

 mind
Buckinghamshire

Chief Executive



 Starfish

Thank you for your interest in becoming the new Chief Executive of Buckinghamshire Mind.

Buckinghamshire Mind has been dedicated to supporting mental health since 1914, and we now play a crucial role across the communities of Buckinghamshire and East Berkshire. Our mission is clear: we fight for a future where no mind is left behind.

This is a pivotal time for us as demand for our services continues to grow. We will be sorry to say goodbye to Andrea McCubbin who has been an outstanding CEO of Bucks Mind for nearly a decade. Andrea leaves a strong platform for her successor to continue to build our impact across the communities in which we work, developing further our partnership with Oxfordshire Mind to deliver Mind in Berkshire as well as other meaningful and effective partnerships and expanding our reach so that everyone across our region has access to vital mental health support.

We are a £2.5m turnover organisation with strong ambition to grow and expand our services increasing our impact by offering a broad range of services designed to support mental health and wellbeing across all age groups. Our work is underpinned by a commitment to embedding lived experience in all that we do, tackling stigma, breaking down barriers, and reducing isolation, ensuring that everyone can access the mental health support they need when they need it most.

As our next CEO you will be a passionate advocate for mental health. We are seeking a visionary leader with the drive to deliver our next phase of growth and expansion. We are looking for someone with strong community-led ambitions with the ability to influence. You will need to be comfortable operating across a broad stakeholder community at Integrated Care System and local authority levels and collaborate effectively with partners. We are ambitious in our aim to increase our reach into communities who are currently less well served in terms of mental health support. You will bring a strong track record of creating impactful solutions, developing creative and innovative partnerships to improve access and take up of services and of using data to drive your decision making. As a strategic thinker, you will be instrumental in shaping and implementing our future direction, ensuring we can measure our impact and remain responsive to the needs of our communities while maintaining a clear and focused vision.

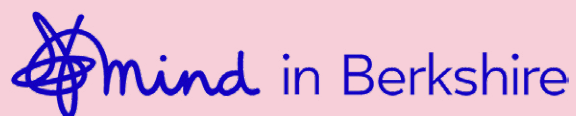
We are looking for a people first leader. Someone who understands how to inspire and motivate those around you building strong and effective relationships. Our staff team and volunteers are the heart of our work and in order to deliver high quality services, we enjoy strong working relationships clear and empowering leadership with a watchful eye on wellbeing. We are looking for an emotionally intelligent, collaborative leader with evidence of leading high performing teams. Furthermore, we can't do everything we want without a focus on income generation and financial management, and you will bring evidence of creative approaches to diversifying income streams, finding new ways of increasing our delivery capacity, working in partnership and a demonstrable commitment to effectively managing tight budgets.

This is a fabulous opportunity for someone excited by the opportunity to use their creativity and entrepreneurial spirit to grow income, reach and impact and really make a difference. As our CEO, you will lead an outcomes-focused organisation, supported by an engaged Trustee Board, ensuring that our efforts are always aligned with our mission to promote wellbeing develop preventative measures and support recovery and guided by lived experience. You will be a leader who is deeply invested in our values, embraces diversity, and fosters an inclusive environment where everyone feels valued and supported.

If this sounds like you, then we'd love to hear from you.

Best wishes,

Lesley Michaelis
Chair



Mind in Berkshire, established in 2021, is a collaboration between Buckinghamshire Mind and Oxfordshire Mind. We're working together to increase mental health support across Berkshire. Buckinghamshire Mind is working in the East of the county and Oxfordshire Mind across the West.

We are Buckinghamshire Mind. We're fighting for a future where no mind is left behind.

We are committed to creating a mentally healthy society. Through our information, services, and campaigns, we challenge stigma, break down barriers, and combat isolation, ensuring that everyone has access to mental health support when they need it.

Operating in the heart of Buckinghamshire and East Berkshire, we deliver services directly within our local communities. We focus on promoting wellbeing and recovery, preventing mental ill health, offering talking therapies, and providing support during times of crisis.

