

BLACK MINDS MATTER^{UK}

RECRUITMENT PACK
CEO

WELCOME

Dear Candidate,

Thank you for your interest in the role of Chief Executive of Black Minds Matter UK.

Founded in June 2020, our core mission is to assist black people and their families gain access to free professional care for their mental health when they need it. At Black Minds Matter UK, our aim is to make mental health support accessible for the black community and remove the stigma and difficulty many people face regarding their mental health.

In just our few short years, we are proud to have provided over 10,000 therapy sessions for people in the community through our growing partnerships of certified and culturally competent therapists.

We are now looking for an excellent and experienced CEO that can lead BMMUK through our next phase of growth and ensure we meet our strategic and operational aims. We are looking to grow the BMMUK network of strategic public, private and civil society, alongside increasing our diverse and sustainable fundraising efforts. As we grow, we aim to scale our service provision so that everyone can see a certified and culturally competent therapist quickly and to provide a positive service that is effective.

You could be working in a charity or social enterprise or be from outside the sector in a senior leadership role and feel ready, passionate, and driven to lead an organisation that has a direct and positive impact on the mental health of Black Britons today. As we build our community of professionals and clients, we recognise that the demand for our work is significant, and we have the potential to make a very positive impact on the lives of many people and their families. If you have the vision, enthusiasm, commitment, and experience to lead us on the next stage of this journey, we would love to hear from you.

Best wishes,

Hiwot Wolde – Senbet
Chair of Trustees



ABOUT US

Black Minds Matter UK (BMMUK) was founded in 2020 to connect members of the black community to culturally appropriate therapists and easily accessible mental health support. Our aim is to remove stigma and redefine mental health experiences for Black individuals across the UK.

Since 2020, we have brought onboard a cohort of 100 black professional therapists who have provided more than 10,000 sessions to individuals. In this short space of time, we have already partnered with several great organisations, including Sistah Space, Five X More, Mummy's Day Out and the Essenelle Foundation.

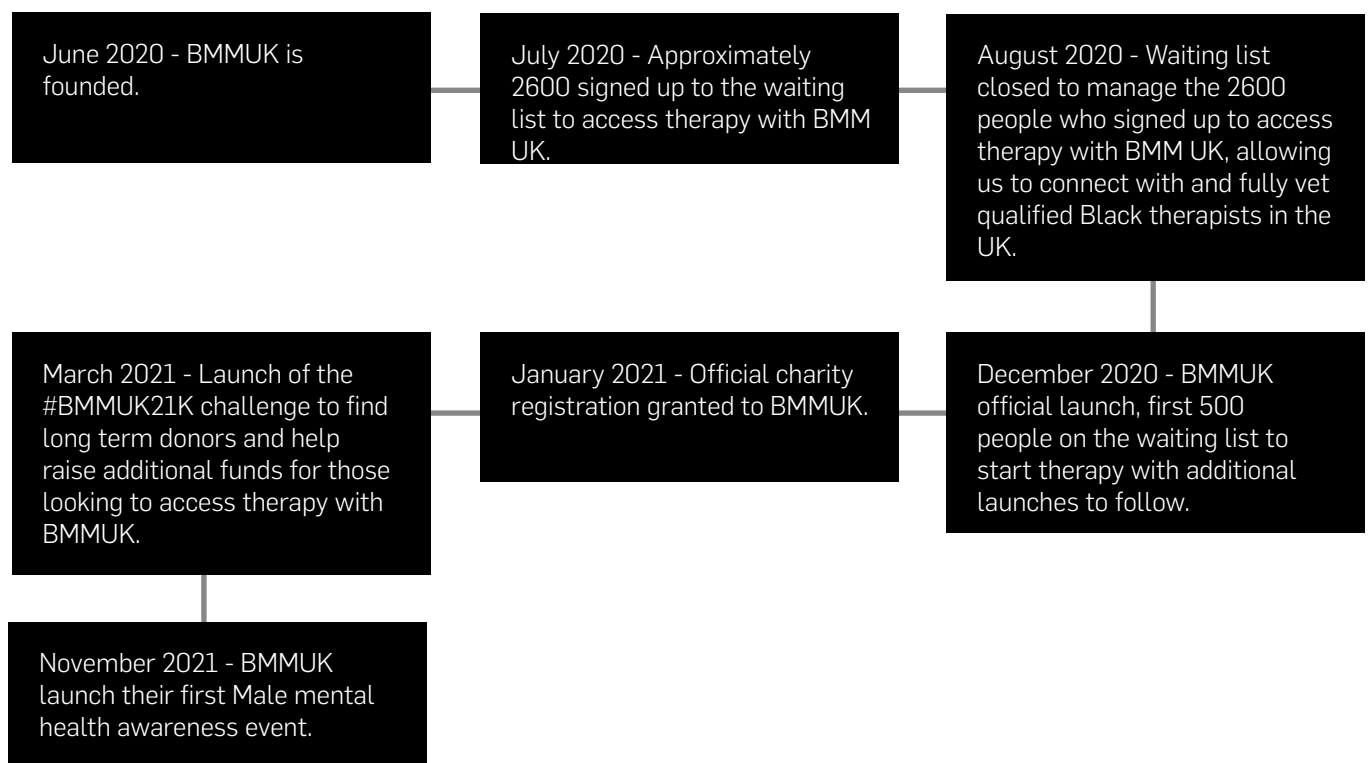
BMMUK has worked closely with communities, professionals, corporations, and governmental bodies to identify and provide for the mental health needs of our clients. We have forged a service model that directly addresses the critical and unique challenges faced by the black community in the UK.

