

Chief Executive Officer



 **mind Bristol**



Welcome from The Chair

As Chair of Bristol Mind and on behalf of our Board of Trustees, I am delighted to introduce this opportunity to join our charity at such an important and exciting point in our journey.

Over recent months, we have come together to co-create an ambitious new strategy. The result is a strategy that is bold and inclusive.

Importantly, this strategy is ready to be implemented, making this a particularly exciting time to join us. We are now looking for a CEO who can help bring this shared vision to life and lead the organisation into its next chapter with compassion, clarity and ambition.

Our next CEO will play a key role in building on the strong foundations already in place.

If you are excited by the opportunity to work alongside passionate people, lead with purpose and help shape a more inclusive future for mental health support, we would be delighted to hear from you.

About Bristol Mind



We are:

- A local, independent charity working at the heart of our community to offer equity based, inclusive and accessible mental health and wellbeing support.
- Responsible for our own funding, so when people donate to us their money benefits people who live in Bristol.
- Part of a network of local Minds in England and Wales and work in partnership with the Federation of National Mind and the Southwest Minds.

We provide:

- InfoLine telephone information and advice service.
- MindLine confidential telephone listening support.
- Meeting Minds 121 counselling, with LGBTQIA & Neurodivergence streams.
- Community Wellbeing: targeted services for minoritised and low-income communities including sanctuary seekers and victims of hate crime/ discrimination.

We believe:

- Everyone should have access to compassionate and inclusive support.
- Culturally informed support is required for the dignity of all.
- All services need to be people centred and trauma informed.

Co-located within the Citizen's Advice Bristol building on Fairfax Street in Central Bristol. This is a dynamic environment and both organisations are working to ensure service-users can benefit from our collective services.



Our Values:

Mental health is about more than getting by. It's about living with dignity and hope.

In a place as diverse as Bristol, we value people's potential and take their experiences seriously, so everyone has a chance to flourish, we do this by offering respect, encouraging confidence, and by walking alongside people as they take steps towards better circumstances or towards a better situation.

Mission:

We are here to listen to, encourage and empower the people of Bristol and surrounding areas, so they feel valued and accepted. We offer inclusive and accessible telephone support, counselling, advocacy from those with lived experience, and wellbeing activities. We're working to build a more compassionate and resilient community.

Reports directly to:

Chair of the Board

Responsible for:

Senior Management Team (Head of Finance and Central Services, Head of Clinical Services, Head of Operations. Line management for - Training & Partnerships Coordinator.)

The CEO will be responsible for:

- The overall leadership, management, and performance of Bristol Mind.
- Ensuring that everyone who uses and needs our services are treated with respect.
- Leading and motivating a high-performing Senior Management Team (SMT).
- Working with SMT and the Board to deliver, review and evaluate our strategic plans.
- Representing Bristol Mind externally with all key stakeholders across the geographical area.
- Developing a thorough understanding of the local profile, identifying areas for improvement, development and growth.

Key Responsibilities:

- Lead and implement the recently co-produced strategy for 2026 – 2029.
- Embed EDI as a strategic priority within all aspects of our service delivery plans.
- Draw on sector insight to ensure we remain at the forefront of mental health advocacy.
- Develop and lead funding opportunities across our geographical area.
- Identify key future areas for development and/or partnership opportunities to deliver our strategic intentions.

Governance and Board relationship:

- Work closely with the board of trustees to ensure effective governance and decision-making.
- Manage the charity in accordance with its mission and policies as directed by the Board of Trustees.
- Function as the primary point of accountability to the board and relevant regulatory bodies (including the Charity Commission).
- Provide Board Assurance on Performance Management, Quality and Risk Management.
- Advise the Board on significant strategic decisions, including potential partnerships and organisational change.
- Support the Board in ensuring we continue to build an inclusive organisation that reflects and engages the wider community.

Organisational Leadership:

- Lead, support, and inspire a staff team of approximately 20 staff & 85 Volunteers.
- Foster a collaborative, kind, inclusive and values-driven culture based on our values.
- Provide clear leadership to the SMT, to support the implementation of the strategic priorities.
- Ensure appropriate lines of accountability alongside an approach that allows space for team members to lead in their areas but also supports / acts as a sounding board when needed.
- Ensure all staff and volunteers understand and are inspired by our values and strategy and know how their work contributes.
- Develop an in depth understanding of the diversity of needs of the communities we serve and ensure co-production and lived experience are integral to service development and evaluation.

External Engagement and Influence

- Represent us with external partners, funders, policymakers and the wider sector.
- Strengthen and expand strategic partnerships across the geographical area.
- Champion our mission and influence key stakeholders including: the Local Mental Health Strategy for BNSSG area and the new Integrated Care Partnership; National Mind Strategy; and the NHS Plan.
- Act as a senior spokesperson developing our public profile and brand in a way that develops and maintains constructive and high-value alliances, partnerships and networks with all principal stakeholders and supporters.

