



# CEO Recruitment Pack



# Contents

- **Who We Are**
- **Vision, Mission, Values & Services**
- **About the role**
- **About You**
- **What We Offer**
- **How to Apply & application timeline**





# Who We Are

**1978**

RAMH was created in 1978, to address what was seen as a lack of relevant community based services.

Three groups of people came together, sharing a common vision:

## Service Users

who recognised that they need support, but not necessarily within a health (hospital) setting

## Carers

who recognised that their loved one needed support, but not necessarily within a traditional health (hospital) setting

## Professionals

who recognised that individuals needed support, but not necessarily within a traditional health (hospital) setting

Clearly, the common factor was 'support, but not necessarily within a health (hospital) setting'.

The fledgling organisation argued for and promoted the benefits of an alternative means to deliver social-non medical- support in our community.

**1990**

In 1990, building on the evolution of mental health care, greater societal awareness and culminating in "Care In the Community", RAMH developed their first 'funded' service: ACTIVE

Since that time, the organisation has evolved, based largely around self-identification of gaps in service provision; initially in Renfrewshire but subsequently in East Renfrewshire and beyond.

**Now**

RAMH currently has a presence in Renfrewshire, East Renfrewshire, North Ayrshire, Argyll and Bute and Inverclyde Local authorities. We have expanded based on identification of need, largely from local people who use our services.

# RAMH Vision and Mission



## Vision

Our vision is to ensure that people and communities receive the best and most responsive support to encourage recovery and promote wellbeing.

## Mission

Our mission is to be a trusted partner for recovery focused mental health and wellbeing delivery.

# Four Values

**Our Values are at the heart of everything that RAMH sets out to achieve to advance the quality of life for people who use our service. Our Values were shortlisted by staff and service users.**

## Hope

RAMH will inspire hope for those individuals we support.

## Inclusion

RAMH maintains inclusion in the provision of services to people, and its recruitment practices, keeping the values of equalities and diversity at all times.

## Respect

RAMH will uphold respect in all relationships including service users, staff, volunteers and stakeholders.

## Empowerment

RAMH will empower all stakeholders to promote recovery and wellbeing.

# Services

**RAMH delivers a range of services which are designed to interlink and complement the needs of people who make use of us and provides hope for their continued recovery. These are:**

## Community Services

Our services support people to express themselves and to be empowered participants in their recovery. Activities include the importance of physical health, arts and creativity and a range of interlinked support

## Counselling

This involves Adults and -Young People in East Renfrewshire- This aspect reflects the growing acknowledgement of the benefits of talking about debilitating or challenging issues with someone who is trained and empathetic. Often, Traumatic issues in childhood are evident as individuals age.

## Crisis Service

We support people who are severely impacted by issues which threaten their mental health and which often results in suicidal thoughts. Our staff are available 365 days a year up to 8pm or 5pm weekends and public holidays.

## Employability

We recognise the importance of retaining and returning to work, not least to engender respect and inclusion.

## Housing and Support

We currently provide 2 geographically distinct Housing and Support / Care at Home services: Renfrewshire Housing and Support (RHSS) and Causeway Housing (East Renfrewshire)  
We support people to maintain their individual tenancy and to thrive and be empowered in their community.  
We have done this in various ways for over 30 years.

## Information

We offer personal support and a growing range of digital resources to enable people to fully participate in their recovery.

## Mental health, addiction and alcohol

This aspect has grown from our crisis service and a desire to maximise the potential for people with multiple barriers to be included rather than become lost in systems.

## Recovery College

Recovery College offer a range of training and educational resources to enable people to self-manage their mental health and wellbeing. Tutors who are experts by profession work as equals with peers who are experts by experience to facilitate learning. Based on the international recovery model CHIME, Recovery College facilitates students to build Connection, find Hope, explore Identity, discover Meaning and experience Empowerment.

## Service user engagement

As a distinctly local organisation, embedded in the communities we serve, we have benefitted from the active involvement of people who use services. Recognition is rightly afforded to Peer workers and self-management principles, and also to individuals whose voice has always been respected in our evolution.

# About the Role

**RAMH wishes to deliver the highest possible standards in service delivery. The function of this role is to be responsible as the senior officer of the company, for all aspects of its professional, financial and managerial activities**

## Main Duties & Responsibilities

- The CEO is the senior executive officer in the organisation and, as such, is responsible for overseeing all aspects of its day to day service delivery and management activities.
- Have the vision to see innovative and imaginative opportunities to evolve the work and development of RAMH.
- To drive the strategic direction of the organisation.
- To act as ambassador for RAMH in the public arena, undertaking such activities as are necessary to effectively promote and enhance the profile and impact of its work.
- To carry overall responsibility for business planning in the context of RAMH's corporate mission and policy commitments.
- To be responsible for financial and resource procurement in the context of RAMH's strategic priorities.
- To act as chief policy officer to RAMH's Board of Directors, overseeing policy development, implementation and outcomes.
- To carry direct line management responsibility for such staff as may be appropriate, from time to time.