We take pride in offering a safety net of culturally relevant mental health support and have grown a community of people who value equality in mental health care. Together we are demanding better resources and treatment for black people and acknowledging that the status quo is simply not good enough. We are empowering Black individuals with support and safe spaces every step of the way.

At Black Minds Matter UK, we have a real community – a team of talented individuals and a board of trustees who collaborate, organise, and inspire each other to achieve the Black Minds Matter UK's mission every day.

We also have a culture of support, providing opportunities for everyone, staff, and volunteers to thrive at BMM UK. You can therefore expect us to ensure that you are fully supported to carry out your role and have every opportunity to develop your role and skills over time. We understand that you also have a life outside BMMUK, and we will support you in maintaining a healthy work/life balance.

BMMUK'S STORY



JOB DESCRIPTION

Job title: Chief Executive Officer

Reports to: Board of Trustees

ROLE PURPOSE:

- To lead the development of the charity to fulfil its strategic aims and to embed system change in the delivery of culturally competent mental health support services for Black people in the UK.
- Develop the profile, reputation and reach of the charity to be an effective professional community and credible national voice for culturally competent mental health services to the Black community in the UK.
- Reduce the stigma of mental health within the Black community through the growth and visibility of the organisation.
- Devise and deliver a fund-raising strategy which supports the sustainable growth of Black Minds Matter UK.
- Provide effective leadership for the management and administration of the charity to ensure the effective delivery of our objectives within the strategic, policy and accountability frameworks agreed by the board of trustees.
- Supporting and developing the staff team's performance, ensuring the availability of training and development opportunities and a clear performance framework.
- Together with the chair, enabling the board of trustees to fulfil their duties and responsibilities for the proper governance of the charity.
- Leading the engagement of partner organisations and therapists and ensuring their ongoing contribution to the work and achieving the goals of the charity.

MAIN RESPONSIBILITIES:

STRATEGIC LEADERSHIP

- Provide strategic vision and leadership to the operation and development of BMMUK within the direction set by the Board of Trustees.
- Ensure that the activities of BMMUK further the charitable purposes and provide a benefit to the public.
- Ensure that staff and volunteers understand and adhere to BMMUK's core values, mission, and vision.
- Be responsible for developing and delivering the charity's agreed business plans.
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.
- Seek out and implement opportunities for innovation and ensure that BMMUK remains at the forefront of positive campaigning for change in "the black mental health agenda" for the black community.
- Seek out, develop, and maintain effective working relationships with all relevant stakeholders, partners and individuals to promote the charity's work and facilitate the implementation of its strategic objectives.