As an independent charity, we are proud to be affiliated with national Mind, adhering to its high standards of governance and service delivery. Buckinghamshire Mind is part of a network of over 100 Local Minds, all of which deliver trusted mental health services to their communities.

Together, we are Mind.

Run by local people for local people, Buckinghamshire Mind is responsible for its own funding and the services it provides. We depend on donations and community fundraising to support our vital mental health services. This generosity makes a tremendous impact, allowing us to continue meeting the mental health needs of our community now and in the future.

Our Vision

We're fighting for a future where no mind is left behind.

Our purpose is to promote wellbeing and recovery, prevent mental ill-health, offer talking therapies and provide support in times of crisis for everyone in our local communities in Buckinghamshire and East Berkshire.

Our Values

We put people first.

We're stronger together.

We speak up for what's right.

We never stop learning.

We demand better for mental health.

Our Ambitions

In 2023-24, we touched the lives of 9,130 people with our services, but with an ever-growing demand for our assistance, we are going through a period of growth. In order to achieve this, we have set out with new ambitions for the years ahead.

1. We are a great place for people to work, volunteer, share their lived experience and access services.
2. We target our work where we know we can have the greatest impact.
3. We build engagement with our community, increase our influence and champion our vision for mental health.
4. We improve sustainability by diversifying our income streams and building collaborations and partnerships.
5. We maximise our resources to meet need and develop the organisation.

To learn more about the impact of our work please [click here](#).

And to review our latest financial report, please [click here](#).

We offer a broad range of services designed to promote mental well-being and provide support for those experiencing mental health issues. To learn more about our services in detail please [click here](#).

Wellbeing

Befriending

Buckinghamshire Mind offers free support to adults who are lonely or isolated due to mental health issues by connecting them with trained volunteer befrienders from the local community.

Champion the Change Buckinghamshire

A local campaign aimed at tackling mental health stigma and discrimination, while creating hope for those affected by mental ill-health.

Community-Based Support

Working in partnership with Oxford Health NHS Foundation Trust, this service provides one-to-one support and signposting for people with mental health problems in the community.

Community Connectors

Part of a multi-disciplinary team in collaboration with Berkshire Healthcare NHS Foundation Trust, these specialists support adults experiencing significant mental health issues.

Education

Tailored mental health education for children aged 4 to 18 in various settings such as schools, colleges, and youth clubs. This includes assemblies, workshops, and full training days.

Peer Support in Schools

Training student peer ambassadors to mentor younger students in mental health awareness across primary and secondary schools.

Peer Support Groups

Peer support groups, including Friends in Need, Mind the Gap, and Peers2Pals, offer social opportunities and support for sharing experiences, making friends, and enjoying a social life.

Perinatal Support Service

Provides one-to-one and group support for pregnant women or new mothers with mental health needs, in partnership with Oxford Health NHS Foundation Trust.

Wellbeing Services

These groups offer social contact and structured activities, such as arts and crafts, cooking, games, and gentle exercise, for those with similar mental health experiences.

Crisis Support

Mental Health Safety Planning Service

Support for individuals who have had thoughts of self-harm or suicide, particularly after visiting A&E or MHICS.

Safe Haven

Evening mental health crisis support service, providing listening support and safety planning from 6 PM to midnight for adults in Buckinghamshire.

Safe Haven Plus

Partnership services that address non-medical life issues contributing to mental health crises, such as substance abuse, housing, and financial advice.

Talking Therapies

Counselling for Adults

One-to-one counselling for adults facing various mental health challenges, available in person, online, or via phone.

Counselling for Young People

Confidential counselling for young people aged 13-21, offering a safe space to explore emotions and build coping strategies.

