



Role Title	Chief Executive Officer (CEO)
Salary	£50-60k depending upon experience
Terms	Full time
Location	MhIST, Moorland House, Bark Street, Bolton, BL1 2AX
Target Start Date	October/November 2024

About MhIST

MhIST offers a range of services for people with lived experience of mental health challenges living in the Bolton Area. Our uniqueness comes from the personalised care we provide, through one-to-one support, talking therapies, self-help groups, and Advocacy Services. We equip each individual with the skills, attitude and self-belief they need to go on to live a successful independent life in their community.

About the Role

The CEO will provide strategic leadership and management to MhIST, ensuring the organisation achieves its mission to support mental health and well-being in the community. This role involves overseeing all aspects of the charity's operations, including services, advocacy, fundraising, financial management, and staff supervision. The CEO will act as the main spokesperson for the charity, building relationships with key stakeholders, partners, and the community.

Responsibilities

Leadership

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| 1 | Develop and implement MhIST's strategic plan in collaboration with the Board of Trustees focus on improving mental health support and outcomes whilst maintaining a commercially viable and sustainable charity. |
| 2 | Ensure organisational activities align with MhIST's vision and values. |
| 3 | Monitor and evaluate the effectiveness of MhIST's services and programs. Be pragmatic to change and development of our services depending on user needs and external factors. |

Governance



1	Ensure the organisations policies and practices are up to date and comply with relevant legislation.
2	Support the recruitment, selection and onboarding of new Board members
3	Fulfil the obligations and governance duties of Company Secretary including annual report to Companies house and the charity commission.
4	Ensure effective risk management practices are in place.
5	With the support of the team, develop and maintain effective operational policies and processes in all the charity's functions. Review and update scope and content to meet legal, regulatory and best practice needs.
6	Attend Board meetings providing inputs including but not limited to; funding pipeline, budget and forecast, health and safety incidents and safeguarding.
Leadership & People	
1	Lead, motivate and inspire MhIST's staff and volunteers and lead by example.
2	Foster a diverse and inclusive organisational culture which; <ul style="list-style-type: none"> • promotes the empowerment of people who experience mental health and emotional wellbeing issues, helping them to speak out. • practices anti-discrimination behaviour
3	Deal with staff issues and escalations.
4	Escalate operational matters in Board meetings and cascade key decisions and outcomes with the team leaders.
5	Ensure all staff and volunteers are trained and coached to be competent in their roles, offer the best service to our community and able to act as trusted ambassadors for MhIST.
Finance	
1	Ensure robust financial management of the Charity, including generating budgets, preparing annual accounts and overseeing all required reporting.
2	Lead and direct the financial planning, forecasting, control, reporting and management of the organisation's finances and resources, to include support for, and engagement of, directors/trustees and board and sub-groups to ensure regulatory compliance and sustainable organisational growth



3	With support from the MhIST Board executive responsibility for the financial leadership of the charity, including forecasting and strategic budget leadership.
Fundraising & Income Generation	
1	Ensure financial sustainability through the development of a robust income generation strategy to secure ongoing funding from diverse sources.
2	Cultivate and manage the relationships with new and existing key funding and delivery partners including commissioners, trusts, and corporate funders, and promote the organisation to potential major donors.
3	Write or supervise the writing of tenders, attend tender interviews and maintain and develop the relationship with commissioners.
4	Develop and maintain a healthy fundraising pipeline in collaboration with staff to enable all services to be sustainable and developed further, and new projects are introduced in line with our mission and our evolving community needs.
5	Be the main point of contact for commissioners and other funders, optimising opportunities for new growth areas.
6	Remain up-to-date with the local and national funding landscape for mental health support.
Stakeholder Engagement, Community	
1	Act as the primary spokesperson for the charity (internally and externally), representing the organisation at events, in the media, in mental health advocacy efforts, with government and peers.
2	Build and nurture relationships with funders, mental health professionals, partners, government agencies, academic institutions (such as The University of Bolton and UCLAN) and other stakeholders.
3	Networking and remaining abreast of issues, policy, risks and opportunities facing MhIST and the wider sector.

Person Specification

Essential Qualifications & Experience

1	Proven experience in a senior leadership role within the non-profit, charity, or mental health sector.
2	Experience developing and implementing strategic plans
3	Strong financial management skills including budgeting and financial reporting
4	Experience in fundraising and income generation
5	Experience working with a Board of Trustees

Desirable Qualifications & Experience

1	Knowledge of relevant legal and regulatory requirements related to mental health services.
2	Public speaking experience and experience in public relations
3	First hand experience or knowledge of mental health issues and its impacts

Skills & Competencies

1	Excellent stakeholder management skills – ability to build and nurture important relationships with a diverse range of stakeholders
2	Strategic thinker with the ability to lead and inspire others
3	Strong organisational skills and ability to prioritise conflicting demands