

Woking Mind - Job Description

Job Title: Development Director

Purpose: To lead on projects and initiatives that meet our strategic aims

Reports to: Chief Executive Officer

Key Relationships: Senior Leadership Team, staff at Woking Mind, other local Mind Workplace Wellbeing teams, National Mind, key external stakeholders across Surrey

Location: Headquarters in Woking and some home working

Hours: 37.5hrs

Salary Range: TBC

Overall purpose of job

The primary role of Woking Mind is to make sure that no adult in Woking and the surrounding areas has to suffer from a mental illness alone. We are now going through a transformational phase of growth development hence you will join a rapidly expanding and exciting environment.

Reporting into the CEO, this is an exciting post to support the strategic aims of Woking Mind. You will be experienced in external relationship management, project management and have some experience of working in the health care sector.

The role will require a proactive individual who can multi-task and is used to a busy and varied environment. Attention to detail and strong organisational skills are essential, as is experience in a similar role.

This role will be responsible for assessing new opportunities and to identify areas the organisation can develop to meet its strategic aims to improve the

As a growing business, you will be given on the job training and on-going mentoring in a close knit, supportive environment. The candidate will work closely alongside the CEO, Senior Leadership Team and Volunteer and Development Manager, Head of Workplace Wellbeing and Training and Development Manager.

Main Responsibilities

1. Implement, manage and deliver new projects that align with our strategic aims
2. Identify opportunities to work with partners across Surrey who can help us fulfil our objectives and aims

3. Manage and oversee the strategic partnership with West Horsley Trust; by overseeing Breathing Spaces projects, plan health and wellbeing programmes, work in partnership with them to identify new opportunities for individuals with mild to moderate mental health difficulties, help drive corporate development opportunities and workplace wellbeing programmes
4. Lead and oversee the Woking Mind Workplace Wellbeing Programme with line management responsibility for the Head of Workplace Wellbeing and Training and Development Manager
5. Identify opportunities for Workplace Wellbeing Programmes across Surrey
6. Work closely with other local Minds to identify areas for collaboration, sharing of best practice and utilising resources for maximum benefit
7. Keep abreast of trends in Workplace Wellbeing, continually reviewing our service offer to ensure we are delivering a high quality programme
8. Acting as a point of contact for freelance trainers who work with us to discuss opportunities for training across Surrey
9. Contribute to presentations, seminars, events and collaborations on Workplace Wellbeing
10. porting tools and delegate questionnaires
11. Oversee and develop services to be delivered remotely, assessing and reviewing the current offer and identifying what may be offered in the future. This includes the development of a chat and helpline technology project
12. Project manage large scale projects for which we receive funding for such as the co-op resilience fund in Sheerwater
13. Oversee key partnerships with stakeholders such as the Integrated Care Partnership, Surrey County Council, local borough Councils, NHS partners, other voluntary sector partners

Budgets and financial control

1. Work to targets; regularly review income generated via training delivery
2. Monitor commission earned by Head of Workplace Wellbeing
3. Budget preparation and management for grant application

Internal and external liaison

1. Work closely with the CEO on strategic projects and partnerships, identifying areas for development
2. Be an active member of the Senior Leadership Team providing advice and support on development projects
3. Review training delivery with the CEO and Workplace Wellbeing team
4. Work with operational teams on key projects and developing a project proposal process
5. Work with the Marketing and Fundraising team where necessary in driving the communications for key projects
6. Manage the Volunteer and Development Manager to ensure Woking Mind delivers a high quality Volunteer experience
7. Represent Woking Mind to external bodies and supporters as appropriate
8. Provide excellent customer service at all times

General

1. Work within Woking Mind policies and procedures
2. All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, service users, supporters and the general public

3. All employees have a responsibility to prevent abuse and neglect and report concerns
4. This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Woking Mind

Woking Mind - Person Specification

Job Title: Development Director

Location: Head Office, Woking or remote working

Requirement	Essential or Desirable
Qualifications / Education / Training:	
Qualified to a level 3 standard or higher, professional qualification or equivalent or relevant experience	Essential
Experience	
Experience in project management	Essential
Previous experience of working in a process driven role	Essential
Previous experience of stakeholder management	Desirable
Setting and working to achieve targets and deadline	Desirable
Knowledge/Skills/Competencies	
The ability to line manage team members	Essential
Understanding of workplace wellbeing and/or mental health	Essential
Strong client account management skills	Essential
The ability to form and maintain excellent relationships with key stakeholders	Essential
High degree of professional organisation and time management; ability to multitask	Essential
The ability to adapt to changing business needs	Essential
Excellent administration skills	Essential
An enthusiastic team player	Essential
Experienced user of MS Office	Essential
Excellent interpersonal and written and verbal communication skills, and the ability to engage with people from different backgrounds, including empathy with people with a mental health condition	Essential
Numerate: experience of managing budgets	Desirable
Ability to work independently but ask for support when needed	Essential

Requirement	Essential or Desirable
Other:	
Some experience of the mental health sector	Essential
Access to a vehicle	Essential
Engagement with the third sector agenda	Essential
Commitment to Woking Mind's values	Essential
Commitment to Woking Mind's Equal Opportunities and Diversity policies.	Essential
Willingness to undertake any training relevant to the role	Essential
Willingness to undergo an Enhanced/Enhanced & Barred DBS check where relevant	Essential

Date job originated: October 2021
Reviewing manager: Tony Bennett