



Job Description

Head of Charitable Activities

Location: The role is based at the Trust's office in West Berkshire although our flexible working policy offers a blend of home and office-based working

Accountable to: CEO

Responsible for: Training and Programmes Manager, Resources & Volunteer Officer, Training and Evaluation Assistant, PCPS Manager, PCPS Officer, freelance Mental Health Trainers, Speakers, Associates and Volunteers

Start date: As soon as possible

Hours of work: 35 hours/week, permanent, with flexible and hybrid working arrangements available

Salary range: £40,000 - £46,000 FTE, depending on experience

Purpose

To support the CEO and senior team in expanding the Trust's reach and impact, growing the Charlie Waller brand and mission, and realising the Trust's vision.

About the role

The Head of Charitable Activities post is a new, strategic role for the Trust. Over the past six years the Trust has grown significantly. The role will oversee and coach a team delivering training, programmes, projects and strategies that have a positive impact on the lives of young people and those with responsibility for them, as well as wider society.

This role offers breadth and variety, as it will lead and support the development of programmes, projects and functions that are at different stages: some are already well-established and sector-leading in their scale and impact; others are innovative with major potential to grow and develop; some have had a short hiatus due to the pandemic.

The role will also have the scope for the postholder to make their mark by overseeing the development and planning of new programmes and projects from scratch and pilot stage.

About us

The Charlie Waller Trust was created by the Waller family in 1997 in response to the loss of their son and brother Charlie who tragically took his own life whilst suffering from depression.

We have since become one of the UK's most respected mental health charities. Our overarching mission is to educate young people and those with responsibility for them - so parents and carers, teachers, college and university staff, employers, GPs and practice nurses - about their mental health and wellbeing.

We aim to improve their understanding of mental health, to give them the knowledge and skills to look out for and support themselves and those around them, and to give them greater confidence in talking openly about the subject.

The Charlie Waller Trust is a great place to work, with a small, employed team and over 40 freelance mental health trainers, speakers and experts.

About our team

The Charlie Waller Trust is a great place to work. We care about mental health and wellbeing in our team and have a positive, enabling workplace culture. Our values drive our work:

- **Warm:** Positive personal connections are central to mental health; we aim to reflect that in all our relationships with beneficiaries, supporters, staff and volunteers.
- **Empowering:** We support all those we work with, and who work for us, to use their minds, hearts, energy and creativity to fulfil their potential.
- **Collaborative:** Partnership and cooperation are at the core of our work; we seek the views of those we wish to support and aim to put them at the centre of our activity.
- **Compassionate:** We recognise vulnerability in ourselves and others, especially where there is more than one reason people may be vulnerable to mental health problems, discrimination or inequality.
- **Open:** We believe in being honest about the way we work, our aspirations and where we need to improve; openness and good communication are key to good mental health.

Key responsibilities

- Work closely with the CEO to ensure the efficient execution the Trust's short-term priorities and long-term strategy.
- Provide line management, mentorship and coaching to direct reports, empowering these colleagues to achieve their objectives and progress their personal development goals.
- Work closely with our programme directors (who provide clinical and professional leadership) and our team of freelance mental health trainers, experts, Speakers, Associates and Volunteers.
- Support our programme directors in implementing the key areas of our charitable delivery.
- Oversee the delivery of programmes and projects, ensuring they meet agreed aims and objectives and providing data for reporting to funders.
- Working with the senior team to lead the organisations thinking on the future development of existing programmes and projects.
- Develop, deliver and evaluate budgets and maintain appropriate finance procedures.
- Lead the development, implementation and monitoring of our programme and project management system.
- Support the development of sustainable funding and delivery models and capacity planning for functions of responsibility.
- Oversee the impact measurement and evaluation approach of direct work, making sure that appropriate quality monitoring and evaluation processes and systems in place, continually learning and improving, reporting regularly to the board, funders and other stakeholders, and can clearly demonstrate impact.
- Ensure that our equality, diversity and inclusion strategy is embedded throughout our operational delivery.

- Ensure our policies, and our approach to recruitment, onboarding, professional development and retention of freelance team members, are appropriate and fit for purpose.
- Always ensure compliance to data protection, safeguarding, confidentiality and relevant organisational policies and procedures.
- Implement actions identified in the risk register in liaison with other members of the senior team.
- Other duties as may be reasonably prescribed by the trust, appropriate to the grade and responsibilities of the post.
- Attend regular team meetings with colleagues.
- Personal learning development and keeping up to date on research, relevant legislation, policy and practice, and other literature relevant to the role.