Training

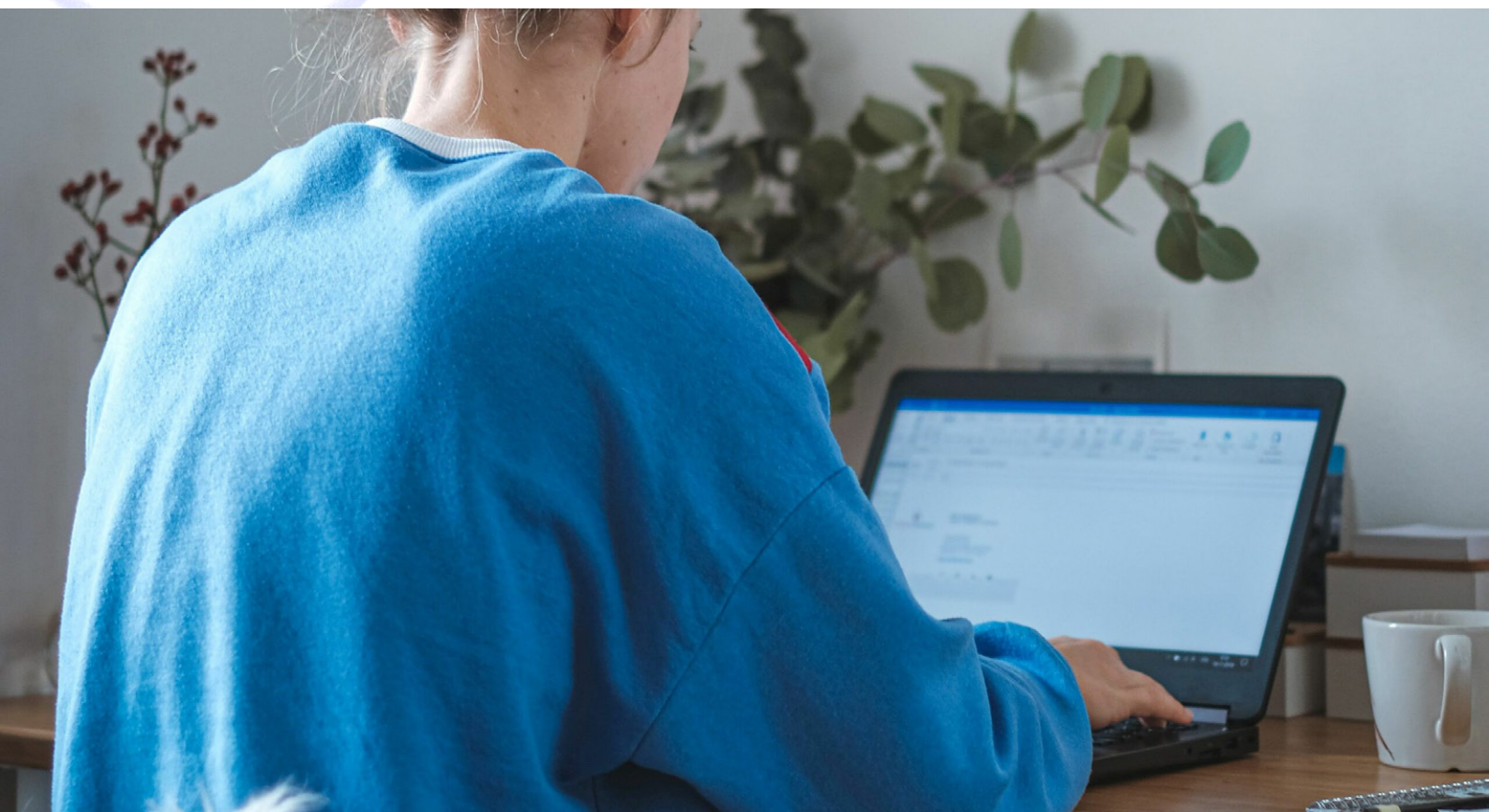
