

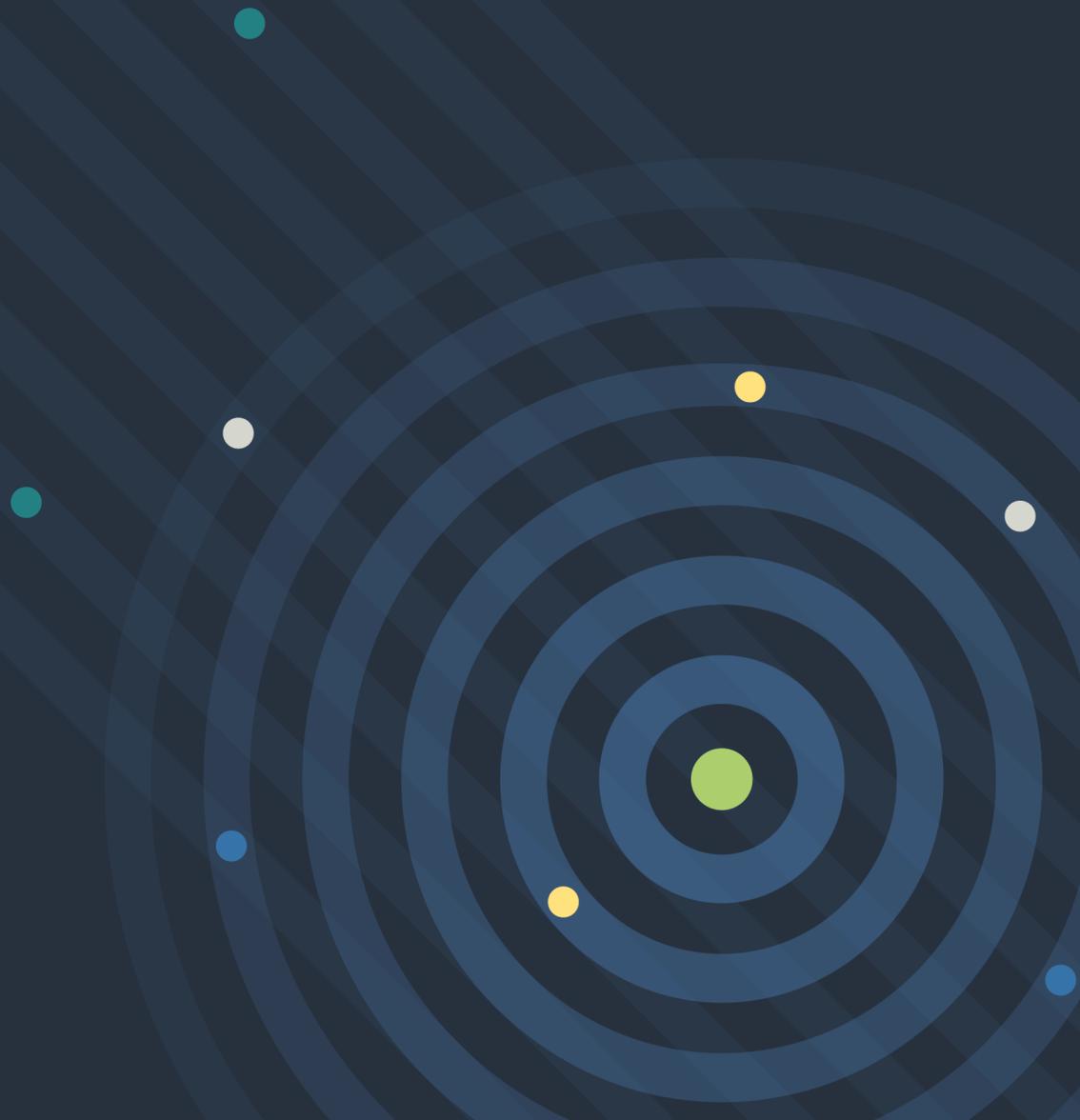
# Attenti

Executive Recruitment Services

## Together for Mental Wellbeing

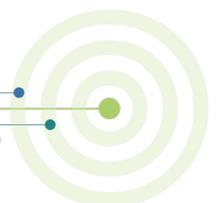
### Director of Resources

### Appointment Brief



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## Introduction from Linda Bryant, Chief Executive