Person specification

The successful candidate will likely have the following competencies and experience but not necessarily all. If you feel that you are a strong candidate, please do still apply.

Experience

- Experience of working at a senior level in a similar organisation
- Proven line management experience
- Experience of developing operational plans to meet strategic aims
- Project management skills and experience, including managing multiple projects simultaneously
- Experience of representing organisations in different internal and external settings
- Experience within the charity/not-for-profit sector
- Experience of reporting to a board of trustees
- Experience of change management
- Experience of remote team management
- Awareness of mental health issues affecting a wide range of people
- Experience of managing budgets and financial performance at a senior level
- Experience of freelancer/sub-contractor management

Skills and knowledge

- Excellent written and oral communication skills, with the ability to communicate complex ideas well in writing and verbally
- Leadership skills
- Excellent interpersonal skills to enable building of effective relationships, both internally and externally, with confidence in negotiation, influencing and sustaining relationships
- Rigorous approach to risk management
- Ability to diagnose organisational strengths and weakness and suggest solutions as required
- Analytical and strategic thinking skills, able to horizon-scan, understand the Trust's place in our sector and use information, data and analysis to support continuous improvement and identify new approaches and services
- Knowledge of effective monitoring, evaluation and impact measurement
- Abilities and willingness to learn to use relevant software and applications (such as Teams, SharePoint, OneDrive, Umbraco, Dynamics365, Microsoft Office)

Personal Attributes

- High degree of integrity and openness
- Values diversity and difference
- High level of work organisation, self-motivation and drive for performance

- Proactive, problem-solving abilities, able to find constructive solutions to systems and issues which affect programmes and projects, and foster a culture of continuous learning and improvement
- Passionate, positive and enthusiastic about mental health across the lifespan with a specific focus on children and young people and those around them
- Self-awareness and resilience particularly when under pressure or dealing with difficult situations
- Creativity, flexibility and confidence to suggest new ideas
- Ability to absorb information quickly, think logically and make clear decisions
- Ability to build and maintain effective relationships, with third parties and colleagues at Charlie Waller, our supporters and sector partners
- Positive attitude, passion for making a difference, and commitment to the values of the Trust

Benefits

We want people to thrive at the Trust; we believe you do your best work when you feel your best. That being the case, our team comes first, and we are proud of our culture: we offer a supportive, flexible and enjoyable place to work.

As part of our employed team, the following benefits are available to you:

- We'll help you plan for the future with our workplace pension scheme to support you with saving for your retirement, into which we pay 3%.
- Generous annual leave allowance - 22 days plus public holidays and the period between Christmas and New Year (and 2 extra days after two years' service +1 day per additional year, up to a maximum of 5).
- Flexible working - offering a blend of home and office-based working.
- Access to talking therapies.
- Access to a comprehensive 'Mental Health and Wellbeing Plan' (with a designated wellbeing lead and champion) – the aim of which is to help keep all staff mentally well and to support them through periods of poor mental health.
- Happier weekdays – Get to know colleagues better through team lunches and socials.
- Investing in you – We value regular 1 to 1s between staff and line managers to provide personal and professional support.
- Learning and development
 - When you grow, we grow. We're keen to support your professional development. Take a course, buy a book, gain some knowledge - we'll support you to do so.
 - As well as a comprehensive induction, you'll also benefit from internal skill-shares and team days for the chance to reflect and hone your skills with the rest of the team.

To apply

Please contact Kate Headford at CharityPeople direct on 07563 030597 or email kate@charitypeople.co.uk

The deadline for applications is XXX at XXX. You will hear back from us during the week commencing XXX and, should you be shortlisted, the first **interview will take place online on the Thursday 7th July** and will involve a competency interview along with a *short 10 minute presentation and task*. We will provide details about the task a week in advance to allow candidates time to prepare and we will also provide the interview questions 30 minutes in advance so that all candidates can perform at their best.

We're looking forward to hearing from candidates who want to help us make our vision a reality. We are keen to hear from individuals with personal experience of mental health difficulties and we particularly encourage applications from racialised and minoritised communities, and from men, who are currently under-represented at the Trust.