



Director of Finance & Resources

Candidate Brief 

2024



together
FOR MENTAL WELLBEING

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Welcome



I am delighted that you are considering applying for the role of Director of Finance & Resources at Together for Mental Wellbeing. Since Together was formed in 1879, we have believed that people experiencing mental distress have the right to live the life they choose and determine their own future.



We offer a wide variety of support services to help people deal with the personal and practical impacts of living with mental distress, from one-to-one support in the community to supported accommodation to working alongside people in the criminal justice system.

The people who use our services are at the heart of everything we do – they influence and shape the support they receive from us and the way our services and the organisation are run. We currently work with around 5,000 adults every month via 70 projects throughout England, but we aspire to reach many more people through our recently refreshed five-year strategy.

We are excited about our future, and through the fantastic commitment and dedication of everyone who works at Together, we will achieve our vision of continuing to be a recognized charity leader in its field delivering high quality mental health, wellbeing and support services.

As Director of Finance & Resources, you will play a key leadership role in the ongoing transformation of the organisation and realising our ambitions towards financial sustainability, achieving commercial success through growing our services, increasing our income via new and creative partnerships, engaging collaboratively with all our stakeholders and maximizing our reputation and profile in the mental health social care sector.



This role will be critical in ensuring the conditions for our future success, advising the Chief Executive, the treasurer Trustee and the Board of Trustees on developing innovative, up-to-date and well-planned corporate solutions that shape our Finance, IT and the strategic approach to developing a sustainable approach to our accommodation services through effective estates and property management.

An experienced and qualified senior finance professional with strategic level expertise, you will be a collaborative and inclusive leader and collegiate colleague, who will work across your functions and beyond to leverage the overall performance of the organisation. You will be an excellent communicator, a rigorous and clear thinker who acts with integrity, personally promotes equity, diversity inclusion and belonging (EDIB) and who understands that the people who use our services are at the heart of everything we do.

At Together, we aim to mobilise the diversity of our workforce to create a kind, caring, innovative and creative workplace and I do hope that having read through the information pack you will decide to apply to come and join us.

Linda Bryant, Chief Executive





About Together for Mental Wellbeing

At **Together**, we know that people experiencing mental distress are at risk of not getting the support they need in society, not being empowered to be in control of that support, and not having a voice in service and system design. We have gained many insights about what is important to the people who use our services, staff, volunteers, trustees and key stakeholders and our refreshed **five-year strategy** is driven by their knowledge and experiences.



During the next five years, success will mean that we have:

Learned from people using our services, to grow the income and reach of our organisation through person-centred support offers within our existing service portfolios and through the delivery of new models of care – to empower more people to lead their journey to wellbeing on their own terms.