I am delighted that you are considering applying for the role of Director of Resources at Together for Mental Wellbeing. Since Together was formed in 1879, we have believed that people with mental health issues have the right and the abilities to lead independent, fulfilling lives as part of their communities. We offer a wide variety of support services to help people deal with the personal and practical impacts of mental health issues, from one-to-one support in the community to supported accommodation.

The people who use our services are at the heart of everything we do – they influence and shape the support they receive from us and the way our services and the organisation is run. We currently work with around 5,000 adults every month via 80 projects throughout England, but we aspire to reach many, many across the nation. Our charity has already made significant progress but there are still plenty of challenges ahead. We are excited about our future – we have recently moved into a new head office, currently developing a new five strategy and also strengthening our governance. Our aspiration is to continue to develop the infrastructure of the organisation – reaching out to more service users, growing our accommodation services, increasing our income via new and creative partnerships, and to communicate effectively with all our stakeholders.

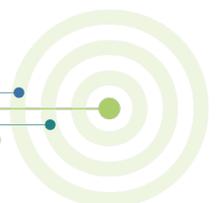
As Director of Resources, you will play a key leadership role in shaping the organisation and realising our ambitions. This role will be critical in ensuring the conditions for our future success, advising the Chief Executive and the Board of Trustees on developing innovative, up-to-date and well-planned corporate solutions that shape our Finance, IT and the strategic approach to housing and property management.

An experienced and qualified senior finance professional with strategic level expertise, you will be a collaborative leader who will work across your functions and beyond to leverage the overall performance of the organisation. You will be a rigorous, clear thinker who will help move our organisation through a new stage of development and who understands that our beneficiaries are at the heart of everything we do.

I do hope that having read through the information pack you will decide to apply, but if it prompts any questions or you would like to explore particular aspects, please feel free to contact David Fielding, Managing Partner of Attenti on 07810 507 235



**Best Wishes**  
**Linda Bryant, Chief Executive**



## About Together for Mental Wellbeing

### Our vision

Our vision is a world where each individual can play their part in breaking down the barriers that exist through ignorance and lack of understanding, and where everyone can live their life without prejudice.

### Our mission

Together's mission is to be the first choice for service users looking for quality, personalised services. We are trusted for our expertise in service user involvement and leadership. We will value and encourage service users' contributions to every aspect of our work, working alongside them as they lead their journeys towards greater wellbeing. We will demonstrate that service user involvement works to improve people's mental health, whatever their life situation and no matter how severely they are affected.

### Why what we do is important

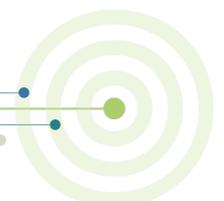
Experiencing mental distress is frightening and can lead to long-term disadvantage. Mental illness still carries a stigma and people experiencing it describe negative reactions from others in society. Families and friends can also find it very difficult to know how to help. This can lead to exclusion from employment, social activities and ordinary aspects of everyday life.

A very small percentage of people with serious mental health needs are in employment. For some people, a long-term reliance on welfare benefits leads to poverty and to a loss in confidence and self-esteem. It is a tragedy that the immense talents of many thousands of individuals are lost to society and people's aspirations to be active members of their communities are denied. Without the scope to be involved in everyday activities and to feel valued, life can be very lonely. However, we know that when people receive support to take control of their lives and to lead their own recovery, the outcomes can be very different. Most people can go on to lead active, happy and successful lives and be valuable members of their communities.

