



TITLE: **Chief Officer**

RESPONSIBLE TO: Board of Trustees Llanelli Mind

SALARY: £28,000-£30,000 (FTE 37 hours p.w.)

Pro-rata actual 22.5 hours a week (3 days) £17,027 - £18,243

BASED AT: The Welcome Centre, Thomas Street, Llanelli SA15 3JA

PURPOSE OF THE POST:

The Chief Officer of Llanelli Mind takes overall responsibility for running the organisation on behalf of the Board of Trustees.

The purpose of the post is to ensure that the resources of Llanelli Mind are managed effectively and according to legal requirements. In addition, the Chief Officer is responsible for ensuring that Llanelli Mind values, objectives and policies meet the needs of people experiencing mental health problems and in accordance with the standards set by the Mind Quality Mark.

SCOPE OF THE POST:

The Chief Officer has overall responsibility for the following main areas of work, some of which may be delegated:

- Strategic development and service design, delivery and evaluation;
- The development and implementation of policies and procedures;
- Financial management;
- Staff recruitment, induction, supervision and management;
- Service user involvement policies and procedures;
- The Statutory responsibilities attached to the post of Company Secretary.

MAIN TASKS:

1. Strategic development; service design, delivery and evaluation

- a) With the cooperation of the Trustees ensure the strategic development of the organisation is implemented. This includes the development of new services and ensuring that they are sustainably funded.
- b) To conduct the ongoing review of existing services to ensure that they continue to be fit for purpose, meet objectives and needs and deliver high quality in line with best practice.

- c) To lead on liaison with funders and other partners such as the Health Board, County Council and other Third Sector and independent bodies/ organisations.
- d) To be involved in the membership of working parties, groups and committees, run by, or in conjunction with, statutory services or other partners.
- e) To act as the key liaison with Mind Cymru and/or Mind as appropriate.
- f) To lead on the monitoring and evaluation of services in accordance with the requirements of funders and to ensure that services remain relevant to the needs and wishes of service users.

2. The development and implementation of policies and procedures

- a) To lead on the development and ongoing review of policies and procedures to ensure that Llanelli Mind offer the best practice in its provision of services to mental health service users, meets legal and insurance requirements and Mind's Quality Mark.
- b) To ensure that policies and procedures are adopted and correctly used throughout the organisation and staff get appropriate training.
- c) To ensure that policies and procedures are regularly reviewed and at least updated annually, or as required.
- d) To lead on developing and maintaining the Employee Handbook ensuring that all staff are aware of all procedures, including those for resolution of disputes, warning and dismissal procedures, staff grievance procedures and Health and Safety issues.
- e) To ensure that disputes are dealt with in accordance with current legislation and policies.

3. Financial management

- a) To take overall responsibility for the financial management of the organisation, including setting and monitoring budgets and ensuring that funding is used in accordance with legal requirements and policies and procedures.
- b) To ensure that all projects/services are appropriately funded, including setting project budgets, making applications for funding and negotiating with funders where necessary.
- c) To work with the organisation's appointed accountants to ensure best practice in financial management and compliance.

4. Staff recruitment, induction, supervision and management

- a) To ensure that staff recruitment and selection takes place in accordance with Llanelli Mind's policies.
- b) To ensure that all staff receive an induction and are trained for the work they carry out for Llanelli Mind and they fully understand its policies and procedures.
- c) To ensure that volunteers working with Llanelli Mind are capable to undertake their roles and receive induction and training in accordance with Llanelli Mind's policies and procedures.

- d) To ensure that all legal requirements are met in relation to the employment of staff and use of volunteers.
- e) To provide management and professional support and supervision to Llanelli Mind Management Team.
- f) Where necessary, for example in the absence of the above to provide professional support and supervision to operational and support services staff.

5. Service user involvement policies and procedures

- a) To ensure that Llanelli Mind's Service User consultation and involvement policies are implemented as appropriate.
- b) To take responsibility for ensuring that service users or former users wishing to become Trustees receive appropriate information, advice and training for the role.
- c) To ensure attendance at meetings with service user groups as appropriate.

6. The responsibilities of being Company Secretary

- a) The Chief Officer will act as Company Secretary for all legal purposes for Llanelli Mind as a Company Limited by Guarantee and as a registered Charity.
- b) The Chief Officer will be responsible for reviewing the Company status of Llanelli Mind in the light of legislation and advise the Trustees of their legal responsibilities pursuant to the Charities Act 2006.
- c) To discharge all duties pursuant to the Charities Act 2006 in respect of notifications to the Charity Commission and Companies House.
- d) The Chief Officer is the Registered Data Controller in relation to Data Protection legislation and lead signatory for DBS disclosure checks, unless these tasks are delegated with the approval of the Trustees.

7. General

This Job Description covers the principal responsibilities and duties of the role of Chief Officer of Llanelli Mind. However it may be necessary on occasion for that person to act outside the definition of the immediate job description. In such cases this will be agreed with the Chair of the Board of Trustees, as line manager and with the approval of the Trustees.

The Chief Officer stands as professional advisor to the Board of Trustees and will need to be flexible in his/her approach to the role. Hence, some evening and weekend working and travel across the Mind Cymru and Mind network may be required.

TERMS AND CONDITIONS OF EMPLOYMENT

The post is subject to all Llanelli Mind's current staff terms and conditions of employment.