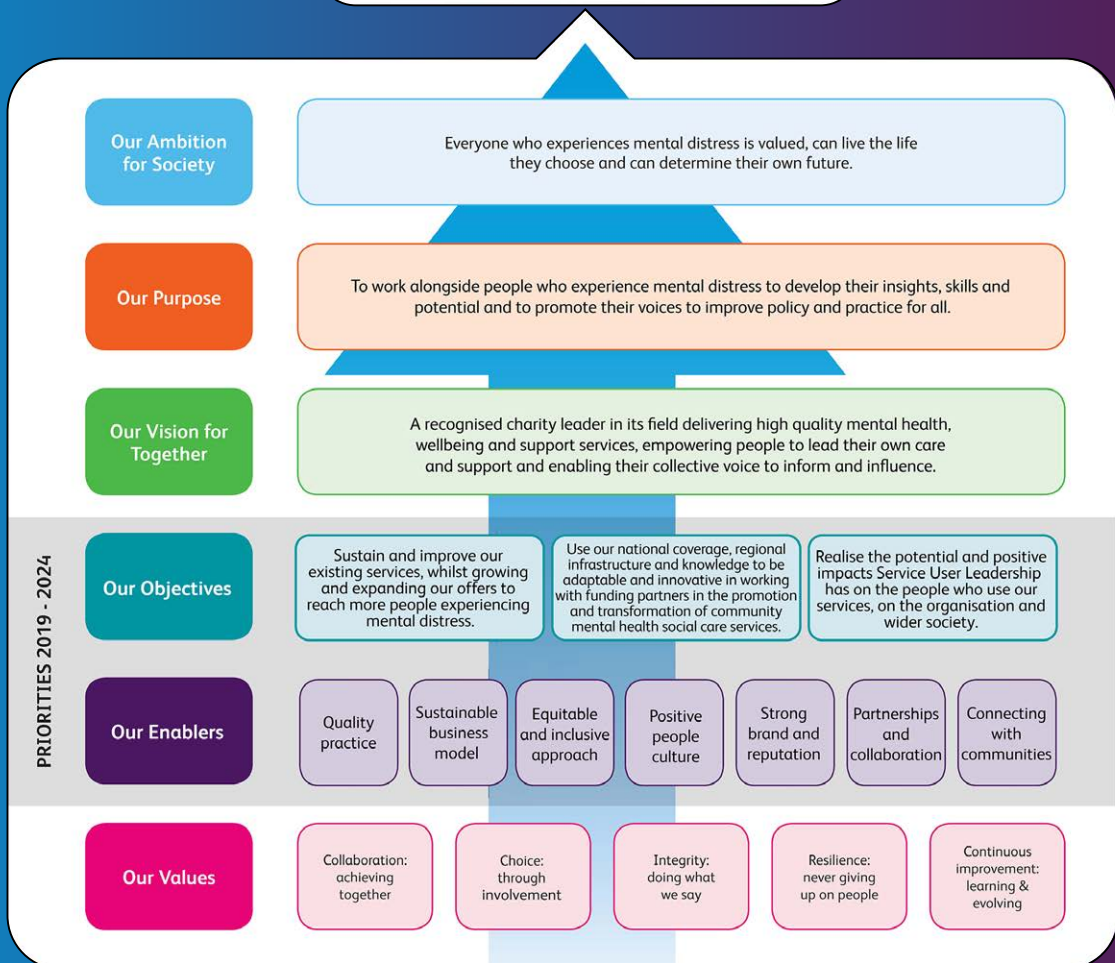
Developed and improved the quality of our care and support services across our portfolio through the provision of nurturing environments that keep people safe and well in the places where they want to live.

Worked in cooperation with membership and campaigning organisations, research networks and professional bodies to advocate for the essential role that mental health social care plays in addressing health inequalities and as part of an individual's journey to better wellbeing.

Established partnerships and collaborations with others, including ICBs, Local Authorities and healthcare providers, that have achieved greater sustainability of the VCSE sector at a local and national level and influenced more informed, insightful and impactful funding and commissioning of mental health social care services.

Demonstrated our value and commitment to the communities in which we operate through increasing our local stakeholder relationships and creating new community initiatives through building long-term partnerships.

Service User Leadership



Our values

Our value statement

“ We work together to facilitate choice through involvement, by doing what we say, never giving up on people, and looking to constantly improve how we work. ”

Collaboration

Achieving together

We connect with communities, advocating and increasing awareness of the interests that matter most to service users.

We work closely together with service users, staff and communities, utilising the skills and experience of everybody, to ensure service users are at the centre of their support and achieve the best outcomes.

We create meaningful internal and external connections to ensure everyone can access all the support they require.

We actively raise awareness of mental health issues and support people to integrate fully in local support and local life at every opportunity.

Choice

Through involvement

We genuinely listen and take care to understand complex issues, in order to support decision-making that is fully responsive to individual expectations and aspirations.

We work with compassion, respect and creativity to solve problems and find solutions.

We are responsive and empowering, focusing on what can be achieved.

We constantly review the value and impact of lived experience on exploring options that support choice.



Integrity

Doing what we say

We are trusted to deliver.

We ensure that we always say what we mean.

We communicate with each other with consistency and clarity.

We are committed to making decisions transparently.

Resilience

Never giving up on people

We passionately care about empowering people to use their unique experiences and lead their own journeys.

We use flexible approaches and innovate new ways of working to achieve goals.

We are brave and resolute when facing challenges.

We don't let the future be defined by the past.

We hold the hope.

