



**Chief Executive Officer
Appointment Brief
January 2022**

Dear Candidate,

Thank you for your interest in becoming MindOut's new Chief Executive, we are delighted that you are considering applying for this exciting and challenging role.

MindOut is the UK's leading LGBTQ+ Mental Health service run by and for lesbians, gay, bisexual, trans, and queer people. We work to improve the mental health and wellbeing of all LGBTQ+ communities and to make mental health a community concern. We do this by providing our service users with high quality and high impact services including advice, advocacy, peer support groups, peer mentoring, suicide prevention, online support, and counselling services. Our work has made a huge difference to 1,000's of people.

Over the past 20 years under the leadership of our outgoing founder and CEO, Helen Jones, we have grown steadily. This has been driven by an exceptional track record in effective fund raising and partnership working. We are in a good financial position with a stable and experienced leadership team and a committed and diverse Board of Trustees. We have built a reputation for innovative and quality services working in partnership with a diverse range of volunteers and partner organisations across the LGBTQ+ sector and local authorities.

Helen's decision to step down from the CEO role means that we have appointed an interim CEO, Emily Ballantyne, whilst we are looking for a new Chief Executive to lead the charity into the next phase of development as a national charity. This will include leading a strategic review of emerging opportunities and challenges so we can meet the LGBTQ+ communities need across the UK; demonstrating a strong commitment to inclusion and diversity, including continuing our ongoing work towards becoming an anti-racist and anti-ableist organisation; all while ensuring that our current service delivery retains its strength and supports our current service users.

In this pack, you will find information about our work, staff, mission and values. This is a unique opportunity for a motivated, strategic leader with a passion for making a huge difference for LGBTQ+ mental health across the UK.

I hope you are as excited by this opportunity as we are to meet the right person to take on this challenge and that you find this information helpful. I look forward to hearing from you.

Best wishes,

Simon Fillery, Chair of Trustees on behalf of the Board

WHO WE ARE

MindOut is run by and for LGBTQ people with experience of mental health issues. Our services are impartial, independent, non-judgmental and confidential. Service user participation is key in all aspects of planning, delivery and governance of the organisation and its services.

Our Vision is a world where the mental health of LGBTQ communities is a priority, free from stigma, respected and recognised.

Our Mission is to improve the wellbeing of LGBTQ people who experience mental health issues, reduce mental health stigma, and promote positive mental health amongst LGBTQ communities.

Our aims are to:

- improve mental wellbeing for LGBTQ people
- reduce social isolation in LGBTQ communities
- reduce suicidal distress in LGBTQ communities
- reduce stigma associated with mental health
- improve mental health services for LGBTQ people

Our values and principles are:

- MindOut is run by and for LGBTQ people with lived experience of mental health issues
- wellbeing includes all aspects of mental, physical and emotional health, across the whole range of mental health issues
- LGBTQ mental health is a collective concern for LGBTQ communities
- we work to promote equality and the diversity of our communities and the principle of accessible and safe spaces for people to meet and support each other, including our ambitions to become anti-racist and anti-ableist
- our work is co-produced by service users, volunteers and staff; this applies to research, development, design, promotion and delivery
- service users are engaged at all levels of the organisation and supported to volunteer, apply for paid work and become Trustees
- we work to continuously improve all we do
- we invest in our workforce

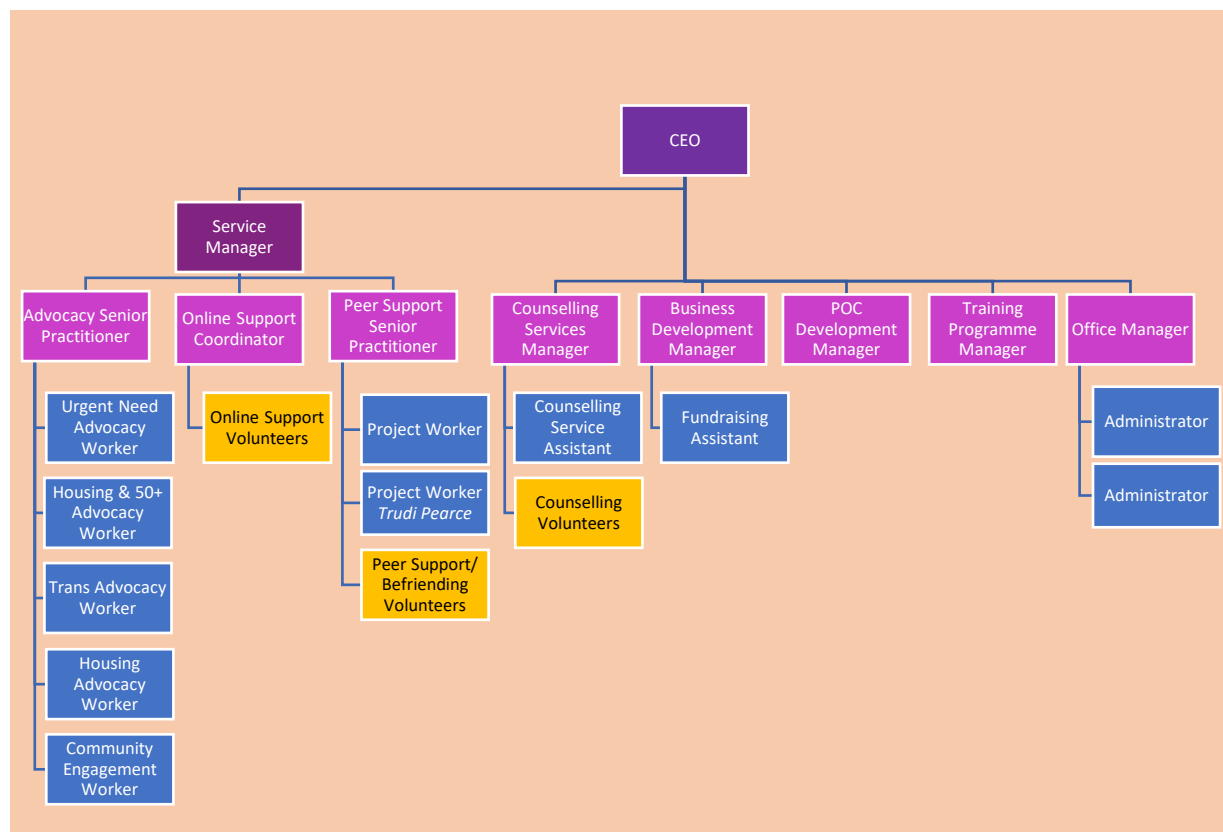
Our services include:

