



Thank you for
your interest in
becoming
Managing
Director for Self
Help UK

Managing Director – Information Pack

As a charity we provide the tools & resources to set up and run peer support groups. Our goal at Self Help UK is to support and encourage self help groups and empower through mutual support. We give people the training and resources needed to take control of their health and wellbeing.

At Self Help UK, we campaign to keep self care and peer support on the agenda. As a charity we are influencers and work with health & social professionals to improve support available. Working with partners from local authorities, NHS, national governments and charities to advocate on social subscribing and self help.

Our main goal is to try and help communities to regrow through mutual support especially in communities disproportionately affected by health inequality. This is an exciting time and the Managing Director will be a pivotal role within the charity and provides an opportunity to lead real change implementing two national projects. Leading a new dynamic and highly committed team based in Nottingham and personally undertaking the Project Director role for the Macmillan Deaf buddy project.

Self Help UK is recognised as beacon of best practice in self-help and mutual support with 40 years' experience. Our team combines a range of specialisms and skills. As incoming Managing Director, you will have the support of the Macmillan Gateway Manager and Resource Centre Manager in running the operational aspects of the organisation. You will also have the support of the Self Help UK board who bring a range of skills and experiences to the charity.

This is an exciting time to join the charity as we have recently been awarded funding for two new national projects from the National Lottery and Macmillan. As a board we are there to give guidance and support to you in this role. We look forward to receiving your application and best of luck.

Nina
Chair Board
of Trustees

Self Help UK - beacon of best practice in self-help and mutual support.

Find out about all the support, training and resources available at
www.selfhelp.org.uk

Self Help UK - Managing Director Role

Base: Nottingham but delivery nation wide

Salary: £45 - £55k

Self Help UK is looking for a Managing Director who has the vision and understanding of the ethos of self help and peer support to lead our transition from a mainly Nottingham based charity into an organisation working across the UK. Self Help UK is the operating name of Self Help Nottingham.

The objective of Self Help UK is to promote the health and wellbeing of individuals through participation in self help groups and peer support activity. Primarily we work with independent self help groups which are led by their members and are for their members benefit. Our main area of expertise is in supporting and developing these groups which are part of the wide family of peer support interventions. These groups support people with issues such as long term health conditions, disability, social stigma, mental health etc.

The purpose of projects undertaken is to promote and develop self help groups and peer support activity. Providing direct support to people in crisis or who are learning to manage long term health conditions such as cancer, mental health, diabetes and MSK. We have a skilled group of volunteers who deliver emotional and practical support within our Macmillan funded cancer support projects. We develop and support the volunteer 'Key members' of self help groups who lead and administer independent self help groups.

We are at an exciting time with new services and contracts being mobilised including a National Self Help Resource Centre and extending the Macmillan Cancer support project for people who are deaf to support deaf communities across the UK.

Working with the Board of Trustees, the Managing Director will be accountable for the leadership, strategic development and management of Self Help UK. They will represent the organisation and promotes its vision, mission, values and work to key stakeholders, partners and the wider general public. The Managing Director will also be responsible for identifying opportunities for growth, business development and diversification to ensure the financial sustainability of the organisation.

The full job description and other supporting information is in the pack or www.selfhelp.org.uk

Application is by CV and covering letter submitted to recruitment@selfhelp.org.uk

The closing date is 19th November 2021.

We value diversity and welcome applications from individuals of all backgrounds. We seek to employ people based on their ability to carry out the requirements of the role and no applicant will receive less favourable treatment on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, or caring responsibilities.

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Managing Director Job Description

Managing Director Hours:	The normal hours of work will be 37 hours per week (other working patterns considered) The nature of the role and its responsibilities are such that you will be expected to work additional hours to fulfil your duties.
Contract/Salary:	Permanent contract – salary range £45-£55k per annum
Location:	SHUK HQ Nottingham. The post holder will be based in Nottingham They will be required to travel across the UK as necessary
Accountable to:	Self Help UK Board of Trustees. The Chair or Vice Chair will be responsible for line management and supervision.
Directly responsible for:	Senior management team currently consisting of: Resource Centre Manager Deaf Project Manager Macmillan Gateway Manager Corporate Administrator

Key Objectives of the Post

- To work with the Board of Trustees of Self Help UK to develop, implement and monitor the strategic and business plans
- To lead and direct the operational activity of Self Help UK to deliver the strategic and business plans.
- To ensure that Self Help UK's services are of high quality and have positive impact on those who use them.
- To develop and maintain key external relationships with commissioners and stakeholders across the health, care and voluntary sectors, in the local, regional and national context.
- To lead the transition from a primarily locally focused organisation to one which provides services across the UK
- To undertake the duties of the Programme Director for the Macmillan deaf buddy national pilot
- To ensure financial sustainability by identifying and developing new opportunities for diversified income-generation
- To campaign for improved access to peer support, health and well-being provision, and greater awareness of stigma, discrimination and consequences of long term conditions.

