



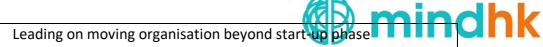
Mind HK is a fast-paced, quickly-growing mental health charity, with the mission to ensure that no one in Hong Kong is facing a mental health problem alone. Since our launch in November 2017, we have trained over 12,000 people on mental health awareness, received more than 1.3 million users to our website, 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	Board (Executive Chair, Board Committees)
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Board /Strategic	 Key point of contact between Board and Advisors, and staff/other stakeholders
Remit	 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
	 Relationship building and management with local NGOs, academic
External	institutions, corporates, and international partners; oversight on
Remit	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	 Oversight and guidance of growing team (currently 21 staff, plus
Remit	volunteers/trainers/ambassadors/other direct stakeholders)



- 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

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