# About the Role

## Detailed Duties & Responsibilities

- To develop a company culture and management style, consistent with RAMH's aspiration to be open, creative and accountable.
- To establish effective relationships with key external stakeholders, especially senior managers in local authorities, health boards and the Scottish Executive.
- To develop practical means of internal and external communications which enhance Corporate identity and effectiveness.
- To co-ordinate and submit service tenders and funding proposals, undertaking all necessary negotiations and discussions.
- To actively promote inter-agency working and collaborative ventures as a key basis for RAMH's future growth and development.
- To ensure compliance with the Company's Memorandum and Articles of Association.
- To ensure compliance with all legislative requirements of the Company's Act.
- To service the Board of Directors and any other executive bodies that it may establish.
- To oversee a rolling 3 year business plan.
- To oversee a financial plan, relating the business plan of key funding streams and income targets.
- To oversee performance indicators and systems for monitoring service outcomes.
- To oversee the development of effective administrative/HR/financial systems.
- To oversee effective and consistent arrangement for staff training and development.
- Any other reasonable task commensurate with this post.



# About You

## Person Specification

### Knowledge, Skills & Experience

- A proven track record of senior or departmental leadership
- A comprehensive understanding of the Voluntary Sector
- Knowledge of Mental Health
- Sound knowledge of the current trends and key issues within the social care sector
- Competence to understand the social and health needs of individuals and communities
- An excellent track record of building, managing and sustaining internal and external relationships.
- A demonstrable record of inspiring, motivating and empowering people to meet organisational objectives and deliver the highest standards.
- Experience of driving improvement, whilst building, enhancing and maintaining the reputation of an organisation
- Exceptional face-to-face, interpersonal, negotiating and persuasive skills
- Proven experience of fundraising, tendering for contracts and income generation
- Demonstrable success in the delivery of corporate objectives, policies and strategies
- An excellent track record of effective decision making
- Experience of financial management and of preparing annual budgets
- Excellent communication skills
- Educated to degree level or equivalent with evidence of continued professional development and/or further management qualification

# About You

## Person Specification

### Personal Attributes



- Approachable
- Confident with a positive and flexible approach
- Compassionate and empathetic
- Relatable, supportive and resilient
- Able to enthuse and inspire others
- Tactful & diplomatic
- Effective decision maker
- Emotionally intelligent
- Enthusiastic, passionate & dynamic

# What We Offer

## Salary

Spinal Point Range 65-67  
£60,038 - £64,462 per annum

## Annual Leave

33 days Annual Leave rising to 38 days after 5 years' service & 41 days after 10 years' service

## Life Assurance

RAMH provides a Life Assurance Scheme of 2 x basic salary tax free.

## Hours

37.5 hours per week between Monday & Friday. To be worked as required.

## Development Fund

Up to £1000 funding to explore relevant topics and personal development opportunities.

## Duration

Permanent Contract

## Occupational Sick Pay

RAMH pay occupational sick pay after 1 years' service. Sick pay entitlement increases with service up to a maximum of 6 month full pay, 6 months half pay.

## Pension

RAMH currently pay 6% employer pension contribution.

## Travel Expenses

0.45p per mile travel expenses

## Cycle to Work Scheme

Cyclescheme is an employee benefit that saves you 25-39% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary by RAMH.

# How to Apply

For more information please contact: Lauren Mackintosh, HR Officer on 0141 847 8900, or [lauren.mackintosh@ramh.org](mailto:lauren.mackintosh@ramh.org)

To apply, please complete RAMH Application Form. Where required, please continue personal statement on a blank document. Application packs can be requested by phoning RAMH Recruitment line on 0141 847 8900 and quoting the reference no: 743 or can be downloaded from our website: [www.ramh.org](http://www.ramh.org)

Complete application forms to be sent to [lauren.mackintosh@ramh.org](mailto:lauren.mackintosh@ramh.org)

This post is subject to a PVG (Protection of Vulnerable Groups) check  
RAMH is an Equal Opportunities employer

# Application Timeline



- Advert closing date: **11.59pm Sunday 30th July 2023**
- Meet & Greet Event (for shortlisted candidates): **Monday 14th August 2023**
- Interviews: **Friday 18th August 2023**
- 2nd stage interview: arranged if required
- Post Starting Date: To be confirmed with appointee