

Executive Manager

3 days/week, initial 2-year contract, 37–40K depending on experience

We are excited to be recruiting our first Executive Manager who will take responsibility for business and funding processes across the organisation, working closely with our existing Clinical Manager, staff and volunteer team and the board of trustees to capitalise on the organisation's recent successes and support our growth and development.

About Share

Share Psychotherapy is one of the city's major mental health charities. Established over fifty years ago, we offer medium- to long-term therapy at nominal fees to people on low incomes. We deliver high quality services offering a range of psychodynamic and creative therapies and modalities. Around 80% of our clients have annual incomes of less than £12k, and we are therefore working at the vital intersection of psychological distress and poverty in the city.

Having moved to our new city centre location in 2023 we are now well established in our new premises and ready to capitalise on the benefits the new premises and location offer to the organisation. This requires a dedicated business leader who can take care of the day to day running of the organisation as well as contribute significantly to the development of future strategy.

We work closely with other charities and the NHS to deliver for the Sheffield population, and we seek to expand the relationships we hold across the sector, to meet increasing demand on mental health services through collaboration.

The role

The Executive Manager is a new senior leadership role, leading on the organisations' fundraising, partnership and service development and supporting the board in all aspects of organisational governance.

We are looking for someone who thrives in a varied role, bringing professionalism, a collaborative style and leadership to the organisation. The role involves leadership in core areas, such as HR processes, charity governance, fundraising and oversight of client finance and building maintenance.

Working closely with the Clinical Manager the postholder will ensure that the core functions of the organisation support and enhance the delivery of our clinical service. The role will manage a small office management / administrative team comprising both paid and voluntary staff.

This is currently a fixed term, part time role, which we seek to extent it into a full time and permanent role subject to secure additional and sustainable funding.

For further information and to apply please see our website: [Job Vacancies at Share Psychotherapy](#).