MANAGEMENT

- Take overall responsibility for BMMUK's management and administration within the governance and accountability frameworks established by the Board of Trustees.
- Manage the team at BMMUK and ensure BMMUK is a well-run organisation where colleagues feel valued and can work effectively.
- Ensure that organisational policies and procedures are followed through implementation and management.
- Inspire and support the team to meet targets and to understand how their contribution is vital to achieving wider strategic aims.
- Ensure there are clear lines of accountability and responsibility across the team, which foster and maintain effective working relationships for the organisation.
- Work with BMMUK senior team and board to develop best-practice for staff and volunteer management, development, and engagement.
- Lead, support, and motivate all staff and secure their loyalty and commitment to the charity's aims, objectives, and ambitions.
- Lead by example, instilling a culture of professionalism and inclusion supported by coaching, training, and development.
- Ensure that the organisation has the suitable management systems and structures to carry out its work effectively, responsibly, and safely and that professional standards are met.

FINANCE AND LEGAL

- Accountable to the BMMUK Board of Trustees for the overall financial health of the organisation.
- Producing a budget acceptable to the Board and ensuring the sound financial management of BMMUK within that budget.
- Building and maintaining the financial reserves of BMMUK to an appropriate level set by the Board.
- Ensure full and accurate reporting including the timely preparation of monthly and annual statements of account and management reporting.
- Taking appropriate steps to manage risks that could significantly impact BMMUK.
- Lead and direct the financial planning, forecasting, control, reporting and management of the organisation's finances and resources, including support for and engagement of directors/trustees and board and sub-groups to ensure regulatory compliance and sustainable organisational growth.
- Liaise with the Board to develop and lead the implementation of the charity's financial plans, including setting budgets, formulating income generation strategies, and overseeing all fundraising activities.
- Oversee production of management accounts, statutory accounts, and annual reports.

FUNDRAISING AND PARTNERSHIPS

- Lead the BMMUK fundraising strategy and coordinate the work of the Fundraising and Partnerships Manager to build a sustainable programme of funding from different sectors and sources, including: statutory/institutional, individual, corporate, legacy and trust donations to ensure a long-term sustainable income and strategic partnerships.
- Hold strategic responsibility for the delivery of the agreed annual and longer-term income goals.
- Seek out and develop new income streams and products, to support future sustainable income streams and resources.
- Build strong relationships with a range of potential high level and high value donors and partners that meet agreed partnership criteria, brand fit and due diligence, and ensure high quality and professional stewardship of these relationships.
- Ensure high quality proposal writing and excellent grant bids are planned and executed to support the organisation's organisational and programmatic needs.
- Responsible for leading, managing and motivating the fundraising department to ensure a high-quality donor care experience.
- Ensure the fundraising KPIs/reports are completed and submitted on time to the Trustees.
- Ensure that the fundraising department meets its targets.

COMMUNICATION AND REPRESENTATION

- Be the face and voice of the charity - its principal ambassador.
- Deliver the BMMUK message and encourage collaboration with communities and BMMUK supporters, supporting them to make a real change to their mental health.
- Oversee the Marketing and Clinical departments to develop and implement an integrated campaign and media strategy, using traditional and digital media channels which will engagingly raise BMMUK presence and profile.
- Act as an ambassador for BMMUK, networking widely to build new and existing strategic relationships (corporate, statutory and third sector) such as partner charities, companies and academics.
- Use appropriate communication to deliver the right message across our programmes.
- Manage the development and maintenance of effective channels of marketing/communication with all stakeholders.

OPERATIONS

- Be responsible for implementing all the charity's operational plans and efficient use of the charity's assets.
- Take executive responsibility for all functions, including the Clinical, administration, finance, fundraising, marketing, communications, and IT.
- Ensure that BMMUK contracts and projects are delivered to the highest standard with due regard for timescales, targets, and budgets.
- Take overall responsibility for the recruitment, management, and effective deployment of staff, including self-employed Therapists and contractors; apply robust HR processes covering recruitment, performance management, appraisal and remuneration.
- Line manage the Senior Management Team.
- Build and maintain good working relationships with our donor and funding community and all other Stakeholders.
- Work closely with the Operations and Clinical Lead to develop partnerships and contracts with various organisations and sectors, including negotiating and monitoring Service Level Agreements, partnerships with voluntary sector organisations, and contracts with statutory services.
- Ensure that the charity complies with best practices in all areas of operation, including Clinical Governance, Health, and Safety.
- Oversee the safeguarding of the vulnerable clients with whom the charity works through rigorous DBS procedures and staff training.

