



wellbeing works

Chief Executive Officer

Position Profile



www.wellbeingworksdundee.org.uk

Welcome Note

Thank you for your interest in the post of Chief Executive Officer at Wellbeing Works.

Our organisation has been around in Dundee for almost 100 years, with the aim of supporting those who face mental health challenges towards better wellbeing.

Our team consists of a manager, a volunteer co-ordinator, an administrator, a team of 4 Support Workers, 3 Peer Workers and a Community Toolbox Assistant.

We are currently supporting 120 participants through a combination of one to one and group support.

Our work is delivered over the themes of :

Wellbeing Skills: group activity to build confidence and self esteem, and give participants skills and knowledge that will help them to manage their mental health and wellbeing.

Creative Skills: A range of activities that help participants express themselves through art and crafts, photography, music, and creative writing

Social Skills: Giving participants the opportunity to meet new people, make friends, and become more confident in social situations.

Outdoor Activities: Walking, gardening conservation and noticing nature where participants can gain the benefits of exercise fresh air and the great outdoors.

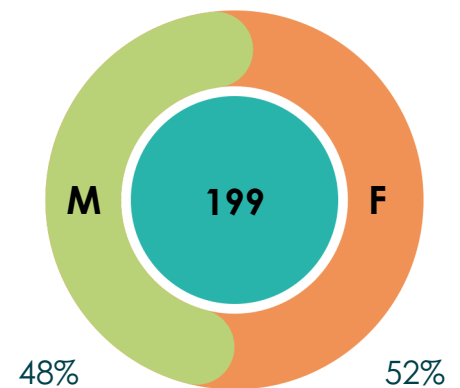
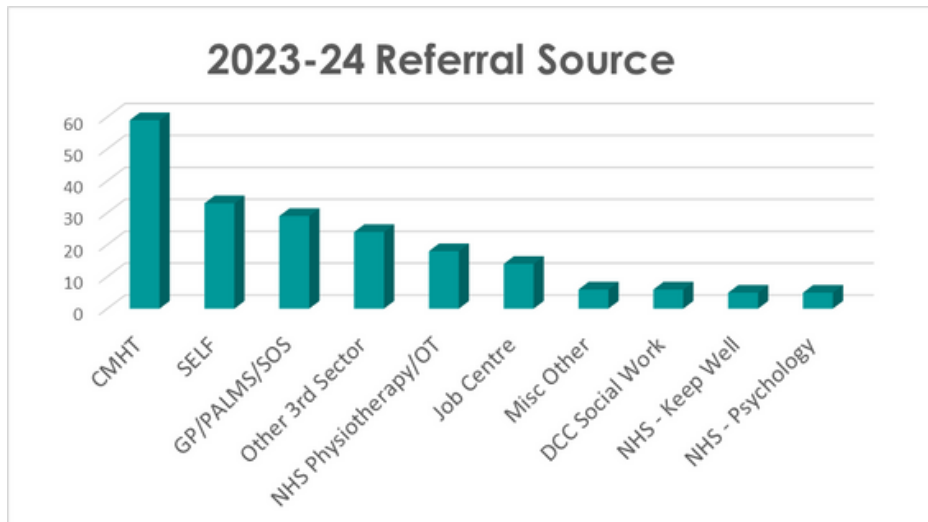
Giving: Volunteering opportunities with local partners, or support to take up volunteering with a local charity. This theme also includes giving in the wider context of supporting each other, and giving time to help us through focus groups, steering groups or planning and consultation events.



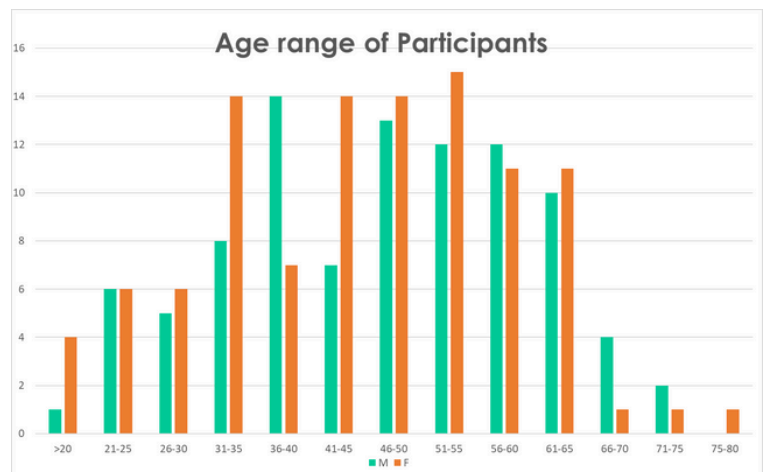
Our Impact

Our referrals came from a wide range of statutory organisations like the NHS and local authority, but we also received referrals from other third sector providers and increasing numbers from participants who self-refer.

**In 2023/24
we worked
with 199
participants**



In recent years, we have observed a shift in our demographics, showing an increase in the number of younger adults attending our groups and activities. We hope this trend continues and that we are able to upskill more younger people in terms of managing their mental health and wellbeing.



