



## **Self Help UK Director Job Description**

Managing Director Hours: Full-time (open to Part-time as well)

Contract/Salary: 6 month fixed term contract. (£50,000 - £60,000)

Location: Hybrid working but some time in SHUK HQ Nottingham is required. Travel across the UK as necessary

Accountable to: Self Help UK Board of Trustees. The Chair or other nominated Trustee will be responsible for line management and supervision.

## **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 ensuring the focus on peer support and self help is central to all the work of the organisation

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 ensure financial sustainability by identifying and developing new opportunities for diversified income-generation

To transition currently funded projects to become embedded within core activities – or in one case possibly to become an independent charity.

To 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 undertake the duties of the Programme Director for the Macmillan deaf cancer support project

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

### Leadership & Culture

- Embody the ethos and values of Self Help UK in all activities, including a strong commitment to equality, diversity and inclusion.
- Foster a positive culture and maintain high morale across the organisation.
- Ensure strong internal communication across all levels of the team and volunteer base.
- Drive continuous improvement in quality, standards, image, and reputation.

### Strategic Direction

- Lead and direct all activities of Self Help UK through clear operational plans that align with the Strategic and Business Plans.
- Work with the Board of Trustees to develop and evaluate strategic and business plans with peer support and self-help at their core.

### Project & Programme Oversight

- Undertake duties as Programme Director for the Macmillan Deaf Cancer Support Project.
- Ensure the Macmillan Deaf Buddy Project is effectively implemented, evaluated, and used to inform wider health systems and Macmillan nationally.
- Transition funded projects into core activities or, where appropriate, into independent entities.

### Business Development & Financial Management

- Ensure overall financial control of the organisation, supported by the Finance Manager.
- Develop and maintain income-generating activities and relationships, including through fundraising, commissioning, and trading.
- Provide regular, accurate financial reports to the Finance Committee and Board of Trustees.

## External Engagement

- Build and maintain strategic relationships with commissioners, stakeholders, and sector partners.
- Represent Self Help UK across relevant forums, networks, and platforms.
- Enhance and protect the public profile of Self Help UK across a range of media.

## Governance & Risk

- Work with the Chair and Trustees to ensure high standards of governance, transparency, and integrity.
- Ensure all policies and procedures are in place, up to date, and compliant with legal and contractual requirements.
- Oversee risk assessment management, including safeguarding and health & safety.
- Ensure all statutory requirements for financial reporting and insurance are met.

## People Management

- Provide supervision and development for members of the Operational Management Team.
- Demonstrate commitment to HR best practice and legal responsibilities regarding staff and volunteers.
- Ensure a supportive and safe working environment that values individual and team contributions.

## Personal Development & Review

- Participate in regular supervision with a nominated Trustee.
- Engage in Individual Performance Review and personal development planning.
- Undertake relevant training as needed to fulfil the role effectively.

## General Responsibilities

- Act at all times in line with the values and policies of Self Help UK.
- Maintain strict confidentiality in line with organisational and legal standards.
- Contribute to a flexible, collaborative, and efficient working culture.

## Person Specification – Self Help UK (SHUK)

Requirement	Essential/Desirable
<p><u>Qualifications/Education/Training:</u></p> <p>Educated to Higher Education standard, or equivalent, in related subject, Health, Health &amp; Social Care.</p> <p>Professional qualification and/or practical experience in Service Management within relevant working environment.</p> <p>British Sign Language (BSL) or a willingness to learn BSL to a minimum of Level 2 as an immediate development requirement</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p><u>Experience:</u></p> <p>Experience of working in a health/social care field, particularly supporting vulnerable people.</p> <p>Experience of data analysis using client data management systems and reporting functions.</p> <p>Project/service management experience.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

Line management experience including HR experience to manage staff performance, sickness absence, etc.	Essential
Experience of fund raising/bid writing.	Essential
Partnership experience gained through working with other agencies.	Essential
Experience of working with deaf communities.	Desirable
<u>Knowledge/Skills/Competencies:</u>	
Knowledge of the voluntary sector	Essential
Knowledge of Personalisation and Person Centred Approach within the service or a willingness to learn this area through personal research and/or training	Essential
Knowledge of the particular challenges facing the deaf community in accessing health and care services	Essential
Sound working knowledge of IT applications including Word, Outlook, and relevant databases.	Essential
Communication skills eg: ability to build rapport with people quickly, to communicate	Essential

<p>clearly with clients, staff, professionals and key stakeholders.</p> <p>Ability to overcome communication barriers and knowledge of specific tools required to do so.</p> <p>Excellent problem solving skills and ability to 'think outside of the box'</p> <p>Ability to organise own work and manage time effectively including prioritising tasks.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<p><u>Other:</u></p> <p>High level of personal resilience</p> <p>Strong commitment to collaborative/partnership working</p> <p>Commitment to Equal Opportunities and Diversity policies</p> <p>Willingness to undergo a relevant DBS check if required</p> <p>Ability to travel between locations</p> <p>Ability to work flexibly (time availability) to meet the needs of the service.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>