Finance and Organisational Planning

- Identify and agree organisational objectives, develop strategic and operational plans, and lead their implementation with a prominent level of autonomy, while reporting to the board.
- Oversee organisational planning, budgeting, prioritisation, and resource allocation to ensure delivery against strategic goals.
- Ensure we build sustainable funding to deliver against agreed budgets and strategic priorities.
- Maintain strong financial oversight and accountability, ensuring we operate within budget and deliver across all agreed objectives.
- Monitor organisational performance against agreed deliverables, evaluating outcomes and adjusting plans where necessary to mitigate risk or adverse consequences.
- Ensure robust fiscal management, operational planning, and effective use of organisational resources across multiple programmes and projects.
- Delegate effectively through senior leadership and management structures, maintaining a medium- and long-term strategic focus.

Fundraising and External Income Generation:

- Develop and lead an organisational fundraising strategy to secure sustainable and diversified income streams.
- Work with the board, SMT and fundraising staff to identify new and unrestricted funding opportunities and strengthen long-term financial sustainability.
- Build and maintain strong relationships with funders, donors, strategic partners, and philanthropic stakeholders.
- Successfully secure and oversee fundraising contributions to meet a target set annually with the Board.
- Provide Line Management to the finance and fundraising staff.

Essential criteria:

- Experience at CEO level or substantial leadership position in a mission led organisation – voluntary, public or private.
- Commitment to co-production and lived experiences being at the heart of strategic decision making.
- Experience of reporting to/working with a Board of Trustees.
- Developing and leading income generation strategies.
- Excellent communication skills – internal, external, in the media and digitally.
- A natural relationship builder with strong EQ as well as IQ.
- Experience of embedding EDI strategies into day-to-day practice.

Your skills, abilities, and personal behaviour:

- Excellent strategist, able to turn visionary thinking into clear plans which can be clearly understood and executed.
- Experience of / ability to create and lead a high performing senior management team.
- Knowledge of government funding and influencing structures.
- Ability to manage a financial strategy and budgets, including delivering efficiency and value (in addition to managing, monitoring, and reporting).
- The ability to develop and manage a high level of personal visibility and credibility.
- The ability to build networks at senior level and within diverse communities.
- Excellent interpersonal and communication skills.
- Able to communicate complex information and directives to internal and external audiences including the NHS, commissioners, and diverse communities.
- Skilled in collaborative working, with proven partnership, networking, and negotiation skills.
- An initiative-taker, resilient, flexible, and able to work effectively under pressure.

Knowledge and Experience:

- Substantial experience of collaborating with disadvantaged communities, with a practical understanding of the regulatory context and the role of diversity and equality of opportunity in overcoming barriers to social inclusion.
- A strong appreciation of the local and national drivers in mental health and wellbeing.
- Knowledge of the multi-agency context in which Bristol Mind works, including legal and regulatory frameworks and the roles and accountabilities of stakeholder / partner organisations including the Mind Federation.

Skills and Abilities:

- Outstanding leadership skills with the ability to develop and implement organisational vision and strategic plans effectively.
- Strong organisational change skills, with the ability to bring about culture and behavioural change.
- Highly effective interpersonal, influencing and communication skills with the ability to gain the trust and confidence of stakeholders quickly, maintain positive / high value alliances, and tailor messages for different audiences.
- Sharp strategic planning skills with the ability to distil key messages from broader management information and present it in meaningful ways for staff, the Board, and stakeholders.
- Sound organisational and project management skills with the ability to translate strategic plans into key performance indicators.



Recruitment Timeline

Closing date - Friday June 26th 09:00AM

Preliminary interviews – w/c July 6th

Candidates who are invited to preliminary interview may be given short notice to attend but should be aware that these interviews will be held by remote means with a Trustee for 45 mins

Agreement of the final shortlist - by Friday July 10th

References taken up for shortlisted candidates to follow shortlist (with full permission)

Final interview - w/c July 20th at Bristol Mind office

This will include meeting staff, volunteers and service users and delivering a presentation

If you have queries please contact:

Linda.O'Sullivan@bristolmind.org.uk

Terms of Appointment

Salary - £60,000 - £65,000 p.a

Pension Contribution -

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). 6% employer contribution.

Annual Leave Entitlement -

25 days plus bank holidays, increasing to 26 after three years of service and to 27 after five years' service.

Location -

Fairfax Street, Bristol with travel across the area.

Contract -

This is a permanent full-time appointment.

Equal Opportunities Statement -

We are an equal opportunities employer.

Privacy Notice -

We at Bristol Mind want to assure you that your privacy and the security of your data is a top priority.

How to apply

To make an application please send the following to jobs@bristolmind.org.uk by Friday June 26th - 09:00AM:

Your CV (no more than 3 sides)

A supporting statement that sets out why you think this role is the right move for you and how you meet the criteria (no more than 2 sides) with details of two referees who we may contact at a later stage of the process (with your consent).

We welcome applications from candidates of all backgrounds and are committed to building a diverse and inclusive organisation.