Together offers practical support and a range of quality services to help thousands of people to live without prejudice, one person at a time. This is our founding principle and continuing ambition. Together works alongside people by using approaches to involvement and leadership that promote and support their wellbeing. We work with particularly excluded and disadvantaged people and those facing the greatest stigma. We promote the value of lived experience by involvement, leadership and the impact of peer support.

You can find out more about us by visiting our website [CLICK HERE](#)

For a copy of our Annual Report (2016-17) [CLICK HERE](#)



## Our Values

### Individual centred and holistic

We always take people as they are, seeing beyond their diagnosis. When we support people, we take into account every aspect of their lives. We aim to support social, emotional, physical, spiritual and economic wellbeing.

### Choice

We adapt to reflect people's changing circumstances, knowing that the quality of the journey to wellbeing is what's important. People's hopes, aspirations and ideas influence all our work and determine our future – we do our best to meet individual needs, whether they are traditional or innovative.

### Valuing and involving

Everyone is important to us – those who work for us, those who use our services, people in local communities, supporters, carers and those who work in partnership with us. We value difference and want everyone to be treated with personal dignity and respect, free from discrimination or harassment. We believe everyone has a positive contribution to make to wider society and we encourage those who have experienced mental distress to take their rightful place.

### Quality

We aim for high standards in all we do. This means that our business is conducted with openness, honesty and accountability. We aim to be efficient and effective.

### Future positive

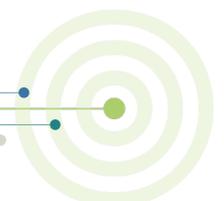
We believe that everyone has the potential to achieve personal fulfilment and an improved quality of life. Mental distress can be heartbreaking and life-altering, which makes it so important to appreciate and enjoy those things that bring happiness. We celebrate courage and achievement. We expect life to get better.

### Working alongside

Everyone needs to feel able to cope with everyday life to enjoy a feeling of personal wellbeing, which is rarely the same for two people. However, we know that anyone can experience mental distress at some point in their life – severely, enduringly or temporarily. Our aim is to work alongside each individual in a way that helps them through the period of distress to achieve a feeling of wellbeing.

### Listening, learning and adapting

We embrace the specific expertise brought by people who use mental health services and embed their voice into the way we work, always adapting our decisions to meet their best interests. We listen to all our stakeholders and translate best practice into action.



## Our goals for the future

**To grow the organisation and expand the support we provide by retaining and refreshing current service contracts and developing new services within a sound financial framework.**

- Invest in relationships with new commissioning structures and local plans.
- Services will be in line with Together's values and beliefs and the aims of service users, and be financially viable.
- Services will evolve to meet the changing aspirations of the people who use them.
- Engage positively with a range of partners.

**To support the most vulnerable people and those facing the greatest stigma by providing the next step in support for people moving from secure or locked services.**

- Emphasise increasing choice and control, promoting independence and supporting community engagement.
- Use self-directed support to help service users to plan and implement the next stages in their lives.
- Provide highly flexible packages of support in the environment most suited to the person.

**To provide high-quality accommodation with support at a fair price and with recovery-based outcomes.**

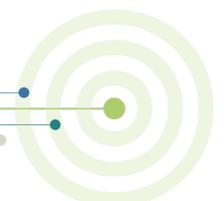
- Ensure consistent, personalised, quality support and clear outcomes that are valued by service users.
- Provide a high-quality physical environment that reflects our values and affords respect and privacy.

