 [Mindfulness in Schools Project](http://www.mindfulnessinschools.org/)[www.mindfulnessinschools.org](http://www.mindfulnessinschools.org)

**Job Description**

**Chief Executive, Mindfulness in Schools Project MiSP**

**Position reports to: Chair, Board of Trustees**

**Mindfulness in Schools Project (MiSP)** is a registered charity whose aim is to inform, create, train, and support the teaching of secular mindfulness to young people and those who care for them.

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**Purpose:**

The Chief Executive’s role is to lead and develop the charity into a highly respected front-runner in the field of mindfulness education in schools. Working closely with the Chair, Board of Trustees, Co-founder, and experienced senior management team, they will provide the skills and business expertise to exponentially move the charity into the next phase of growth ensuring long-term success and sustainability.

Working in partnership with the Co-founder, they will build relationships with key stakeholders in education, politics, the media, and other relevant organisations. Using a collaborative approach to motivate, and engage board members, staff team, partners, beneficiaries, and prospective funders.

**Principal Accountabilities**:

* Develop and agree a 3-year growth strategy/business plan; taking overall responsibility for achieving, monitoring, and reporting on agreed key performance indicators.
* Develop and implement a sustainable strategy for ensuring MiSP’s trainings are accessible and affordable to mainstream UK schools and multi-academy trusts. Social outreach will be a priority.
* Develop and implement a marketing and business development strategy
* Develop and implement a fundraising strategy which identifies priorities both for fundraising targets and investment
* Design and implement an organisational framework, and as the charity grows a recruitment strategy that takes MiSP from a small/medium charity to a medium/large one
* Understand and oversee charitable governance and compliance

**Activities**

*Understanding and Implementation*

* Work with the co-founder and other senior leaders in MiSP to understand the landscape of mindfulness and education.
* Oversee the ongoing development of MiSP’s leading curricula, including the highly respected **.b** and **paws**.
* Develop a clear understanding of the concept, practice, and full potential of mindfulness.
* Using a hands-on approach, listen and learn from the experience of the existing team members and work together to enhance current systems and processes.
* Intuitively use collaborative working to agree priorities and achieve results.
* Bring structure, stability, and growth to MiSP’s network of strong relationships with influential individuals in education, mental health, and other relevant charity/ sector organisations

*Leadership*

* Lead key strategic projects including those bringing significant change for the charity.
* Be an inspirational leader for the organisation, so that it consistently achieves excellence, and invites innovation and change.
* Lead, develop and retain a high performing and motivated team.
* Use a strong and clear-headed approach when challenged, whilst being collaborative and cooperative enough to give ground.
* Ensure that staff are given regular feedback on performance and that mid/end of year appraisals are completed on time.
* Approve the recruitment and appointment of new staff.
* Ensure that systems and processes are managed effectively and in accordance with current legislation
* Ensure a safe and secure environment according to H&S legislation.
* Provide effective communication within the team and with the Chair, Board of Trustees, and Co-founder.

*Finance*

* Oversee budgets, expenditure and management accounts ensuring that income and expenditure is within business plan targets.
* Accountable to the Board of Trustees for the overall financial health of the charity including ensuring that new funding opportunities are pursued.
* Identify and put in place an effective risk management strategy and framework for the charity.
* Ensure financial stability by monitoring cash flow.

*Governance*

* Work with the Board of Trustees to ensure that all statutory requirements are fulfilled.
* Report periodically to the Board of Trustees on the performance of the charity and all matters relevant to the discharge of the Board’s responsibilities.
* Provide strategic direction and leadership to achieve the charity’s aims and objectives.
* Manage the administration of the charity in accordance with the Board of Trustees policies.
* Ensure that the charity discharges its constitutional and legal obligations.
* Maintain awareness of risks and changes in the external environment that may affect the charity.

*Expectations*

* Grow to understand what mindfulness is from a personal perspective
* Stay abreast of the latest developments within the world of mindfulness.
* Embrace new technology and integrate as appropriate
* Promote a culture where team work and collaboration are key elements to achieving excellent results.
* Build an effective working relationship with the Co-founder, Chair, and members of the Trustee Board.