



Post Title: Chief Executive Officer

Accountable to: Changing Minds Trust Board

Purpose of Role

- The Chief Executive Officer is responsible for the overall leadership and management of Changing Minds, and for its effective performance in operational and service delivery and financial management.
- The post holder will work closely with the Changing Minds Board Chair in supporting the strategic direction for the organisation.
- The Chief Executive will be expected to maintain, build and develop strategic relationships to advance the vision and mission of Changing Minds, and continue to maintain the highly regarded profile of the organisation.

Key Accountabilities	Tasks	Performance Measures
Financial Performance	<ul style="list-style-type: none"> • To work effectively alongside accounts contractors, employees and board members to manage the Trust in a financially responsible manner, within budget. 	<ul style="list-style-type: none"> • Regular financial oversight and operations reporting to the Board • Service and Financial Audit results. • Maintain working capital.
Workforce and Organisational Management	<ul style="list-style-type: none"> • To ensure Changing Minds has the required capability. • To manage staff/contractor performance. • To ensure that Changing Minds actively promotes and values diversity and equality within employment and service delivery. • To ensure that there are effective communication and 	<ul style="list-style-type: none"> • Employee engagement. • Supporting the recruitment, Induction and supervision of employees/contractors. • Annual employee performance reviews. • Staff development plans in place. • Key staff retention.

	<p>involvement arrangements operating at all levels of Changing Minds.</p> <ul style="list-style-type: none"> • To promote effective and constructive working relationships within and outside the organisation. 	<ul style="list-style-type: none"> • Internal policies in place and implemented. • Feedback from external stakeholders.
Strategic Leadership and Management	<ul style="list-style-type: none"> • To work with and support the Chair in ensuring the Board effectively leads and drives the development of strategies and policies which result in the achievement of Changing Minds strategic objectives. • To develop, agree and deliver effective and financially sustainable services that align with the Board’s strategic vision and plan. • To report on achievements in accordance with the strategic plan. • Communicate strategic goals effectively to all Changing Minds team members and external contractors. • Be a recognised, and respected strategic lived experience leader in the sector 	<ul style="list-style-type: none"> • Relationship with Board. • Business plan activities align with the strategy plan, and budgets in place to resource activities. • Performance against plans. • Relevant policies and procedures in place. • External Strategic Influence (as measured by feedback, funders relationships and reports, committee attendance and decisions made based on strategic advice given)
Project Management and Development	<ul style="list-style-type: none"> • To ensure assigned tasks and delivery of services/projects are completed in a timely and effective manner. • To work within budgetary requirements as set out by funders and the Board. • To identify opportunities for development of new or existing projects (including research) and services that align with the strategic direction of Changing Minds. 	<ul style="list-style-type: none"> • Project plans in place and regularly reviewed against deliverables, budgets and timing. • Monthly reports to Board. • Quality and Risk Plan in place and regularly reviewed. • Audit results. • Performance against strategic plan. • New project opportunities.

Funding Management and Development	<ul style="list-style-type: none"> • To ensure Changing Minds funding obligations are being met. • To identify and secure additional funding. • Support of key stakeholder relationships that may contribute to more funding and new business opportunities • Development of new business and income streams 	<ul style="list-style-type: none"> • Funding relationships maintained. • Timely and effective reporting to funders. • Funding applications presented to Board and completed in a timely manner.
Functioning Relationships	<ul style="list-style-type: none"> • To develop and maintain strong and effective relationships with other organisations and government departments. • To ensure that the views of Changing Minds tāngata whaiora community and supporters are taken into account in the development and growth of new and existing services and activities. • Where applicable, ensure that Changing Minds acts as a conduit between service users, service providers, planners and funders. • To identify and develop strategic relationships in the mental health and addiction sectors. • To participate as a key contributor and influencer across key stakeholder groups. 	<ul style="list-style-type: none"> • Relationships with key stakeholders maintained and developed. • Media presence. • Engagement surveys • Submission input and co-design inclusion • Reporting to Board on systemic advocacy. • Maintenance and development of key relationships.
Communications	<ul style="list-style-type: none"> • To lead the delivery of all external and strategic communications on behalf of Changing Minds in public. • To ensure Changing Minds members, supporters, staff and Board are aware of views and trends in the mental 	<ul style="list-style-type: none"> • Communications Plan aligned with strategic direction • Media presence maintained. • Monthly environmental scan reporting to Board.

	<p>health and addictions sectors.</p> <ul style="list-style-type: none"> • To oversee the development, delivery and review of all Changing Minds e-newsletters and other printed material. • To set the tone and style of social media communication. • Contributes to media on mental health and/or addictions issues including counteracting negative or prejudiced/discriminatory views. 	<ul style="list-style-type: none"> • Customer satisfaction with Changing Minds social media and other communications.
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Relationships

- Changing Minds staff, volunteers, contractors and Board.
- Funders, planners and suppliers.
- Customers and supporters of Changing Minds resources and services.
- Other NGOs in the mental health, addictions and human rights sectors.
- Politicians, Government, Crown Agencies, Commissions, and Ministries
- Cultural mentors, guides and rōpū including Iwi, Hapu and Whānau

Professional capabilities

- Leadership, management and organisational skills.
- Good understanding of and commitment to Te Tiriti o Waitangi Te Aō Māori world view.
- Sound knowledge of the mental health and/or addictions sectors, with established networks.
- Good financial skills and knowledge.
- Experience in building and maintaining strategic relationships.
- Significant experience in project management, including developing and maintaining project plans and budgets.
- Ability to manage, direct and develop lived experience staff.
- Good understanding of governance and strategic planning processes.
- Media Training, spokesperson experience and relationships
- Fully Vaccinated from COVID-19 as a mandated Health Worker
- Full, current New Zealand driver's licence.

Personal Attributes

- Personal experience of mental distress and/or substance use/ addiction.
- Kind, diplomatic, transparent and reliable
- Empathy and understanding of the experiences of those with mental health and/or addictions issues.
- Creative, innovative and forward thinking.

- Exceptional communicator and facilitator – verbal and written.
- Ability to confidently talk to and relate to people from all walks of life.
- High levels of personal and professional integrity.

Work environment

- This position is based at the Changing Minds Office currently located in Mt Eden, Auckland and requires national travel. Applications for outside the Auckland will be considered.
- The standard days and hours of work are 8.30am to 5.30pm, **Monday to Friday** but flexibility to complete the duties of the role is expected from the applicant, and the organisation.
- Company car, lap top and mobile phone.
- Annual leave provision of four weeks per annum. Ten days' sick leave per annum.