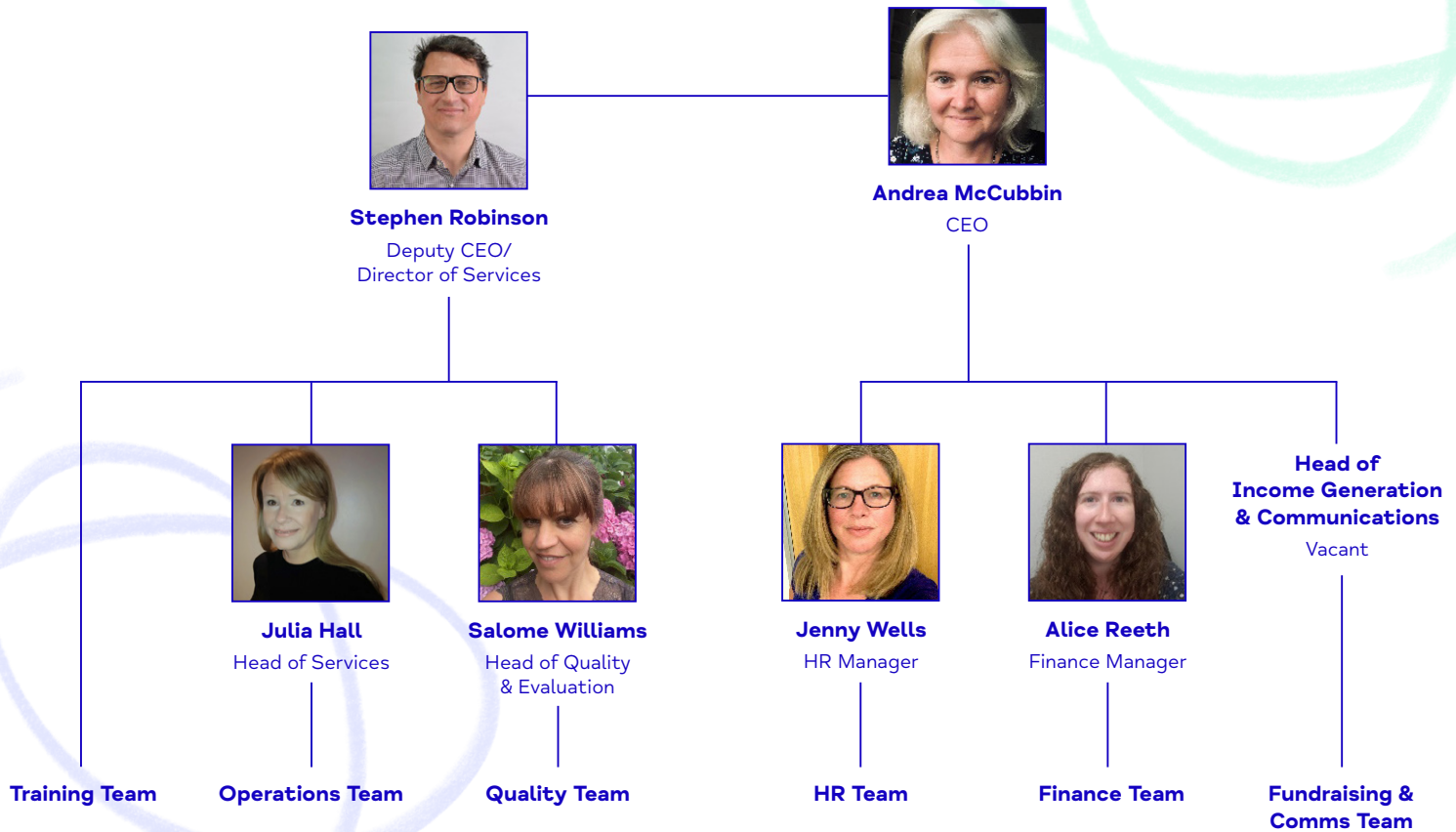
Workplace Wellbeing Training