GOVERNANCE AND COMPLIANCE

- Work with the Chair to enable the Board of Trustees to fulfil their duties, legal and other responsibilities for the proper governance of BMMUK.
- Ensure that the Board receives advice, recommendations, and information in an effective, thorough and timely manner.
- Work and coordinate with BMMUK Trustees and Managers to share and gain best practices to achieve our mission.
- Liaise with the Board to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary.
- Liaise with the Board about developing the charity's strategic vision and be responsible for leading its implementation.
- Attend Board meetings when requested and prepare a written report in advance of each meeting detailing matters of interest and concern regarding the charity's activities during the previous period; ensure that the Board is made aware in a timely fashion of any matters requiring its attention.
- Oversee the development and practical application of all organisational policies and procedures, e.g., health and safety, equality and diversity, and safeguarding. Review and update scope and content to meet legal, regulatory, and best practice needs.
- Ensure that personal information collection and protection complies with current Data Protection regulations.
- Ensure that all the charity's activities are conducted safely and that Health and Safety policies are understood and followed by everyone.
- Ensure that all major risks are identified and regularly reviewed, and that systems and procedures are in place to mitigate all such risks; be responsible for developing and implementing the charity's Risk Register.

The postholder may also be asked to take on other necessary responsibilities as reasonably asked by the trustees for the benefit of BMMUK.

PERSON SPECIFICATION

EXPERIENCE

ESSENTIAL

- Proven experience of strategic leadership and management at a senior level
- Experience of formulating and managing budgets with multiple funding streams and projects
- Experience of raising revenue and building funding partnerships from a variety of sources and sectors.
- Experience of developing and implementing strategic plans.
- Experience of forging and maintaining strong partnerships with other organisations and stakeholders.

DESIRABLE

- Experience of developing services with and for adults and young adults in a variety of settings and in a variety of different ways.
- Experience of working with a vulnerable client group in the mental health and social care setting.
- Experience of business growth and development.
- Experience of working in a therapy-based service and have a clear understanding on the ethics behind counselling and psychotherapy.

SKILLS AND KNOWLEDGE

ESSENTIAL

- Excellent interpersonal communication, engagement, and negotiation skills and the ability to motivate, develop and manage staff.
- Ability to present complex information clearly and understandably, both verbally and in writing.
- Ability to delegate effectively and appropriately.
- Strong financial management skills.
- Ability to set targets, monitor delivery and adjust plans accordingly, making the most effective use of limited resources.
- Ability to ensure that young people are fully & actively engaged in the organisation's management, delivery and development.
- Ability to work on own initiative within appropriate boundaries and deliver on tight deadlines.
- Understanding of and commitment to equal opportunities.

DESIRABLE

- Knowledge of the Voluntary Sector and an understanding of the financial, political, and social environment in which it operates.
- Knowledge of legislative areas relating to charities, companies and children, young people, and vulnerable adults.
- An awareness of the issues affecting the mental health of people from the Black and minority ethnic backgrounds.

PERSONAL QUALITIES

- A visionary leader, able to define the big picture and communicate this effectively to audiences to engage support and delivery.
- An excellent communicator and collaborative leader with the demonstrable ability to inspire and motivate a team.
- Self-motivated and resilient with a committed to ongoing personal development.
- Ability to demonstrate empathy for and commitment to the organisations aims and objectives.
- The capacity to be the public facing figure for the organisation, to promote the vision, mission, purpose and values of Black Minds Matter UK to a range of audiences.

QUALIFICATIONS/TRAINING

- Education to degree level or equivalent (Desirable)

TERMS OF APPOINTMENT

SALARY

The salary for this role is £75,000 per annum on a full-time permanent basis.

LOCATION

Hybrid – the role may require some travel and out-of-hours meetings, and we would like our CEO to be present in the office when necessary.

PENSION CONTRIBUTION

3%

ANNUAL LEAVE

25 days plus Bank holidays

BENEFITS

Capped free therapy/year

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact chris.milo@starfishsearch.com and we will be happy to arrange a call. To make an application, please visit: <https://starfishsearch.com/jobs/bmmuk-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

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 22nd September 2023

Preliminary interviews: w/c Monday 2nd October 2023

Final Panel interviews: w/c Monday 23rd October 2023