Continuous improvement

Learning and evolving

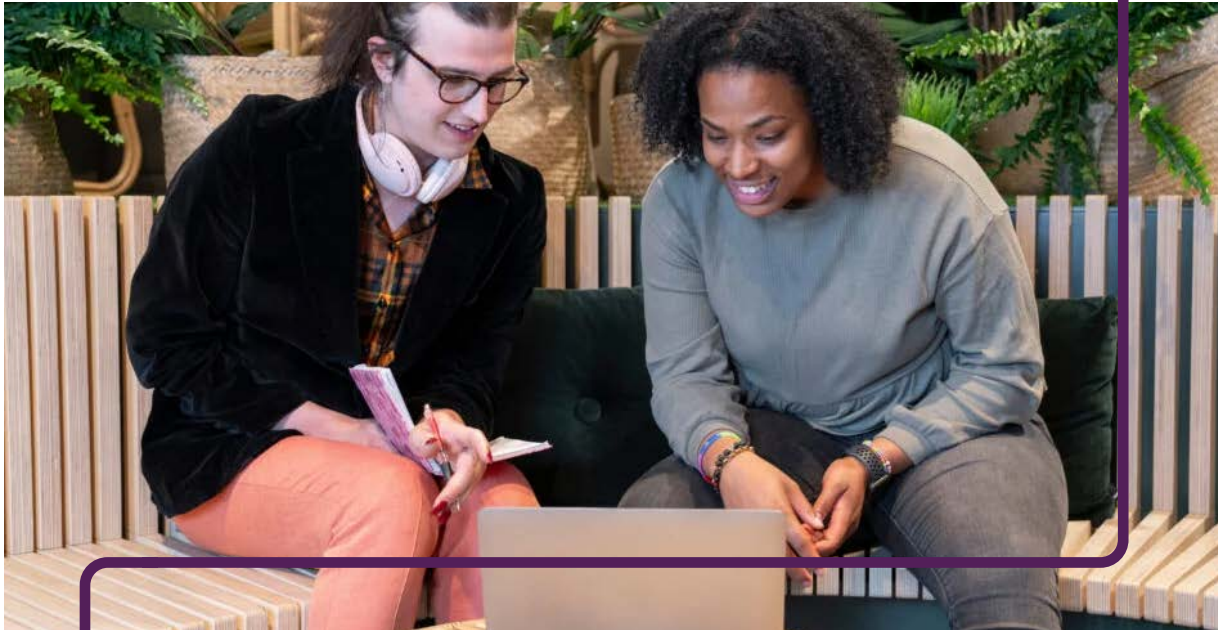
We are curious and deeply inquisitive about people and our work.

We consider the whole person and recognise that genuine interest in each person enables us to support people with their long-term goals and aspirations.

We create a safe environment for people to be who they want to be.

We are conscious of our actions, decisions and their impact.

We actively seek and learn from feedback, and make changes to deliver the best we can.



Our vision for the future

The future: 2024 – 2029

We have a long history of being creative, innovative and thinking progressively and we continue to be at the forefront of delivering high quality and responsive mental health social care. We don't underestimate the challenges we face with funding pressures across health and social care – against a backdrop of the increasing needs for those seeking mental health care and support. However, we are in a time of NHS Reform, new commitments, and new ways of thinking about mental health and wellbeing, including a renewed focus on talking about mental health that fights stigma and prejudice.

Our plans outlined in our refreshed corporate strategy focus on continuing to deliver and develop the services we feel are vital for people living with mental distress. Our values, approaches and services will enable the people we support to lead the way, to inform wider policy and practice, and to determine their own futures – this is what we see as our vision and purpose for Together and what we will seek to achieve in partnership with others.

Critical to delivering our strategy is a vision for our workforce that we are enabled by a working environment that encourages us to be the best we can be, supporting us to achieve the best outcomes, motivating us to go further and being proud of the positive difference we make to the wellbeing of the people we work alongside and each other. The pandemic amplified the resilience, skills and motivation of people working within health and



social care and we continue to be committed to creating an organization that attracts and retains staff and volunteers who see working alongside people experiencing mental distress as a vocation.

We will need to continue to strengthen our financial resilience, and the Director of Finance & Resources will play a pivotal role in achieving our future ambitions and meeting the new challenges facing Together - increased competition, changes to provider procurement regulations, commissioner expectations, pressure on public sector funding and service complexity due to higher levels of mental health need and demand.