Tailored training to support mental health and well-being in the workplace.

Specialist Training

Bespoke training services including Mental Health First Aid and Suicide First Aid, aimed at equipping individuals with skills to support mental well-being.

Organisation Chart

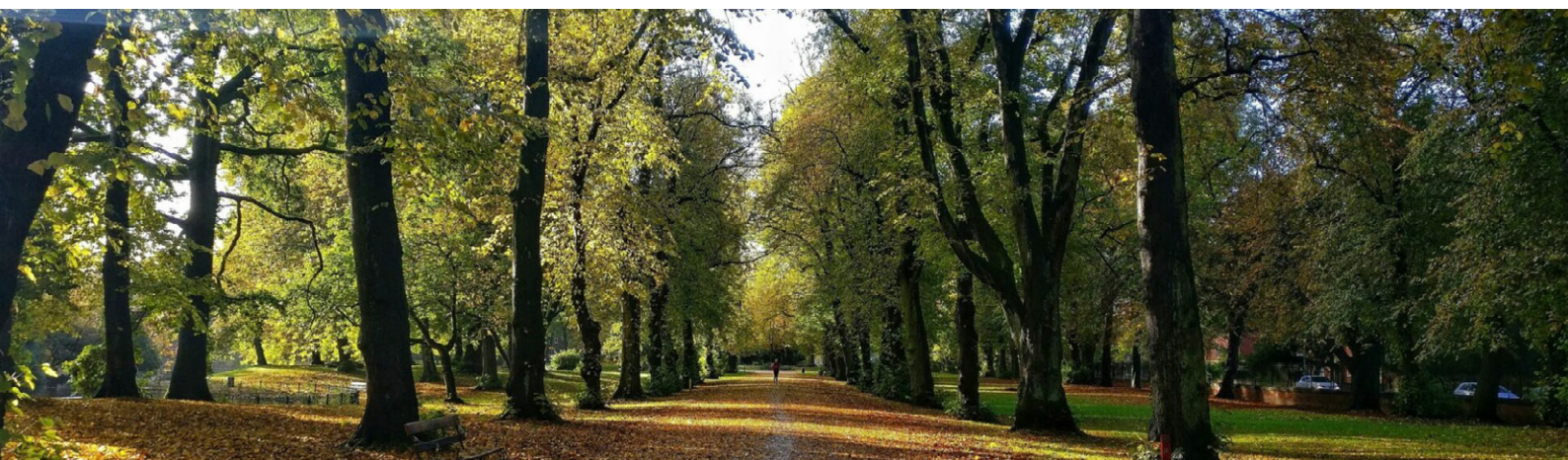


Job title: Chief Executive

Reports to: The Chair and Board of Trustees

Main responsibilities:

- Provide clear and inspiring leadership to the Senior Management Team, oversee staff directly reporting to the Chief Executive, and foster their professional growth.
- Drive the ongoing development of the strategic relationship with Oxfordshire Mind to further evolve our Mind in Berkshire strategy, impact and delivery model.
- Champion the integration of lived experience into all aspects of our work, ensuring that the voices of those directly impacted by our mission are actively involved in our strategy, decision-making, service design and delivery.
- Ensure the organisation's financial health by overseeing the preparing, monitoring and controlling of budgets. Leading and shaping strategic bids to secure income as well as coordinating management team efforts in securing funding bids and assume overall financial accountability.
- Develop and implement a long-term strategy to guide the organisation in achieving its objectives. Lead the strategic planning process, involving staff and volunteers in crafting financial, funding, and human resources strategies.
- Act as an external ambassador to enhance the organisation's public image and brand and securing opportunities for financial sustainability, growing partnerships and networks with key stakeholders and supporters, including National Mind.
- Represent Buckinghamshire Mind as an appointed governor on Oxford Health NHS Foundation Trust's Council of Governors, influencing decisions around mental health provision in the community.
- Lead organisational growth and manage change effectively. Identify and address internal and external challenges, and shape organisational culture to foster inclusivity, support, focus on wellbeing and cohesion.
- Advise and support the Board in setting vision and developing strategic plans to develop our long term strategy. Provide strategic insights related to mental health, health and social care policies, and funding strategies.
- Oversee the management and delivery of client services and projects. Ensure efficient service operation and achievement of organisational targets.
- Oversee the establishment and maintenance of safeguarding and compliance systems to meet standards set by commissioners, the Charity Commission, National Mind, and other quality assurance bodies.
- Ensure Buckinghamshire Mind fulfils its constitutional and legal responsibilities. secure necessary resources (human, material, financial) to operate effectively.
- Overseeing the development, implementation and management of systems to set and meet quality standards across Buckinghamshire Mind's services, projects, and operations.
- Act as the Company Secretary.
- Take a pro-active role in working with the Trustee Board and Senior Leadership team to identify assess, manage and mitigate risks.
- Maintain the organisation's commitments as a member of the National Mind network and ensure that we maximise the benefits of membership by working closely with the network and empowering other colleagues to get involved.