Key areas of Responsibility

- To have overall responsibility for operational, service and performance management issues.
- To be directly responsible for the supervision and development of members of the Operational Management Team
- To ensure a good level of communication and positive culture for all stakeholders of Self Help UK
- To drive continuous improvement in quality, standards, image and reputation of Self Help UK
- To lead and direct all activities of Self Help UK through clear operational plans which align with the Strategic and Business Plans.
- To ensure that the Macmillan deaf buddy project is effectively implemented and evaluated so that learning can be shared within Macmillan and with integrated care systems across the country to improve the delivery of services to the deaf community
- To embody the ethos and values of Self Help UK in all activities, including a clear commitment to equality, diversity and inclusion.

Governance

- To work with the Chair, Vice-Chair and Trustees to ensure high standards of governance, so that Trustees demonstrate integrity, transparency and adherence to the Nolan Principles for Public Life.
- Provide accurate and timely management information to enable the Board of Trustees to make informed and effective decisions.

Strategy and Business Development

- Work with the Board of Trustees to develop, implement and evaluate the strategic and business plans for the organisation.
- Identify, develop and maintain income-generating activities and relationships, including commissioned services, grants, charity fund-raising and corporate sponsorship.
- Identify possible future areas for development and/or partnerships and implement income-generating and trading services.

Relationships

- Build relationships with key voluntary, health and care sector organisations and networks and represent and promote Self Help UK at relevant meetings and forums.
- Develop and maintain positive relationships with commissioners, grant-giving bodies and national Voices.
- Maintain an awareness of public policy in health, social care and the voluntary sector and how these may impact on self Help UK and its services and opportunities
- Maintain and improve the public profile of Self Help UK and ensure a consistent, positive image of the organisation in a wide range of media.

Operational and Performance Management

- Ensure that all statutory requirements in terms of financial reporting, probity and insurance are met.
- To be responsible for the overall financial management of Self Help UK, advised and supported by the Finance Manager. Ensuring rigorous oversight of budgets and provision of regular, accurate financial reports to the Finance Committee and Board of Trustees.
- Ensure that Self Help UK demonstrates that it values and supports staff and volunteers, meeting all statutory and legal obligations with regards to employment law and human resources best practice.
- Ensure that the organisation has appropriate policies and procedures in place to comply with legislative and contractual requirements.
- To be responsible for risk assessment management, including health and safety and Safeguarding.
- Ensure that Self Help UK's activities meet or exceed the standards required by relevant quality standards and procedures.



Personal Development

- To contribute to and participate in regular supervision meetings with nominated line manager
- To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by, or considered appropriate to, the requirements of the post.

General

- To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation.
- To be familiar with, and work in line with, Self Help UK policies, procedures, codes and guidance, including in relation to health and safety, confidentiality, disclosure of abuse, data protection and equal opportunities.
- Maintain the confidentiality of any information gained during employment with Self Help UK at all times.
- The above describes the normal duties expected from the Managing Director. It is necessary for all employees to be flexible in this respect, and all employees may be required from time to time to perform other duties that may be required by the employer which are commensurate with the responsibilities of the post and to ensure the efficient running of the organisation.

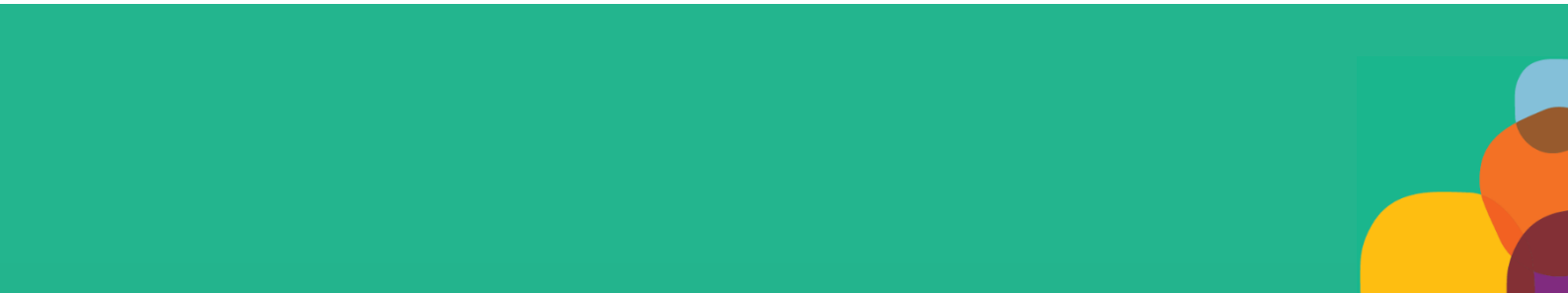
This job description may be subject to joint review from time to time between the postholder and Self Help UK, and as such is liable to amendment.

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Other:	
Strong commitment to collaborative/partnership working.	Essential
Commitment to Equal Opportunities and Diversity policies.	Essential
Willingness to undergo a relevant DBS check if required.	Essential
Ability to travel between locations.	Essential
Ability to work flexibly (time availability) to meet the needs of the service.	Essential



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For more information see our website
www.selfhelp.org.uk
Or email recruitment@selfhelp.org.uk

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