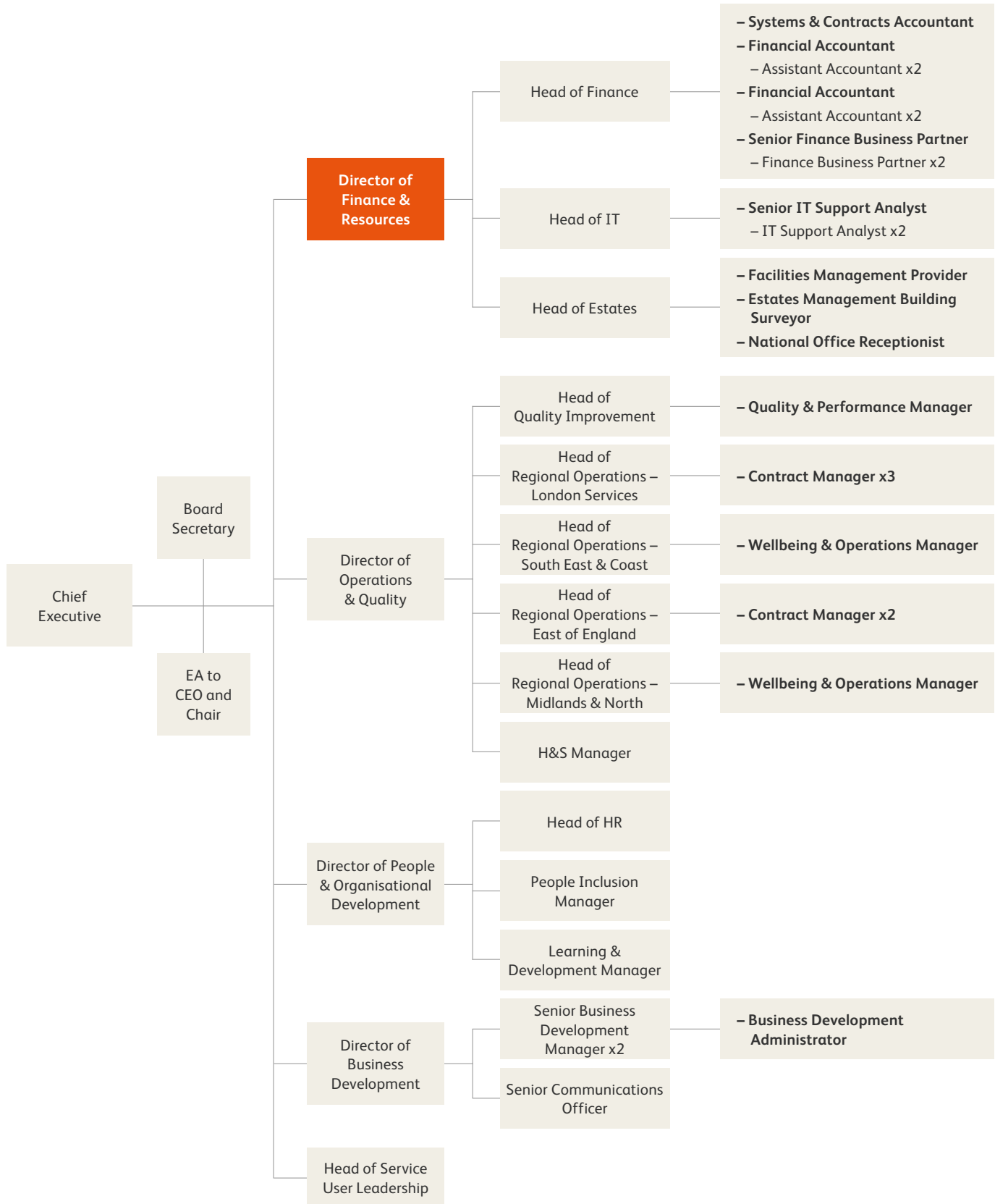
Through exceptional organizational leaders, we have the expertise and experience to sustain our core business and grow organically, and who share our ambitious vision for the charity, including mobilising our considerable knowledge and insights to diversify our income streams by shaping new and existing markets in partnership with commissioners and other key stakeholders, including corporate partners.

The charity has firm foundations not just based on a remarkable, pioneering history but also on well-developed governance arrangements that ensures we are fit for purpose for many years to come. This includes a highly committed group of trustees, working through sub-committees and the Board, in collaboration and partnership with the executive team.





Our structure





Job description



Job title	Director of Finance & Resources
Directorate	Finance & Resources
Responsible to	Chief Executive
Responsible for	Head of Finance, Head of IT, Head of Estates
Hours:	Standard working hours are 37.5 hours per week, or as required to carry out the remit of the role
Location	Agile and flexible working with a minimum of two days per week attendance at our national office based in central London on average (attracting geographical allowance if applicable)

Key working relationships

Internal

- Executive Leadership Team (ELT), including Chief Executive, Director of Business Development, Director of People & Organisational Development, Director of Operations & Quality, Senior Management Team (SMT), Service Managers, trustees, and people who use our services.

