

Richmond Psycho-Social Foundation

Chief Executive

Background to the Richmond Psycho-Social Foundation

The Richmond Psycho-Social Foundation is a non profit organisation dedicated to the development of innovative community based therapeutic care for children and young adults.

The organisation has three care homes:

- Lancaster Lodge, an 11 bed unit in Richmond for adults on mental health recovery programmes,
- Lytton House, an 8 bed unit in Putney, for adolescents with emotional and behavioural difficulties, and
- The White House, an 8 bed unit in Twickenham for adults with learning difficulties.

These services aim to meet the needs of individuals and families faced with a variety of mental health challenges and for children and young people with emotional and behavioural problems.

The organisation, which was founded by Elly Jansen, in 2006 has its roots in the International arm of the Richmond Fellowship which was established to give birth to and support Fellowships in other parts of the world. RPFJ was established in response to the request of Fellowships abroad to renew the international work, by offering partner agencies consultancy and training placements in its UK homes as well as posting its own staff on placements overseas.

Background to the role

Lancaster Lodge and Lytton House are both registered and newly staffed and the immediate task of the new Chief Executive will be to get referrals and thereby put the organisation on a strong and sustainable financial footing.

Job specification

The postholder will be responsible for:

- Providing supportive leadership and management to the current staff team of 25 in keeping with the organisation's existing philosophy as well as in keeping with new concept ideas and regulations.
- Ensuring that the national and international aims of the organisation are upheld.
- Ensuring that the Trustees' directives and high standards of performance are planned, attained and working.
- Developing , together with the Trustees, the short, medium and long term strategy and corporate plan.

- Overseeing the financial management of the organisation including ensuring that the business plan and budget are aligned and ensuring that appropriate monitoring systems of income and expenditure are in place.
- Representing RPF1 to a range of external partners and stakeholders including and especially inspectors and commissioners and accounting to funders for performance against funding requirements and ensuring all appropriate funding conditions are met.
- Overseeing the recruitment, training, direction and support of all staff and where required taking the lead on more sensitive HR and personnel issues

Person Specification

The trustees are seeking a candidate with the following experiences, skills, knowledge and attributes.

Essential experience and skills:

- Experience in a senior leadership position with a track record of achieving excellence in service delivery in care home provision
- Effective team leadership and people management
- Experience of preparing and managing a budget and of fund-raising
- An understanding of the statutory and regulatory governance requirements that the charity must comply with as a service provider, charity and employer
- A track record in developing external relationships especially with commissioning bodies
- An understanding of the fundamentals of HR
- Excellent written and verbal communication skills
- Computer literate

Desirable experience:

- Experience of therapeutic community principles

Skills and attributes and personal qualities

- An interest in mental health challenges in developing countries
- The ability and willingness to travel overseas and to cope with hard work and sometimes primitive conditions
- Team player willing to collaborate and support colleagues at all levels and the ability to relate appropriately and helpfully to the Board of Trustees
- High levels of emotional intelligence combined with the toughness to take a line despite sometimes conflicting viewpoints

Terms of appointment

This appointment is full-time and will be based at RPF1's headquarters at Clyde House, 109 Strawberry Vale, Twickenham, TW1 4SJ.

Salary will be by negotiation and will take experience and competencies into account.

The package includes 25 days of annual leave in addition to Bank holidays and, after the probationary period, a contribution to a pension. It may also include the use of a garden flat. The probationary period is 6 months.

How to apply

Applications should be sent by email to Sam Stephens at rpfi@macaulaysearch.com

The closing date for applications is noon on Monday 16th November.

Your application should comprise of:

- a full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held, relevant achievements and latest remuneration including any benefits;
- a covering note of not more than 1.5 pages (total) summarising your proven ability related to the person and post specifications;
- three referees including your last employer, denoting if any of them should not yet be contacted.
- your address, email address ,daytime, evening and/or mobile telephone numbers (to be used with discretion).

The Process

Macaulay Search has been engaged as the employment agency advisor on this appointment. A selection of candidates will be invited to have an informal discussion with Elly Jansen, consultant to the Board on Tuesday 24th November.

A selection of these candidates will then be invited to a formal panel interview at the RPRI offices at Clyde House on Friday 27th November.

You may expect to be contacted by Macaulay Search not later than Wednesday 18th November.