There is no time limit on how long we can work with individuals, as long as they are attending, and working towards their mental health and wellbeing goals. Examples of some participant goals this year include:

- **Creating structure to get out of the house and have a sense of purpose**
- **Learning new things and breaking old or unhelpful habits and routines**
- **Using Peer Support to build confidence in using public transport**
- **Learning how to cope with stress or anxiety**
- **Feeling comfortable in a group setting**

Job Description

Chief Executive Officer (CEO)
Location: Wellgate Centre, Dundee
Reports to: The Board of Trustees

The post of CEO offers an exciting opportunity to steer Wellbeing Works through the next stage of its development, providing leadership to the talented and committed team. The role will involve building on the considerable growth and development that Wellbeing Works has achieved over the last 10 years, and to ensure it can continue to provide excellent specialist services to those who experience mental health challenges.

The CEO is responsible for leading and developing Wellbeing Works, taking overall responsibility for the operational and financial management, generating income, and working closely with the board of trustees to achieve our strategic and budgetary aims, whilst ensuring compliance with statutory, contractual, and regulatory requirements.

Responsibilities:

Strategic leadership

- Work with the Board of Trustees, and consult with staff, participants, and others, to develop and define a clear, strong vision and direction for the future of the organisation.
- Lead on and be responsible for the creation, ongoing development and implementation of the organisation's strategic, business and annual plans.
- Foster, model and promote an inclusive culture that reflects Wellbeing Works ethos and values.
- Be accountable to the Board of Trustees for the overall financial health of the organisation.

Good governance

- Report and present to the Board of Trustees on the organisation's progress against its budgets, plans, any risks, challenges and changes, and all information relevant and necessary to the effective discharge of the Board's duties, including strategic decision-making.
- Develop and share proposals with the Board for the implementation of its objectives and the ongoing development of the organisation.
- Ensure the charity meets its constitutional, regulatory and legal obligations.
 - To adhere to and promote all Wellbeing Works organisational policies and procedures.

Business Development

- To research and identify new funding and commissioning opportunities and complete bids and applications on an ongoing basis.
- Be responsible for maintaining and developing strong, long-term relationships with a diverse range of funders.

Job Description, continued

Representation

- To act as lead representative for Wellbeing Works in our relationship with the Health and Social Care Partnership
- To keep up-to-date with current developments affecting the mental health sector and ensure that Wellbeing Works responds appropriately to these developments.
- Maintain a social media presence to raise awareness and promote Wellbeing Works
- Be the chief spokesperson for Wellbeing Works, responding to media and other enquiries as appropriate
- Build, support and oversee strong relationships with individuals and organisations across the voluntary, public and private sectors, and in local and national government.
- To contribute to mental health and wellbeing campaigns as appropriate.
- To remain informed of national and regional perspectives

Organisational management

- Ensure policies, processes and practices that support good communication, staff health and well-being, and safe and effective delivery of work are in place and adhered to throughout the organisation.
- Take overall responsibility for the staff team, its management and performance.
- Capture the organisation's work through robust monitoring and evaluation, and ensure Wellbeing Works' impact and any learning is shared throughout the team and with the Board, participants, funders and other partners as appropriate.
- Oversee and ensure robust financial management processes for the organisation.

Other

- To undertake other related activities as required by Board of Trustees. This list is indicative only, not exhaustive. It is intended to reflect a range of duties the post-holder will be expected to perform but additional duties commensurate with the role may be required.



Person Specification

You will be an experienced, 'hands-on' and impact-focused leader with a proactive and solutions-oriented mindset and a proven track record in the planning, delivery and management of projects or services.

Essential

1. Qualifications in leadership or management
2. A demonstrable commitment to the ethos, vision, and work of Wellbeing Works
3. Significant, proven management and leadership experience, including in the voluntary sector.
4. Experience of strategic planning and income generation, ideally in a voluntary sector setting.
5. Extensive experience of bid writing and/or grant applications and of providing high quality monitoring information for funders.
6. A strong understanding of charity finance and proven experience of managing finances
7. Demonstrable experience of project and/or contract management.
8. Experience of partnership working with other organisations.
9. Excellent people skills, a good understanding of HR issues and proven experience of staff management.
10. Excellent written and verbal communication skills and the ability to work collaboratively.

Desirable

1. Experience in using social media to promote a project or business
2. Good IT skills and levels of competence in Microsoft Office applications
3. Driving licence and access to a car



The Recruitment Process

This is a fantastic and rewarding opportunity to join a progressive organisation in the mental health sector allowing you to make a difference daily.

In return, the successful candidate will receive:

- A competitive salary of £48,746
- Flexible working – Full-time working week is 36.5 hours
- 35 days Holiday per year

To apply for this position:

Complete the Application form attached and return it to wendy@wellbeingworksdundee.org.uk.

The closing date for applications is 23rd January 2025.

Wellbeing Works is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.



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