External

- Current and prospective commissioners, including local authorities and NHS Trusts, networking forums, income generation and business development colleagues in other mental health and social care providers (statutory, VCSE and independent), charity sector regulators, suppliers.
- As a key member of the ELT to provide strategic leadership, direction and optimal performance of the organisation's finance, ICT and estates corporate functions, together with overall governance oversight as Company Secretary.
- Contribute collectively as an Executive Director to driving strategy development, innovation and delivery in addition to the collective leadership of the day-to-day operations and performance of the Charity.
- Work with colleagues to mobilise the diversity of our workforce to create a kind, caring, innovative and creative workplace.





Key accountabilities and responsibilities

Finance

- Report to and advise the ELT and trustees on all financial matters in Trustee Board, Finance, Resources & Investment Committee (FRIC) and other meetings. In particular, keep the Chief Executive fully informed of all financial issues.
- Lead the provision of financial expertise and input to the charity's strategic and business planning process and identify initiatives that maximizes that financial support.
- Direct the annual budgeting process and longer-term planning, ensuring budgets are owned and understood locally and that overall, they reflect the charity's priorities.
- Ensure that the annual report and accounts are prepared on time and that they adhere to the requirements of Companies House, the Charity Act, SORP and best practice. Liaise with the charity's external auditors.
- Manage the charity's Corporation tax and VAT compliance, and ensure the financial accounts of both Together and its trading subsidiary Together Support Services are managed effectively.
- Ensure the monthly I&E management accounts are produced in a timely fashion to allow managers and trustees to monitor the financial standing of the charity.
- Manage the charity's cashflow and reserves and provide timely information to other managers and trustees where appropriate. Deal with the charity's banking links regarding cashflow and negotiate bank loans, overdrafts and investment of reserves.
- Ensure that the finance department keeps proper records to monitor income and expenditure and accurately records tangible fixed assets, other assets and liabilities.
- Drive initiatives to ensure that the finance department functions to provide optimal enabling support to frontline service managers.
- Lead the finance department to deliver a business partner function to support financial modelling requirements in response to growth and development opportunities.



- Ensure the charity's closed defined benefit pension scheme is properly managed via the independent scheme trustee and that, Together with the trustees and Chief Executive, make any changes needed to the accounting assumptions to ensure that staff are adequately provided for at fair cost.
- Lead on all major procurement matters, including utilities, insurance, major building works, external parties (solicitors, auditors etc) and lead all tendering processes as required in the scheme of delegation.
- Lead the capital investment business case process with other executive colleagues, making recommendations and negotiating financial arrangements if necessary.
- Deliver the financial project management requirements of major projects as well as major contractors if lead executive.
- Drive any changes required to achieve, ensure that charges for the charity's services are set realistically with the intention of full cost recovery.
- Act as lead executive officer for the FRIC and Audit & Risk Committees (ARC), sub-committees of the Board of Trustees.
- Ensure the professional development of team members, especially where professional qualifications are required.



Information and Communication Technology (ICT)

- Through leading the responsibility for the charity's ICT and management systems, ensure that innovative and creative approaches are considered to meet strategic and operational need, including development of the organisation's ICT strategy.
- Ensure the strategic and operational functioning of the IT Team in the provision of optimal enabling support to frontline services and other corporate support services.
- Put in place disaster recovery plans to ensure that the charity can continue to function effectively.
- Ensure all equipment (infrastructure, systems, laptops, phones etc) are regularly reviewed and updated to ensure a smooth service delivery.

Estates

- Develop the estates strategy, with supporting financial modelling, to support the overall organisational strategy and operating plan with clear, deliverable objectives, including sustainability initiatives.
- Seek innovative approaches to asset acquisition, disposal and refurbishment in line with this strategy.
- Oversee work relating to buildings maintenance of services as part of the annual budget for which the charity has responsibility. Ensure that adequate steps are taken to protect and maintain the fixed assets of the charity.
- Lead all estates capital investment requirements with input from ELT, SMT and Service Managers and present to FRIC and Board as required along with impact on reserves.
- Ensure that ARC receives regular compliance reports on estates matters, working in close collaboration with the Health & Safety Manager and Operations & Quality directorate.
- Explore opportunities to acquire leases in buildings with long term potential for the organisation and negotiate with relevant landlords.