Knowledge and experience

- Proven and successful leadership experience, ideally as a CEO of a similarly complex organisation with experience of collaborating with a board to define organisational strategy.
- Experience of successful team management and the ability to develop colleagues across different functional specialties.
- Sound understanding of financial management, as well as a developed knowledge of income generation contracting, tendering, fundraising, and preparing funding applications across diverse income streams.
- Strategic leader with experience of managing growth and impact and experience in organisational development to increase services and leading improvements across digital functions for internal and external use.
- Proven and successful development of constructive and high-value alliances and partnerships to enable service diversification and increased reach.
- Demonstrable experience of building strong credible relationships across a complex stakeholder landscape and ability to navigate the complexities of local authority and integrated care system engagement.
- Experience and understanding of engaging with disadvantaged communities, with a practical understanding of the regulatory environment and the importance of diversity and equality in overcoming barriers to social inclusion.
- Understanding of the local and national factors influencing mental health and wellbeing, along with knowledge of the multi-agency environment in which Bucks Mind operates, including legal and regulatory frameworks and the roles and responsibilities of stakeholder and partner organisations.
- Practical knowledge of person-centred and multidisciplinary approaches to service delivery, with a strong understanding of volunteer management and retention to aid service delivery.
- Able to demonstrate empathy and adopts a coaching line management style that empowers and develops individuals, enhances team collaboration, supports wellbeing and facilitates effective, robust decision-making and impact.

Skills and abilities

- Exceptional leadership abilities, capable of effectively developing and implementing the organisation's vision and strategic plans.
- Strong expertise in organisational change, with the ability to drive cultural and behavioural transformation.
- Highly effective interpersonal, influencing, and communication skills, with the ability to quickly earn the trust and confidence of stakeholders, maintain valuable alliances, and tailor communications for diverse audiences including media relations.
- Strong organisational and project management skills, with the ability to convert strategic plans into actionable performance.
- Innovative and creative mindset continually seeking new opportunities, ideas, and methods to deliver our mission. Demonstrates balancing brave strategic thinking towards a compelling vision with ability to manage risk.

Styles and behaviours

- Exhibits sound judgment and cultural sensitivity, with strong emotional intelligence and an empathetic approach to others.
- A natural collaborator with a clear and motivating leadership style and is a visible and present part of our community.
- Creative and open-minded, with an entrepreneurial approach.
- Develops and maintains an organisational culture of innovation, positive risk taking and employee empowerment.
- Driven, energetic, and resilient, with the determination to see change through to completion.
- Deeply committed to the values and mission of Buckinghamshire Mind.
- Demonstrate compassionate leadership by fostering a supportive and inclusive environment that prioritizes the well-being and mental health of staff, volunteers, creating a workplace culture where challenges are approached with care, and where individuals feel safe, respected, and empowered to contribute their best.

Terms of appointment

Salary

The salary for this role is c.£70,000-£75,000 per annum on a full-time permanent basis.

Location

Hybrid, within the Buckinghamshire area

Pension

5% employee, 3% employer with an option for salary sacrifice

Annual leave

25 days annual leave plus bank holidays, and an additional two wellbeing days, increasing with length of service.

Additional benefits

- Annual leave purchase scheme (buy a week's leave, payments spread over up to 12 months, option for salary sacrifice)
- Enhanced family friendly and caring responsibilities support
- Employee Assistance Programme: Counselling and regular wellbeing and lifestyle support
- Annual flu vaccinations and eye test
- Eligibility for Blue Light Scheme and charity worker discounts
- Access to learning opportunities and information from National Mind



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 go to <https://starfishsearch.com/jobs/mind-bucks-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 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.

Mind is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

- Closing date:** Monday 7th October 2024
- Preliminary interviews:** w/c Monday 28th October 2024
- Stakeholder Meetings:** w/c Monday 11th November 2024
- Final Panel interviews:** w/c Monday 18th November 2024