**To expand services to people with mental health needs who are also involved with the criminal justice system.**

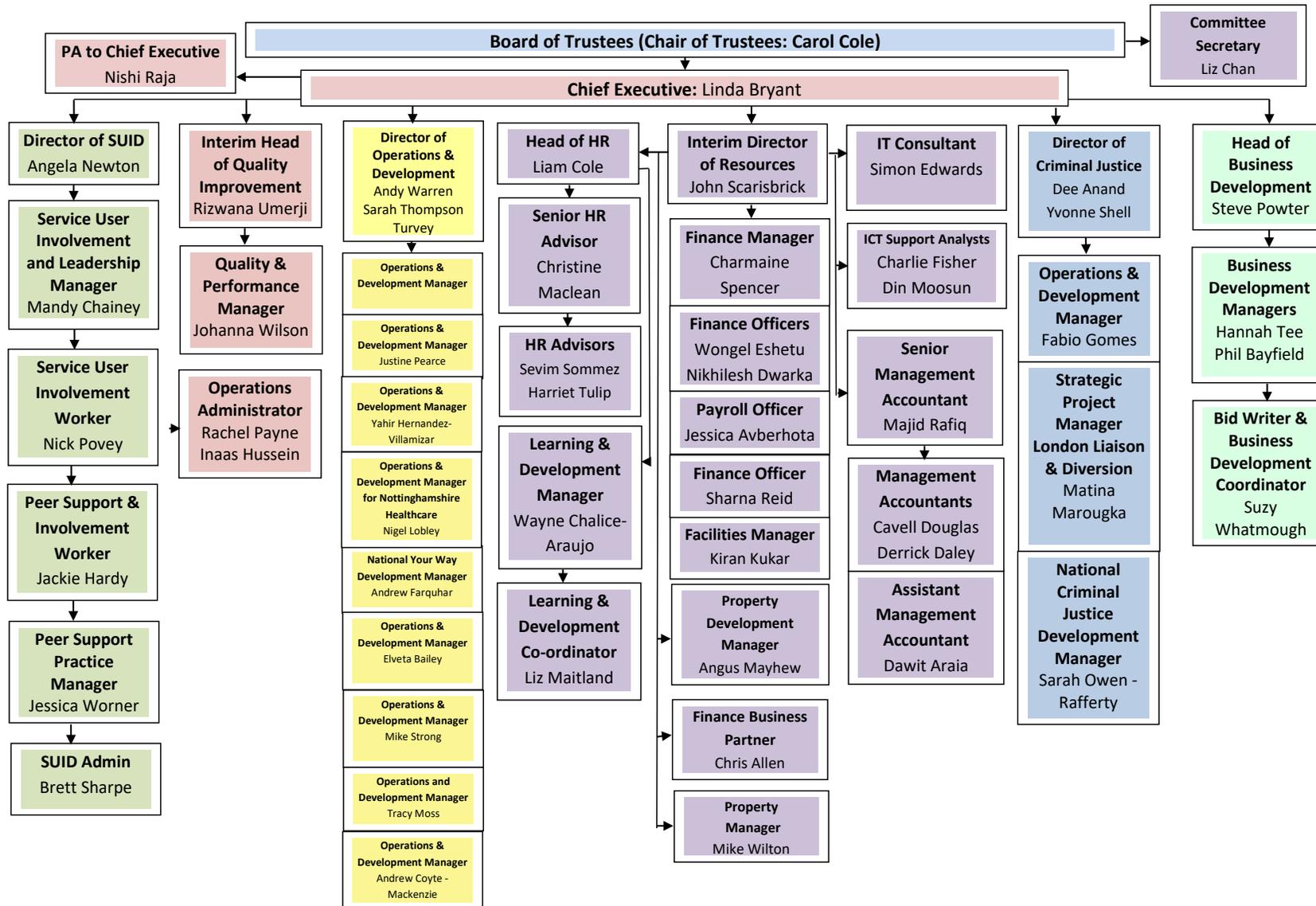
- Engage in the pathway that includes street triage, liaison and diversion in courts and police settings, probation services and provide support to individuals to re-engage with their communities.

**To reach more people in a community setting in a way that promotes independence, peer support and leadership.**

- Ensure that services can be purchased by individuals in a flexible way. Make services available to people wishing to self-fund.
- Provide services to people in need and who meet Together's criteria. Ensure on-going development and evaluation of our Your Way model



# Our Structure



## Role Description

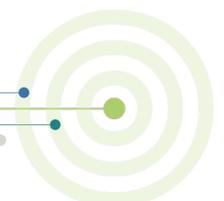
### Overall purpose of the role

As a key member of the Executive Team to provide strategic leadership, direction and performance of the organisation's finance, IT, property and housing corporate functions, together with overall governance oversight as Company Secretary. Contribute collectively as an Executive Director to on-going strategy development and delivery in addition to the collective leadership of the day to day operations and performance of the Charity.

