

# BETHEL HEALTH AND HEALING NETWORK



<b>Post/Job Title</b>	Chief Executive Officer
<b>Reporting to</b>	Chair of the Board of Trustees
<b>Based</b>	Jericho Foundation, 196-198 Edward Road, Birmingham, B12 9LX with involvement at other sites
<b>Salary</b>	NJC PAY SCALE: point 36-46 £40,578 - £50,572 depending on level of experience
<b>Hours</b>	Full Time, worked flexibly each week, including a requirement for out of hours working on occasions
<b>Benefits</b>	25 days annual leave + 8 public holidays (pro rata). Contributory pension scheme Access to Care First – Employee Assistance Programme

## About Bethel Health and Healing Network

Bethel's vision is to enable the people of Birmingham to become physically, emotionally and spiritually healthy, by particularly focusing on support of the most vulnerable.

Bethel Health & Healing Network (Bethel) is a registered charity and a company limited by guarantee, established on Christian faith and principles. It aims to offer a range of services that will promote the health and wellbeing of the (disadvantaged) people of Birmingham and its environs, by enabling them to maximise their physical, psychological and spiritual potential through achieving balance and wholeness within themselves, their relationships and their community. People of all faiths, races and cultures are welcome, (without any fear of discrimination) to the services we offer.

Bethel Health and Healing Network (Bethel) is an award-winning charity founded on Christian vision and principles. The Charity works with some of the most vulnerable people in Birmingham. It's two main services are a Doula Service for isolated pregnant women and a Listening Service for people at risk of mental health problems. Both services are being expanded to develop new activities in line with the Bethel Strategic Plan.

Bethel has a strong sense of the Christian faith as the bedrock of our values and mission. At its heart, Bethel is about people and relationships. The Bethel approach takes inspiration from both Christian tradition and the universal values of love, respect and valuing one another to deliver person-centered services that place the service user at the heart of the experience. We strive to create mutually beneficial relationships between service provider and service user, between staff and volunteer and between Bethel and the outside world.

Bethel Health and Healing Network

Contact: 0121 661 4276 or email [enquiries@bethelnetwork.org.uk](mailto:enquiries@bethelnetwork.org.uk)

Address: 196-198 Edward Road, Balsall Heath, Birmingham B12 9LX

Company number: 05813084 | Charity: 1116225

Website: [www.bethelnetwork.org.uk](http://www.bethelnetwork.org.uk)



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## Key Aims

Our five strategic aims, by which we will achieve our vision and mission, are listed in Bethel's 2021-2024 Strategic Plan (included in the application pack).

## SUMMARY OF ROLE

The Chief Executive Officer is a senior management post, reporting to the Board and working within the parameters outlined in Bethel's Strategic Plan, collaborating in partnership with local groups, consortia and charities. Responsible for overall management of a team of paid staff and volunteers, overseeing accurate record-keeping of the progress of the project, reporting to funders, as well as engaging with partners and developing new strategic links across the city. Overseeing the development of new health-related projects.

The role will include preparing reports and statistics, ensuring the future sustainability of the project, raising awareness of its services and its profile and monitoring the financial health of the project. A person with good communication skills, with qualifications and development experience in a community, voluntary-sector or social care/health environment would be best suited to this position.

## ROLE AND FUNCTION

1. Providing strong professional role modelling and leadership across all operational programmes of the service. With both strategic and operational influence, the Chief Executive Officer will be central to the design and delivery of Bethel Health and Healing Network's Services and contribute to the continuous improvement of evidence-based practice.
2. To work collaboratively with senior leadership team and a Board of Trustees.
3. To work in partnership with external agencies and stake holders to forge strong working relationships to support the continued development of practice and service delivery.
4. To contribute to improving systems and processes that support the organisation to develop, implement, and embed a robust system of quality assurance to improve practice standards and thereby disseminate learning and improve outcomes for service users. To coordinate the work on quality assurance ensuring good practice is being disseminated across the organisation.

## DUTIES AND RESPONSIBILITIES

1. To oversee the development and implementation of Bethel's programmes of health, mental health and wellbeing services; there is a responsibility to develop broad action plans, identifying priorities in selected geographical areas and potential partners to deliver community-based health and wellbeing services.

