

Mind HK: Chief Executive Officer

Mind HK is a fast-paced, quickly-growing mental health charity, with the mission to ensure that no one in Hong Kong is facing a mental health problem alone. Since our launch in November 2017, we have trained over 12,000 people on mental health awareness, received more than 1.3 million users to our website, and regularly engage with hundreds of thousands of individuals from the local community through our campaigns.

We are currently looking for a new Chief Executive Officer to lead us as we move from the start-up phase into becoming a more established organisation. The candidate will have a proven track record of leading, preferably, within the NGO or a related sector, a strong understanding of the opportunities and pitfalls of the sector, and a passion for mental health and wellbeing. Clinical knowledge and/or qualifications are a bonus. They will be well-grounded in the local Hong Kong context, a confident communicator in Cantonese and English, and with good existing networks and connections that they are excited to leverage upon and to grow into meaningful partnerships for Mind HK.

The new CEO will be well-suited to an energetic environment, and will lead a dynamic young team into the next phase of the organisation. They will embody Mind HK's organisational values of Compassion, Commitment, Inclusivity, and Integrity.

The full role description is listed below:

Reports to:	<ul style="list-style-type: none"> Board (Executive Chair, Board Committees)
Board /Strategic Remit	<ul style="list-style-type: none"> Key point of contact between Board and Advisors, and staff/other stakeholders Leading organisation through 2022-24 strategic plan; creation and implementation of longer term strategic planning Execution of new and existing board led process agendas Working closely with Executive Chair to support with new leads and initiatives for the charity, as well as structuring Board to support current organisational needs
External Remit	<ul style="list-style-type: none"> Relationship building and management with local NGOs, academic institutions, corporates, and international partners; oversight on planning knowledge transfer visits with these organisations Key role in cementing Mind HK's profile with stakeholders including Government and Hospital Authority Publicity and awareness raising of the charity; representing the charity at events including talks and panels, and with the media (clinical and non-clinical as appropriate) With Deputy CEO, steer organisation's communication and external strategy Maintain relationships with large/selected funders and partners With Development and Partnerships Manager, bringing new sponsorship into the organisation
Internal Remit	<ul style="list-style-type: none"> Oversight and guidance of growing team (currently 21 staff, plus volunteers/trainers/ambassadors/other direct stakeholders)

	<ul style="list-style-type: none">• Leading on moving organisation beyond start-up phase• Direct line management of Deputy CEO, Deputy COO/COO, and other key team members• With Deputy COO/COO, oversight of budgets, salaries, policies, organisational structure and processes to ensure sustainability• Sign off on recruitment and utilising networks to source strong candidates for positions• Sign off on fundraising including campaigns; some grant development/application oversight• Chair key meetings and present as an active figurehead of organisation to ensure good organisational morale and wellbeing• Support and contact for staff and other stakeholders as needed
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Hours: Flexible, 3-5 days per week

Salary: Negotiable

Start Date: Flexible, by May 2022

Benefits: 20 days Annual Leave per annum (pro-rated, if part-time, plus organisational-wide leave during major holidays and mental health days), Flexible working, Medical and Dental Insurance, Strong internal mental health support.

Please apply to: hr@mind.org.hk with cover letter and CV, and state salary expectation and availability.

For more information about Mind HK, please visit: www.mind.org.hk