



Mental Health Foundation ACT (MHF)

Position Description

Chief Executive Officer

After more than a decade leading MHF, our former CEO is embarking on new challenges. MHF is seeking a new CEO to steer our well-regarded community organisation in the next stage of its journey providing high quality mental health services to the community in the Canberra Region.

MHF - The Organisation

- is a non-government charity providing high quality mental health services;
- is an approved NDIS provider (annual turnover of approximately \$2 million);
- currently helps approximately 48 participants;
- employs approximately 35 staff (headcount); and
- provides accommodation at some six sites.

Further information about MHF can be found [here](#).

The Role - Primary Objective

To lead and manage Mental Health Foundation (ACT) so that MHF is a sustainable business organisation which provides excellent and effective services to its clients and is a workplace of choice for staff.

The CEO reports to the MHF Board.

The Person we seek to fulfil this role will be able to demonstrate:

- A commitment to making a difference for our clients;
- Excellent organisational, communication, and interpersonal skills;
- A proven record of managing, leading, and advocating for a community organisation or similar agency;
- An understanding of the NDIS and wider funding arrangements for community service providers in the mental health area;
- A strategic focus to grow MHF's business and diversify its services in a competitive environment; and
- An ability to develop effective networks with other providers, client groups, Government agencies and potential supporters such as donors.

The successful candidate can expect:

1. A four-year term contract and competitive annual salary;
2. Clear expectations set out in the contract and the MHF Strategic Plan;
3. Support and mentoring from the Board;
4. Professional development opportunities; and
5. The chance to make a difference in a respected and long-established community organisation.

Proposed KPIs will be negotiated with the successful candidate as part of their contract.

The successful candidate will be required to hold or promptly obtain:

An [ACT working with vulnerable people card](#)

An [ABRS Director Identification number](#).

An application consisting of a resume and a supporting statement (maximum 3 pages) should be emailed as a word document or PDF to **bjhal1958@gmail by 11.00pm Sunday 6 November 2022.**

Enquiries can be directed to the board President, Brien Hallett, on either the above email or by phone to 0409 158 942.