- advice and information
- mental health advocacy, including urgent need advocacy
- trans-specific advocacy
- peer support group work
- peer mentoring and befriending
- a low-cost counselling services
- online support
- wellbeing courses and workshops
- suicide prevention initiatives, including Out of the Blue peer support group
- social groups and outings
- LGBTQ affirmative practice training and trans awareness training

MINDOUT'S HISTORY

MindOut is 21 years old. For the first 12 years, MindOut was a project within Mind in Brighton and Hove, but on 1st April 2011 MindOut became an independent organisation, a charity and a company limited by guarantee.

Staff Team



OUR STRATEGY

MindOut is currently delivering a three-year strategy (2020-2023) that had been heavily informed by the views and contributions of services users, staff, volunteers as well as a public online consultation survey. We also took the views and thoughts of our partners, funders and other stakeholders.

The consultation revealed that MindOut is seen as a valued community asset, with a good reputation, good standard of service delivery and offers supportive employment.

It also told us that we could expand geographically, offer more welfare benefits advice, do more national and international work, expand our offer for People of Colour, people in rural areas and our online services. We could develop our publicity and do more anti-stigma work.

It is a great time for MindOut to increase the reach and impact of our life-saving work, continuing to offer a range of preventive and crisis services, while turning that potential to do more into reality.

Our Strategic Aims focuses on five outcomes:

1. Better mental wellbeing for LGBTQ people.
2. Reduced social isolation in LGBTQ communities.
3. Reduced suicidal distress in LGBTQ communities.
4. An end to stigma associated with mental health.
5. Improved mainstream mental health service provision for LGBTQ people.

The incoming Chief Executive officer will have the great opportunity to keep implementing this very impactful strategy, while having the chance to implement it with relevant, new ideas that will maximise the organisation's impact.

JOB DESCRIPTION

Job Title: Chief Executive Officer

Reports To: Chair and Board of Trustees

Responsible For: the SMT

Salary: £60-65k

Location: Brighton, BN1 3XG – 3/4 days in the office for the first few months, with the option of more flexible working arrangements afterwards

PURPOSE OF THE ROLE:

- To provide overall management and leadership for the organisation.
- To support development of governance, with the Trustee Board.
- To provide strategic direction, secure funding, ensure sound business and project planning to include national development
- To lead on horizon scanning and developing new business.
- To lead on influencing the LGBTQ mental health agenda, lobbying and campaigning both nationally and internationally.
- To represent the Charity as appropriate

KEY RESPONSIBILITIES

Governance

- To work with the trustees to support and develop the Trustee Board, recruiting new trustees and improving governance in line with the established codes of practice.
- To encourage and promote the involvement of people with lived experience as trustees.
- To undertake duties as company secretary

Strategic Development

- To lead the planning process, develop a strategic plan and the annual operational plan
- To consult with all stakeholders and identify potential long-term goals for the organisation.
- To ensure that MindOut service users are consulted about the development of the organisation
- To lead on securing new business

- To lead on influencing the LGBTQ mental health agenda, lobbying and campaigning on national and international level
- To develop MindOut's national reputation and remit

Stakeholder Management

- To lead on the development of beneficial partnerships with other LGBTQ and mental health organisations, local and national
- To advise the Trustee Board on the risks and benefits of lead and sub partner agreements
- To ensure that local and national LGBTQ community partnerships are developed and maintained

Evaluation and Quality Assurance

- To establish standards of excellence that ensure the highest quality service possible
- To ensure that service users inform the work of the organisation

Finance and Fundraising

- To develop a fundraising strategy and oversee its implementation
- To develop and maintain financial systems which ensure that trustees are up to date with the organisation's financial position
- To establish and maintain systems for accounting, budgets and day to day financial affairs

Communications, publicity and promotion

- To provide LGBTQ mental health thought leadership for internal and external audiences
- To maintain and enhance the good reputation of MindOut, to ensure all external communications, publicity and promotion reflects this
- To contribute to local, regional and national policy and service developments

General duties

- To carry out all responsibilities with regards to MindOut's Equality, Diversity and Inclusion policy and other policies
- To attend as required supervision sessions with the Chair
- To participate in relevant training and self-development

PERSON SPECIFICATION

- You will have experience of successfully leading a charitable organisation; setting and implementing a strategy and inspiring people to deliver it.
- You will have strong people leadership skills with the ability to inspire and to delegate and deliver effectively through others.
- You will have in-depth knowledge of mental health issues and the challenges faced by the LGBTQ community.
- You will be passionate about transformational change and will have experience of developing national services
- You will have experience of leading through change and bringing others with you on that journey.
- You will have in depth knowledge of charity governance and working effectively with a board of trustees.

- You will be an effective communicator both written and verbally with experience of acting as spokesperson in the media and public spaces