



Someone to talk to when you need it most

The Harbour (www.the-harbour.org.uk) is a small charity based in the centre of Bristol. Our vision is that people in Bristol facing complex issues related to death, dying and bereavement have a safe place to talk and be listened to. Since 1992 we have offered counselling and psychotherapy services to thousands of people with a serious life-threatening illness, their carers and loved ones, and people who have been bereaved. For many people, this has been a lifeline.

We are looking for a new Chief Executive who is ready to take The Harbour into its next phase, growing our specialist, highly-valued service to meet growing needs.

The Covid-19 pandemic has transformed our service. We have transitioned from face-to-face counselling to offering all of our services remotely via video call and telephone. We are also seeing how the pandemic is affecting people's grieving and making it that much harder, underlining the importance of our service at this time.

We have a vision for the future of bereavement support in Bristol, and we have invested time and attention at all levels of the organisation on how we work towards this vision, through our service and in partnership with others. We have a strong platform to build on, and a committed, skilled and supportive staff team and Board of Trustees.

We are seeking a new Chief Executive to take the organisation forward so that we can reach more people who need our help, in particular people from Bristol's underserved communities. We are looking for someone who is inspired by our vision and has a track record of turning a long-term vision into strategic and day-to-day operational practice.

You will bring a thoughtful, decisive and enterprising approach to our work. You may have experience of working in the voluntary sector, or you might be looking to move from a private sector role. Either way, you will be an experienced and empathetic leader who is comfortable juggling many different day-to-day priorities whilst also staying focussed on the organisation's strategic direction. You will be passionate about making a difference to people in Bristol who face death, dying and bereavement.

If you want to lead The Harbour to the next level then we would love to hear from you. To request an application pack please email recruitment@the-harbour.org.uk.

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THE HARBOUR – CHIEF EXECUTIVE JOB DESCRIPTION AND PERSON SPECIFICATION

Purpose

To lead and manage a psychodynamic counselling service, for people affected by life-threatening physical illness. This includes providing the management, planning, and day-to-day operational direction for the service, responsible to the Board of Trustees. This post will develop and deliver the organisation's strategy and business plan in conjunction with the Board of Trustees, and in accordance with the governing documents, legal and regulatory guidelines.

Hours: 30 hours per week

Salary: £44,000 FTE (£37,714 pro-rata)

Contract Type: Permanent

Reports to: Board of Trustees

MAIN RESPONSIBILITIES / KEY JOB OUTCOMES

- Provide organisational leadership, and oversee the day-to-day management of the service.
- Continue to cultivate and nurture the supportive, honest and creative organisational culture.
- Work with the Board of Trustees and Chair to support the governance and strategic development of the organisation.
- Develop the organisation's strategic goals, and to create, implement and report against these goals.
- Lead the organisation towards long-term financial sustainability, by implementing and overseeing a range of methods of income generation and providing sound financial management and forward financial planning for the service, holding overall responsibility for the day-to-day financial affairs of the organisation.
- Be the lead advocate for the organisation, forging contacts, networks and partnerships for The Harbour, with a view to attracting referrals, securing funding, and influencing local service development.
- Work closely with the Clinical Lead to develop partnerships and contracts with a wide range of organisations and sectors, including negotiating and monitoring Service Level Agreements, partnerships with voluntary sector organisations, and contracts with statutory services.
- Lead on the preparation of the Annual Report and Annual Review and ensure these and any other statutory returns are submitted in good time.
- Create appropriate policy and procedures, and ensure they are implemented and monitored.

- Support the Chair of Trustees to develop the Board of Trustees, facilitate Trustee meetings and working groups, and plan and deliver the AGM.
- Act as a channel of communication between the Board of Trustees and staff team.
- To undertake such other duties as agreed from time to time by the trustees.

PERSON SPECIFICATION

The Harbour is a specialist service providing psychodynamic psychotherapy and counselling to people facing death, dying and bereavement. The Chief Executive will need sensitivity to and awareness of the work, and the impact of the work on staff within the organisation. We are seeking a person who will have commitment to the organisation and its approach, who can think strategically and creatively, work effectively as a member of a team, and who has excellent communication and interpersonal skills.

In particular we wish to appoint a candidate who can evidence the following:

Qualifications:

Essential

- Educated to degree level or equivalent.

Desirable

- Postgraduate qualification in leadership / management.

Experience:

Essential

- Experience of leadership and management in the voluntary, private, or statutory sectors.
- Experience of creating, delivering and reporting against strategic goals and business plans.
- Awareness of, and commitment to, the specialist psychotherapy and counselling service provided by the organisation.

Desirable

- Experience of psychodynamic psychotherapy or counselling, and/or training in counselling/psychotherapy.
- Experience of managing a psychotherapy or counselling service.
- Experience of monitoring / evaluation / measuring outcomes in mental health services.

Skills:

Essential

- Excellent communication and advocacy skills – written, oral and presentational.
- Ability to raise the profile and broaden the reach of the organisation to a range of audiences.
- A self-motivator with the capacity to work on own initiative as well as being part of a team.
- Ability to prepare reports, facilitate decision making and manage contested issues.
- Ability to establish business plans, prepare budgets and present accounts.
- The ability to manage own time and to prioritise work effectively.
- Office IT skills.

Desirable

- Knowledge of commissioning in the NHS.
- Experience / knowledge of fundraising.

Qualities:

Desirable

- Nuanced in your understanding of our work, and clear in your decision-making and communication.
- Compassionate, with an appreciation for cultural leadership within organisations.
- Engaged with wider public conversations about death, bereavement and loss.

RECRUITMENT PROCESS

To request an application pack for the role, please email recruitment@the-harbour.org.uk.

The deadline for applications is **9am on Monday 29th March 2021**, with first interviews taking place on Tuesday 20th April. Selected candidates will then be asked to present their vision for The Harbour and respond to questions from staff and trustees in a further, separate 30-minute session on Friday 23rd April.