### Key Accountabilities and Responsibilities:

#### Finance

- Lead the provision of financial expertise and input to the charity's strategic and business planning process.
- Direct the annual budgeting process, ensuring budgets are owned and understood locally and that overall they reflect the charity's priorities.
- Ensure that the annual report and accounts are prepared on time and that they adhere to the requirements of the Charity Act, SORP and best practice. Liaise with the charity's external auditors.
- Ensure the monthly I&E management accounts are produced in a timely fashion to allow managers and trustees to monitor the financial standing of the charity.
- Manage the charity's cashflow and reserves and provide information to other managers and trustees. Deal with the charity's banking links regarding cashflow and negotiate bank loans, overdrafts and investment of reserves.
- Report to and advise the senior management team and trustees on all financial matters in Trustee Board, Finance & Audit Committee, CMT and other meetings. In particular, keep the chief executive and trustees fully informed of all financial issues.
- Ensure that the finance department keeps proper records to monitor income and expenditure; correctly processes salaries and agency fees; and accurately records tangible fixed assets, other assets and liabilities.
- Ensure the charity's pension schemes are properly managed and that Together with the trustees and chief executive, make any changes needed to the schemes to ensure that staff are adequately provided for at fair cost.
- Negotiate annual insurance premiums to ensure the charity is properly insured at reasonable cost.
- Make recommendations and negotiate financial arrangements for capital projects. Undertake financial project management of major projects.



- Prepare costings and ensure that charges for the charity's services are set realistically with the intention of full cost recovery.
- Ensure robust bidding processes are in place with appropriate scrutiny, governance and decision –making, reporting as required to the Chief Executive and the Board.
- Act as lead officer for the Finance and Audit Committees (sub-committees of the Board of Trustees).
- Oversee the acquisition and disposal of Together's fixed assets in line with the needs of the charity and in accordance with relevant regulations and practices.
- Ensure the charity has an effective internal audit function and lead the relationship with External Auditors, providing support to the Audit Committee.

## Information Technology (IT)

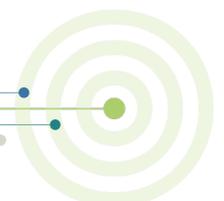
- Take responsibility for ensuring the charity's IT and management information systems meet strategic and operational need.
- Oversee the relationship with any outsourced suppliers of IT support, monitoring performance against objectives.
- Put in place disaster recovery plans to ensure that the charity can continue to function effectively.

## Property & Housing Management

- Ensure that there is a property & housing management strategy that corresponds with the overall organisational strategy and operating plan with clear, deliverable outcomes. Monitor and report on progress against the objectives.
- Manage asset acquisition, disposal and refurbishment in line with this strategy
- Manage capital cash flows relating to property activities including negotiating loans as appropriate.
- Oversee work relating to buildings maintenance of projects for which the charity has responsibility. Ensure that adequate steps are taken to protect and maintain the fixed assets of the charity.

## Risk

- Act as the executive lead for risk and produce and maintain the corporate risk register and associated action plans
- Deal with external advisors with regard to taxation, project finance, accounting and legal matters.



## Person Specification

### Knowledge and Experience

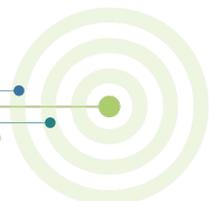
- Substantial senior leadership experience, with demonstrable evidence of leadership across the areas of Finance, IT, Property and Housing Management.
- Qualified accountant with significant PQE, preferably with previous experience in the charities sector.
- A track record of high level strategic decision making, financial planning and strategy implementation.
- Proven success in the delivery of business plans and budgets, and in the area of risk management and continuous development.
- Experience of embedding effective workforce planning to support delivery of the organisation's strategic and operational plans.
- An ability to develop policy and to lead the delivery of organisational goals, visions and values.
- Vision in using new technology to maximise efficiency and effectiveness across the organisation.