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2. To identify funding opportunities to ensure that all projects are well resourced and sustainable, as well as protecting the financial health of the organisation.
3. To follow through any issues arising from quality assurance activities ensuring that the appropriate managers are informed, and lessons are learnt and that these are embedded in future practice.
4. To lead on the dissemination of learning from file audits, complaints and compliments to drive continuous improvement.
5. To develop an Annual Plan for each aspect of Bethel's delivery, to include associated budgets. To contribute to the production of a 3-year Strategic Plan.
6. To develop a programme of activity that meets Bethel's overarching aims to support the health and wellbeing of people in the areas of operation. Raising awareness amongst external stakeholders and increasing the profile of Bethel as a provider of health and wellbeing services.
7. To review, assess and implement the development of a long-term location for the Bethel Centre (Place of Welcome).
8. To strengthen existing partnerships and links with key partners and organisations within the Bethel network and to develop further opportunities to work together.
9. Identify and develop new partnership opportunities by participating in health community, public sector, educational, Christian and other faith networks to build new links.
10. Raise the profile of Bethel through appropriate marketing and communications activity. Identify new opportunities for partnership working with target organisations within the public, educational, Christian and health sectors.
11. Ensure maintenance of existing funds and ensure new resources are available to expand the service, continuing to provide a high-quality service and ensuring that all aspects of service delivery are considered from a quality perspective.
12. Ensure that there is an expansion of the client base to other "hard to reach" service users beyond the current core groups of asylum seekers, refugees and disadvantaged communities in Birmingham.
13. Develop value added services to support users of the Doula and Listening Services, both during and after discharge from the project.
14. To be accountable for income generation through enterprise and fundraising activities to build sustainability within the organisation. To work with the Board to develop a fund-raising strategy with clear roles and responsibilities. To identify and access funding opportunities through trusts and grants for the development of new services/projects for the benefit of Bethel's target client groups.





15. To be accountable for and to ensure budgets and resources under post holder control are properly managed in accordance with Bethel policies and priorities and that budgets and resources deliver value for money.

16. Develop a strong and effective communications plan to underpin the implementation of the strategic plan involving all our stake holders both internal and external to understand, share and support our strategic aims.

17. To actively seek new contract opportunities through participation in public sector tendering for the delivery of services within the charity's objects. To make recommendations on staffing and financing to Management Board. In accordance with Board decisions, recruit personnel, negotiate professional contracts, and see that appropriate salary structures are developed and maintained.

18. To be directly responsible for managing the supervision, coordination and appraisals of the Administrator, Fundraising Officer, Marketing and Communications Officer and Senior Operations Manager.

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## Special Conditions

- This vacancy is exempt from the Rehabilitation of Offenders Act
- DBS checks will be undertaken

Observation of Bethel's Equal Opportunities Policy will be required

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## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualification</b>	A degree level or vocational qualification in a relevant subject (e.g. leadership, project management, community development, health, mental health, social care etc.) or equivalent experience.	
<b>Experience and Knowledge</b>	<p>Previous experience as a Chief Executive of a voluntary sector organisation or considerable leadership experience.</p> <p>Experience of working to a Board of Trustees or similar and writing regular reports for them.</p> <p>Experience of developing and managing community and/or health projects and developing collaborative partnerships.</p> <p>Knowledge of systems to collate service user monitoring information.</p> <p>Ability to keep accurate records of work output and financial expenditure for the purposes of review and service development.</p> <p>Experience of fundraising from various sources, as well as bid development.</p>	<p>Experience of working with disadvantaged client groups.</p> <p>Experience in a health environment and/or in a community setting.</p> <p>Knowledge or experience of recruitment and training.</p> <p>Experience of working in a multi-ethnic, multi-faith setting.</p> <p>Experience of managing and/or working with volunteers and/or interns</p>
<b>Skills and Abilities</b>	<p>A strong and confident leader, with the flexibility to work under direction as well as being a team member.</p> <p>Ability to motivate and energise people.</p> <p>Good listening, verbal and written, communication and interpersonal skills and a friendly and non-judgmental attitude towards vulnerable people.</p>	<p>An ability to work with a diverse group of people.</p> <p>Customer service, marketing or sales skills.</p>



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	<p>The ability to create good working partnerships with multiple stakeholders both internally and externally.</p> <p>Computer literate (word processing, PowerPoint, spreadsheets, email and internet), CRM systems.</p>	
<b>Competencies &amp; Behaviours</b>	<p>A high level of self-motivation and initiative.</p> <p>An understanding of a variety of cultures, together with an understanding of how a change in culture can isolate and affect an individual.</p> <p>In sympathy with the Christian ethos of Bethel Health and Healing Network.</p>	
<b>Other</b>	<p>Satisfactory Enhanced DBS check.</p> <p>Willingness to adopt a flexible working pattern, including attending meetings and events on evenings and weekends.</p>	<p>Current, clean driving licence and car insured for business use</p>

Bethel Health and Healing Network are committed to safeguarding and promoting the welfare of children and vulnerable adults. All applicants will be vetted for their suitability to work with these groups where required. Applicants for posts that are exempt from the Rehabilitation of Offenders Act will be asked to undertake a Disclosure and Barring Service (DBS) check. Any offer of employment and continued employment will be contingent upon satisfactory vetting results and checks made prior to and during employment where required.

