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| S:\NEW MINDOUT LOGOS\JPEG format\NEW MindOut new logo.jpg | **Charity Director - Job Description** | |
| Salary | Up to £55,000 p/a. |
| Hours & base | F/T open to P/T hours or Job Share. Hybrid office base Brighton |
| Reports to | MindOut Board of Trustees (supervised by the Chair of the board) |

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| **MindOut Core Purpose**  To improve the wellbeing of LGBTQ+ people who experience mental health challenges, reducing mental health stigma and promoting a positive mental health culture. |
| **Purpose of the role**  The Charity Director is responsible for overall management and leadership for the organisation, supporting the team to continually grow, develop and adapt to change. They will lead the strategic vision of the charity to deliver against it short and long term aspirations. Working alongside the Board of Trustees they will ensure the charity has the infrastructure, governance and resources in place to secure long-term, sustainable funding, develop the resilience of the charity and deliver a high quality and cost-effective services to the LGBTQ+ community. They will lead our culture and set the tone in everything they do, upholding MindOut’s values and creating space for everyone to bring their true authentic selves to work. |
| **How does this role align to our strategy?**  Our strategic priorities are:  **Delivering outstanding services** – advocacy, wellbeing, counselling, and training services all which support the LGBTQ+ communities mental health and creates an environment where they are able to thrive.  The role of the Director is to manage, assess and continually improve these services, ensuring they are of the highest quality and can be sustainably delivered in the long term. Key performance indicators of these services should be reported to the Board on a quarterly basis with any relevant commentary, action plans and decision points.  **Generating sustainable funding** – the charity has long term funding in place that is reliable and in excess of the operating costs of the origination.  The role of the Director is to oversee the organisations finances and directly contribute to fundraising efforts which secure long term financial stability. Budgets should be manged conservatively, with attention to detail, managing any associated risks and controls.  **Conserving resources though agile and cost-efficient delivery**– the charity has the right resource, skills and capabilities to deliver its operation, harnessing the power of its USP to enable long term growth.  The role of the Director is to continually assess the success of its organisational structures, looking for opportunities to create simplicity and cost-efficient resourcing. Each roles return on investment should be clearly defined and aligned to our strategic priorities. |
| **Role description**  You will have the skills, experience, sensitivity and personal confidence to oversee all the activities of the charity but will have specific responsibility for:  **Governance**   * Reporting the charities outputs to the board of trustees, identifying opportunities for improvement and making recommendations of how to address these. * To work with the Trustees to recruit and onboard new trustees. * Ensure governance structures and processes are in place, ensuring the charity fulfils statutory obligations * Ensure risk management processes are in place and implemented effectively to identify and monitor strategic and operational, with escalation to the board as necessary * Ensure the necessary policies, procedures, training, and monitoring are in place to comply with various Health and Safety, legal, financial and HR responsibilities * To undertake duties as Company Secretary for the board.   **Stakeholder Management**   * To ensure that local and national LGBTQ+ community partnerships are developed and maintained. * Owning the relationship with the Charity commissioners office and associated organisations. * Develop and maintain strong relationships with charity funders * Ensure the board have access to all the information and timely updates required to undertake their duties * To maintain and enhance the good reputation of MindOut, to ensure all external communications, publicity and promotion reflects this.   **Evaluation and Quality Assurance**   * To establish standards of excellence that ensure the highest quality service possible * Ensure the frameworks are in place to demonstrate impact of services and can be communicated effectively * To ensure that service users inform the work of the organisation * Continue to promote and encourage Diversity and Inclusion across the organisation, by strengthening our equality, diversity and inclusion policy and practices challenging systemic injustice and discrimination where we identify it.   **Finance and Fundraising**   * To own the income generation 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. * Write persuasive and successful proposals and funding applications to a diverse portfolio of funders   **Strategy**   * Own and develop the short and long term charity strategy with the Board. * Continually assess the organisation against the current strategic priorities.   Horizon scan to identify new opportunities and ensure the work of MindOut is able to respond to and meet the current and emerging needs of the LGBTQ+ community   * Keep up to date with new developments in the field of mental health and any related government policies, reviewing in line with charitable objectives and strategic direction. |
| **Strategic leadership of the organisation**   * Lead, empower and inspire the staff and volunteers creating a collaborative, transparent and safe working environment. * Ability to lead change and implement business initiatives. * Role modelling our values and leading an inclusive culture. * Lead the development, communication, and implementation of our strategic direction in partnership with Trustees and staff. * Maintain the charity’s commitment to its vision and mission, ethos and values. * Lead, motivate and support a skilled, geographically diverse staff team. |
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