### Skills and abilities

- Strong analytical skills with high standards of accuracy, utilising detailed financial information to support strategic organisational decision making.
- Strong strategic planning and implementation skills, including demonstrable experience of successful programme and project management skills.
- Good business acumen and confidence in dealing with people.
- Excellent people leadership abilities, including well-developed coaching and facilitation skills and the ability to empower staff across and within teams.
- Good interpersonal skills and an ability to explain non-financial issues in a clear and concise manner, inspiring confidence and enthusiasm with non-financial management, staff and Trustees throughout the organisation.
- Highly developed communications skills, both verbal and written, with strong IT skills.
- Good planning and organisation skills, with an ability to prioritise effectively and to achieve deadlines.
- An ability to build strong working relationships with internal and external stakeholders and partners.
- Able to demonstrate a high level of personal integrity and a strong focus on personal accountability to deliver effective outcomes.

### Leadership Style and Attributes

- Provides clear and strong leadership with a flexible and agile attitude.
- An empathy with the aims of the charity and a strong understanding of the organisation's core values and ethos
- Possesses a high degree of integrity and corporate spirit.
- Is a strategic and innovative thinker.
- Is proactive, robust, rigorous and constructively challenging

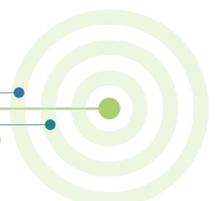


## Terms and Conditions

- This is full time role based at our HQ (5 minutes from Lambeth North station; 10 minutes from Waterloo mainline station)
- Salary £85K PA plus a geographical allowance of £3,630
- 25 days annual leave plus bank holidays, increasing by one day per annum up to a maximum of 30 days
- Contributory pension scheme (up to 6.5 % matched)
- Life assurance
- Enhanced maternity, adoption and paternity policies
- Agile, flexible working
- Occupational sick pay scheme
- Season ticket loan

## Timetable

Sunday 18 <sup>th</sup> November	Closing date for all applicants
w/k 19 <sup>th</sup> and 26 <sup>th</sup> November	Preliminary Conversations at Attenti
w/k 3 <sup>rd</sup> and 10 <sup>th</sup> December	Informal meetings and conversations at Together
w/k 3 <sup>rd</sup> and 10 <sup>th</sup> December	Due diligence
Wednesday 19 <sup>th</sup> December	Final Meetings



## How to Apply

If you are interested in applying for this role, please do so via the Attenti website:

<http://www.attenti.co.uk/TogetherDR>

Please ensure you provide the following:

Please ensure you provide the following:

- A supporting statement. This should clearly set out how you meet each of the criteria set out in the person specification. You should provide evidence in your statement; and not simply a broad claim to have done it - give us examples and dimensions; tell us what this achieved and how it helped meet your organisations' goals.
- A comprehensive CV including details of your achievements in each role.
- Details of two referees, one of whom should be with regards to your current or most recent board level role, and let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent.

Please ensure that you indicate in your application any dates when you will not be available, or where we might have difficulty in contacting you.

All applications will be acknowledged.

Attenti will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

**Please let us know of any accessibility accommodations you may require.**

Closing date for applications is the **18<sup>th</sup> November 2018**.

For an informal and confidential discussion, after having read the appointment brief, please contact our advising consultants Jim Banks on 07787 004 768

[Jim.Banks@attenti.co.uk](mailto:Jim.Banks@attenti.co.uk) or David Fielding on 07810 507 235

[David.Fielding@attenti.co.uk](mailto:David.Fielding@attenti.co.uk) at Attenti.

