



Mary
Seacole
House

CEO APPLICATION PACK

A Guide to applying for a position at
Mary Seacole House



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Role purpose & overview

Mary Seacole House, Liverpool's leading health & wellbeing service for Black, Asian, racialised & refugee communities, is looking for an interim CEO to lead the organisation through a period of transition over the next 6-12 months. The interim CEO will work with Mary Seacole House Trustees, staff & communities to develop & implement a new 3-year strategic plan & income generation plan.

As a committed advocate for communities facing inequalities, the successful candidate will be an established leader, experienced in navigating organisational change & leading effective teams. We value our staff & communities - Mary Seacole House is a safe haven for many long-standing service users who need a leader that can centre their voices & the values upon which the organisation was founded.

We particularly welcome applications from those with roots in the L8 community, but all applicants with an understanding of the rich cultural heritage of the area & the need for culturally sensitive services, will be considered.

Role	Interim Chief Executive Officer
Deadline to apply	Monday 30th October, 5pm We reserve the right to close recruitment early if the right candidate is found.
Salary	£44,248
Location	Kuumba Imani Building, 4 Princes Rd, Liverpool, L8 1TH
Reports to	Chair & Board of Trustees
Direct Reports	Operational Leads
Contract Type	Fixed-term or freelance for up to 12 months (minimum 6 months)
Hours of Work	Full time role (37.5 hours) with flexible & hybrid working options. Regular office presence plus travel to events & meetings required.
Benefits	Employee Assistance Program, Flexible Working Policy

Introduction to Mary Seacole House

Mary Seacole House is a pioneering institution dedicated to providing comprehensive support and advocacy for individuals from racialised & refugee/asylum seeker communities to improve their health & wellbeing. Rooted in evidence-based practices & cultural sensitivity, we are committed to addressing the unique challenges faced by this community. Our organisation strives for equity, inclusivity, & empowerment, ensuring that every individual receives the care & resources they deserve while also standing in solidarity by influencing policy.

Nestled in the heart of Liverpool, Mary Seacole House stands as a beacon of hope & healing for the community it serves. Established with a profound commitment to mental health support, Mary Seacole House provides a safe haven for individuals navigating the complexities of mental health challenges. Beyond its welcoming façade, Mary Seacole House embodies a sanctuary where compassion, understanding, & empowerment flourish. With a dedicated team & a comprehensive range of services, Mary Seacole House is a cornerstone of resilience, fostering an environment where individuals can embark on their journeys towards well-being & recovery.

Founded in 1991 on a legacy of compassion & resilience, Mary Seacole House draws inspiration from the indomitable spirit of Mary Seacole herself. This institution's roots trace back to a fervent desire to offer equitable mental health support to Liverpool's historic Black community. Witnessing too many people with mental ill health going without appropriate services, being sectioned & hospitalised far from family, being misdiagnosed & mistreated, The Granby Mental Health Group set up Mary Seacole House specifically to meet the needs of the racialised & immigrant communities in Liverpool's L8.

With values deeply rooted in empathy, dignity, & holistic care, Mary Seacole House remains dedicated to ensuring every person who walks through its doors experiences a sense of belonging & finds the support they need to thrive.

The organisation is in a period of transition, & a significant part of the role of the interim CEO will be to oversee a strategy refresh & accompanying restructure. Currently the core services include:

- The multicultural wellbeing service (or 'day service') - a drop-in service offering support for individuals & families to improve their health & wellbeing, access health services & tackle welfare issues through education, information & signposting.
- The advocacy hub - supporting individuals to understand their rights around housing, employment & other issues intersecting with their mental health, as well as in specific situations such as after being detained under the Mental Health Act & in prison.

Service leads are supported by a small team of coordinators, support workers & volunteers.

Read more about Mary Seacole House:

- [Website](#)
- [Instagram](#)
- [Annual Report 2021/22](#)



Job Description

This is an interim role, with the purpose of driving the organisation through a period of transition & uncertainty. The role will focus on working with Trustees to develop & implement a new 3-year strategy & associated restructure in consultation with staff, service users & key stakeholders, as well as securing the financial stability of the organisation.

Strategic Leadership & Vision

- Develop, articulate, & implement a dynamic strategic vision that aligns with the organisation's mission, addressing the unique mental health needs of racial minority communities.
- Lead the organisation in setting & meeting ambitious, achievable objectives, driving growth, impact, & sustainability.
- Lead teams, creating a culture of openness, learning, & development that supports good mental health & wellbeing across the organisation.

Management & governance

- Be accountable to the Board for delivery against budget & effective organisational management.
- Provide dynamic leadership to service & operational leads, fostering a culture of innovation, inclusivity, & accountability.
- Work with the Operational Leads to oversee day-to-day operations, financial management, & compliance, upholding the highest standards of governance & transparency.
- Implement effective monitoring & evaluation processes to enable regular, high-quality reporting to the Board of Trustees & pro-active business planning
- Work with the Board of Trustees & relevant stakeholders to ensure that Mary Seacole House complies with all relevant regulations & quality standards.

Finance & sustainability

- Overall responsibility for organisational budget, resource allocation and regular transparent reporting to the Board of Trustees.
- Lead on fundraising, diversifying revenue streams and ensuring long-term financial sustainability.
- Cultivate lasting relationships with donors, funders, and potential supporters, effectively communicating the impact of our programs on mental health outcomes.
- Effectively monitor and identify strategic risks and opportunities, implementing timely mitigation plans where necessary.