Risk and governance

- With the Chief Executive, ELT and SMT, lead the management of the corporate risk register and associated action plans, providing advice to the ARC.
- As a member of ELT participate on the senior emergency contact rota.
- Drive the delivery of an effective internal audit function and lead the relationship with External Auditors, providing support to the Audit & Risk Committee.
- Deliver business continuity plans for all responsible corporate functions and lead the testing of the organisation's business continuity processes.
- Work with ELT colleagues to ensure that the Scheme of Delegation is up to date and relevant.
- Deal with external advisors with regard to taxation, project finance, accounting and legal matter.
- As Company Secretary, work with ELT, trustees and Board Secretary to ensure all governance matters are in line with Charity Commission requirements, making changes to relevant online portals when needed.





Person specification

Essential: knowledge and experience

- Substantial senior leadership experience, with demonstrable evidence of leadership across the areas of Finance, IT and Estates.
- Qualified accountant with significant PQE, preferably with previous experience in the charities sector.
- A track record of high-level strategic decision making, financial planning and strategy implementation.
- Proven success in the delivery of business plans and budgets, and in the area of risk management and continuous development.



Senior leadership competencies

Acting with integrity

- Embodies a very high standard of personal and professional behaviour and creates a culture that reinforces personal and professional standards.
- Consistently puts core ethics and values into practice and establishes and champions core ethics and values.
- Is authentically warm, genuine, trustworthy, honest, reliable, consistent and caring in all their actions and supports this culture across organisations.
- Personally, promotes equality and diversity and ensures the service is sensitive to people's culture, age, gender, religion, race, sexual orientation and disability.
- Treats everyone with dignity, sensitivity and projects and maintains a convincing and inclusive leadership style.

Working within and across teams

- Maintains a personal style that gets the best out of teams across the organisation.
- Champions an organisation of difference, mutuality, collaboration and co-production.



Managing resources

- Strategically manages resources across the organisation.
- Provides staff with the support and resources needed to effectively fulfil their roles.
- Has a strategic overview of available provision which in turn informs decision making and sets organisational direction.

Managing people

- Models exemplary behaviour that gets the best out of others.
- Is prepared to actively lead the cultural change needed to support co-production with people who use services, carers, families and the wider public.
- Displays a personal style which reflects and reinforces our values and ethos, engenders trust, and which shapes a culture of hope.
- Leads a culture of collectively responsible individuals.
- Ensuring the quality of our services.
- Creates a culture where people are prepared to challenge about quality, safety and performance.



Critically evaluating

- Creates the organisational conditions that support change by enabling market development and encouraging innovation and ideas for improvement to flourish.
- Builds a corporate culture of continuous review, quality and service improvement, putting people's whole lives at the centre of strategic planning and development.
- Models and creates an expectation that commitments are kept internally and externally.

Encouraging improvement and innovation

- Creates an ethos that values people at every level of the organisation, modelling distributed leadership and empowering staff.
- Leads a development and improvement cycle based on the needs and aspirations of people who use services, their families, carers, staff and the wider community.
- Demonstrates and champions a culture of continuous improvement and excellence.
- Champions debate about the benefits of service user leadership in providing high quality care and support internally and externally.

Facilitating transformation

- Engenders positive responses from others across the sector and engages people in development and change.
- Creates an organisation that is a leading example of excellent practice and known for its approach to service user leadership.
- Demonstrates high level influencing skills to engage other organisations, third parties and families in upholding the rights and entitlements of people who use services with sensitivity.





Terms and conditions

Salary £87,550 p.a.

Geographical allowance may be payable depending on primary work location

25 days annual leave plus bank holidays, increasing by one day per annum up to a maximum of 30 days

Contributory pension scheme (up to 6.5% matched)

Life assurance

Enhanced maternity, adoption and paternity policies

Perkbox

Occupational sick pay scheme

Season ticket loan





How to apply

For an informal conversation about the role, please contact our recruitment partner, NFP Consulting:

Simon Lloyd Director | NFP Consulting
07961 988 523 simon.lloyd@nfpconsulting.co.uk



Apply online at www.nfpconsulting.co.uk/TogetherDFR

Closing date: Monday 16th September

Interviews: on-site, London HQ.

Accessibility

Please let us know if you have any special requirements to enable you to apply and participate in the selection process and to perform to the best of your ability. Any requests will not be taken into account in the decision making process.

