overall Board purpose and wider strategy for the Trust.
- Produce and execute all necessary delivery plans, particularly the Grants and Commissioning Plan.
- Manage the risks in delivery of the plan reporting to the Board as required and operate to the agreed budget.
- Provide support to all the Trust's committees, working groups and individual Directors as required.
- Oversee the production of management information to enable the Board to provide oversight and assurance of all Trust activity.
- Contribute to Board debates as required, ensuring that operational matters are fully understood.
- Manage the Trust and Company in accordance with all relevant regulations, including maintenance of core documents (Trust Deed, Memorandum and Articles of Association, Regulations, Grants Manual, Financial Management Handbook, Risk Register).
- Meet all statutory reporting requirements, including annual audit; approve expenditure in accordance with delegated authority and act as Administrator for Business Banking service.
- Procure outsourced support activities and ensure continuous delivery of value for money.
- Act as Accounting Officer (National Lottery Community Fund) and Tenant for business premises (ABF-The Soldiers' Charity).
- Lead and manage the Executive Team in every respect, acting as line manager to the Senior Leadership Team and contributing to the succession planning of the Board and onboarding of new Directors.

PERSON SPECIFICATION

PART ONE

KNOWLEDGE AND EXPERIENCE

- A trusted and respected leader with a successful track record at Board level, ideally as CEO or Executive Director of a comparable organisation.
- Track record of effective engagement with partner organisations and stakeholders, including experience of working with or through large groups of people or organisations to deliver common goals.
- Strong experience of leading and developing senior management teams and of inspiring and maintaining a positive, values led working culture that delivers high performance.
- Experience of working with Boards or equivalent structures to shape and deliver strategy.
- Understands the role of research in identifying trends and has experience of using data and insight to build support and drive change.
- Strong financial and organisational management experience that sets the agenda, monitors and reports on deliverables and provides effective oversight.

PART TWO

SKILLS AND ABILITIES

- Able to generate a clear vision for delivery of the Board's direction.
- Able to turn visionary thinking into clearly understood and executed plans.
- Able to lead the Executive, challenging the team and helping individuals to grow.
- Natural alliance-building and influencing skills, with the ability to inspire, collaborate with, develop and engage the wider sector.
- Highly effective communication and interpersonal skills.
- Able to synthesise and meld different viewpoints to build support and lead the way.

PART THREE

PERSONAL STYLE AND ATTRIBUTES

- Inclusive management style; curious about the status quo and individual viewpoints.
- Comfortable managing risk at different levels.
- A self-starter, proactive, resilient, flexible and able to work effectively under pressure.
- High EQ, both in creating a safe and inclusive environment for the team, and in dealing with external stakeholders at all levels.
- Not shy of difficult decisions and is comfortable managing conflict and creating solutions.
- Comfortable representing FiMT including speaking at events, hosting panels and being a visible face of FiMT.
- Is concerned about the right outcomes being delivered not in winning every argument to achieve them.
- Passionate about what FiMT does.

TERMS OF APPOINTMENT

SALARY AND BENEFITS

The role attracts a salary of £115,000 per annum. More may be available for an exceptional candidate. We also offer benefits including a group pension plan, interest-free season ticket loan, individual training budget, access to a cycle-to-work scheme, death in service insurance and health screening programme, up to two days paid volunteering time, up to 10 days' additional paid leave to undertake Reservist work.

CONTRACT

This role is offered on a permanent basis.

LOCATION

FiMT's offices are located at Elizabeth Street, London SW1W 9RB. The role is based in London with hybrid working (an expectation of at least 40% of time being spent in the office). Additionally, occasional travel and overnight stays will be necessary to support events around the UK.

PENSION

Employees can elect to contribute above the minimum rates up to a maximum of 8% and FiMT will match that (available after completion of probation period).

ANNUAL LEAVE

30 working days plus Public / Bank holidays.



HOW TO APPLY FOR THIS APPOINTMENT

We hope you will consider making an application to become the next CEO of FiMT. To make a formal expression of interest, please go to <https://starfishsearch.com/jobs/fimt-ce/> and click on the apply now button, with the following prepared:

- an up-to-date CV (no more than three sides)
- a covering letter (max 2 sides of A4) that explains your motivation for the role and what you can bring to it, against the criteria set out in Part One of the Person Specification.
- please also tell us about any dates given below when you would not be available to participate in the selection process.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date	Friday 2nd June 2023
First stage discussions for selected candidates	w/c 12th and 19th June 2023
Agreement of the shortlist	Candidates notified by end-June
Final interviews	Friday 7th July 2023