Who we're looking for

We are looking for an established leader with an understanding of the rich cultural heritage & historic struggles of Liverpool's Black, racialised & immigrant communities & demonstrable commitment to addressing the inequities in service provision, experience & outcomes for those groups.

A forward-thinker with a good understanding of Liverpool's VCSE & health landscape, the ideal candidate will work collaboratively with trustees, staff, service users & key stakeholders to develop the future direction for Mary Seacole House.

If you meet 70% of the criteria & aren't sure whether you fit the bill, please still apply. We understand not everyone will meet all the requirements, but you may also have skills we didn't know we needed, or lived experiences that are as valuable as professional or academic expertise.



Person Specification

	Essential or desirable
Qualifications	
Established management &/or leadership training/qualifications	D

Experience	
Demonstrable experience in a leadership role, ideally in a charitable, not for profit or healthcare setting.	E
Experience of leading an organisation through a period of significant change, including managing & monitoring under-performance	E
Lived experience of the mental health system, racial inequalities &/or the intersecting injustices facing clients of Mary Seacole House	D
Experience of working with a board of directors/trustees.	E
A track record of developing sustainable income growth strategies.	E

Skills	
Strong financial acumen, including budgeting, financial planning, & resource allocation, to ensure organisational sustainability.	E
Strategic development - skilled in developing & implementing effective strategic plans alongside service users, staff & Trustees.	E
Empowering & effective people manager, including line-management & career development of senior leadership team	E
Fundraising & bid-writing	D

Knowledge	
Knowledge of the mental health sector, the socio-economic factors that affect mental health & the entrenched inequalities experienced by Black people, people of colour & refugees/asylum seekers in the UK mental health system	E
An understanding of Liverpool's history & current context in terms of socio-economics, race, migration & health	E
Excellent understanding of UK charity governance, legislation & statutory requirements	E
A connection into Liverpool's diverse community groups, organisations & voluntary & public sectors	E
Understanding of current funding landscape, including public procurement, grant funding & individual giving	E
A connection into Liverpool's diverse community groups, organisations & voluntary & public sectors	D
Understanding of co-production, ensuring service-user voice is at the centre of organisational decision making	D

Qualities	
Demonstrable commitment to the rights, welfare & dignity of racialised communities	E
A compassionate approach to organisational change with recognition of individual, collective & intergenerational trauma. Motivated to work with staff & the local community to develop effective & culturally appropriate services.	E
Communication & relationship-building: as this is an interim role, the successful individual will be skilled in rapidly establishing & nurturing trusting relationships with diverse stakeholders	E
Collaborative: ability to drive organisational change & navigate challenges while meaningfully involving staff, Trustees & service users	E
Strategic thinker: strong analytical skills & ability to identify suitable opportunities/risks while keeping sight of core organisational objectives & values.	E
Ability to safeguard the wellbeing of all staff & volunteers, foster talent & encourage a healthy team culture	E
Evidence of commitment to continued professional development	E

We also expect the candidate to be:	
Committed to implementing Mary Seacole House values across our work including a commitment to tackling inequalities	E
Committed to upholding our safeguarding policies & procedures to ensure that we promote the welfare of any children & vulnerable adults using our services, & protect them from harm	E
UK based & able to reach of Kumbaa Imani centre.	E
Available to travel & attend occasional meetings.	E

Please note, Mary Seacole House is committed to maintaining a safe & secure environment for all staff & stakeholders. In line with our Safeguarding Policy, the successful candidate will be required to undergo a Disclosure & Barring Service (DBS) check.

Having a criminal record would not necessarily bar you from working with us. This would depend on the nature of the position & the circumstances of your offences. We undertake not to discriminate unfairly against applicants because of convictions, cautions, reprimands or outstanding criminal proceedings.



Application process

Mary Seacole House is an equal opportunity employer, committed to diversity & inclusion in both our recruitment processes & service delivery. As a service designed to address the gap in wellbeing support for people from racialised communities, we particularly welcome applications from people from those communities. We also encourage applications from disabled people, LGBTQIA+ individuals, & those from other groups that are often underrepresented in, & poorly served by mainstream wellbeing & mental health services.

If you are disabled & would prefer to apply in a different format or require reasonable adjustments to enable you to apply or attend an interview, please contact us at chair@maryseacolehouse.com

To apply please submit the following via this Google form.

<https://forms.gle/4peKWEntDnsp7XJH6>



- 2 page anonymised CV, ensuring it **does not** contain:
- Your name
- Date of birth
- Place & years of education
- Your photograph
- Or any other identifiable information

Response to the following questions, no more than 2 pages of A4:

- Why do you want to apply for this position?
- Tell us how your experience - professional & personal - equips you to lead Mary Seacole House through this period of transition.
- What are your ambitions for Mary Seacole House? Where would you like to see the organisation moving in the next 12 months, & how would you use your first 30 days in-post to set the wheels in motion?
- Imagine that Mary Seacole House has been asked to partner with another organisation as part of a funding bid. How would you approach the decision as to whether to go ahead or not? Explain your rationale & how you would assess this opportunity.

Application deadline: Monday 30th October 2023 at 5pm.

Shortlisted candidates will be contacted with interview dates.

We are unable to provide feedback to unsuccessful candidates due to the volume of applications we receive.