

The Mindfulness Network



Executive Director Role Profile 2024

The Mindfulness Network (MN) is a Charitable Incorporated Organisation established in April 2018, and previously operated as a Community Interest Company established in 2012. We have grown significantly and are now a world-leading provider of mindfulness training, retreats and supervision.

Through our network of partners and associates, the MN aims to improve health and wellbeing, and help create the conditions in which people and the planet can flourish. We offer a comprehensive set of services for mindfulness and compassion based supervisors, teachers, trainers and practitioners. Our offerings are based on the strong theoretical foundations of scientific research, supported by a highly experienced professional team of supervisors, trainers and retreat leads. We have a commitment to making the benefits of mindfulness and compassion practice universally available, irrespective of age, origin, location, race, colour, religion, sex, disability or economic circumstances. You can read more about our vision, mission and values here: [Our Mission | The Mindfulness Network \(mindfulness-network.org\)](https://www.mindfulness-network.org)

About the Role:

This role arises because the current Executive Director is retiring from the role on 30th September 2024. This presents an exciting opportunity for someone to lead the Charity forward into a range of new and promising prospects. We are looking for someone with strong and demonstrable leadership, who understands the mindfulness field, who can work flexibly with a highly capable team of staff and associates, and who can respond constructively to the many challenges of running a small Charity in a rapidly evolving field.

The Charity has developed over time, responding to the changing needs of the community. From a mainly UK-focused set of services that were largely delivered in-person, we are now offering services internationally and primarily online. There has been a significant shift in recent years towards offering commissioned courses through various other organisations, nationally and internationally. Meanwhile, we remain committed to maintaining a significant public training and retreat programme along with other services, such as supervision and donation-based events. We have an outstanding team of supervisors, trainers and retreat leads, trustees and volunteers. In order to grow and flourish we need to expand, develop and support this team. We have a strong partnership with Bangor University, who certify much of our training, as well as many other partnerships, and we believe that the field operates best through cooperation and collaboration.



We know and understand that the mindfulness field is changing, and how that is happening differently around the world. We want to lead in shaping the future of mindfulness and compassion-based approaches, and we are adapting our curriculum to meet changing needs and aspirations. We believe we have a strong foundation on which to further develop our offerings and widen our reach. This is a rare opportunity to work at the forefront of such an important field.

We warmly welcome applications from eligible candidates of all backgrounds, and we actively encourage applications from candidates who are currently under-represented in the mindfulness world, e.g., across race, ethnicity, gender, sexual orientation, gender identity, socioeconomic status.

An outline of responsibilities, person specification, further details and the application process can be found below. **Please note the closing date is 12pm on Friday 10th May.**

Role Description:

Responsible for: developing and delivering the vision, mission and strategy through leadership of the Mindfulness Network in collaboration with the Board of Trustees, MN Leads, MN associates Bangor University and other partners.

Leadership:

- To be strategic, visionary and creative in continuing to help the organisation to be commercially sustainable and develop according to its values
- Ability to facilitate and inspire others around a shared vision and to build and sustain effective trusting working relationships
- High level interpersonal skills which can flexibly meet a range of different contexts
- High level organisational and time management skills
- Capacity for self-reflection and willingness to proactively develop their leadership skills and those of the team
- Willingness to receive and act on feedback
- To build awareness of equality and diversity issues into all aspects of MN activity and support the EDI working party
- To work with the Business Director and Leads in developing the annual business plan, overall objectives and specific objectives for each stream. To monitor and report on ongoing progress
- To liaise between the Board and the Leads to ensure the organisation operates within its charitable purpose
- To report to the Trustees and ensure all legal and regulatory obligations are met
- To collaborate with Trustees on the development of strategy and to facilitate the development of the charity in line with its charitable objectives
- Line management of the Leads and conducting annual development and review processes
- To establish good governance within the team and associates through ensuring adherence to MN policies and procedures and ensuring that the spirit and ethos of mindfulness is integrated into working practices including developing the safeguarding policy and good practice guidelines
- Ensure appropriate representation/engagement with Leads and Trustees of the MN externally, including mindfulness governance organisations such as British Association for Mindfulness-Based Approaches, International Mindfulness Integrity Network, European Association for Mindfulness-Based Approaches, Mindfulness Initiative, policy makers, collaborating charities etc.
- To work with the marketing and communications team within the MN to support an effective approach to public messaging

Operational:

- To chair weekly lead and monthly team meetings and an annual staff gathering. Joint chair responsibilities for the Mindfulness Steering Group with Bangor University which meets quarterly

- Ability to translate strategy into effective plans, in collaboration with the Leads and ongoing monitoring of their delivery, and to support and ensure delivery of those plans
- Project and programme management skills including effectively holding complexity, dealing with multiple conflicting demands, and demonstrating well-developed critical thinking skills
- Managing a risk register for the Charity
- Reporting to the Trustees on progress against plans, and on risks and issues
- Ability to prioritise and manage effectively your own time and, where necessary, support the team to do the same
- Willingness and ability to seek and act upon feedback
- To work closely with the Leads to ensure effective business, administrative and staffing procedures. The Leads hold responsibility for these procedures and the Executive Director holds accountability
- Working closely with the Finance Committee and with support from the Business Director, to have an oversight of the business financially and make decisions to ensure best financial practice and adherence to government procedures
- Other duties as appropriate

The role profile may be subject to change as agreed with the Trustees.

Accountable to:

Trustees and government bodies

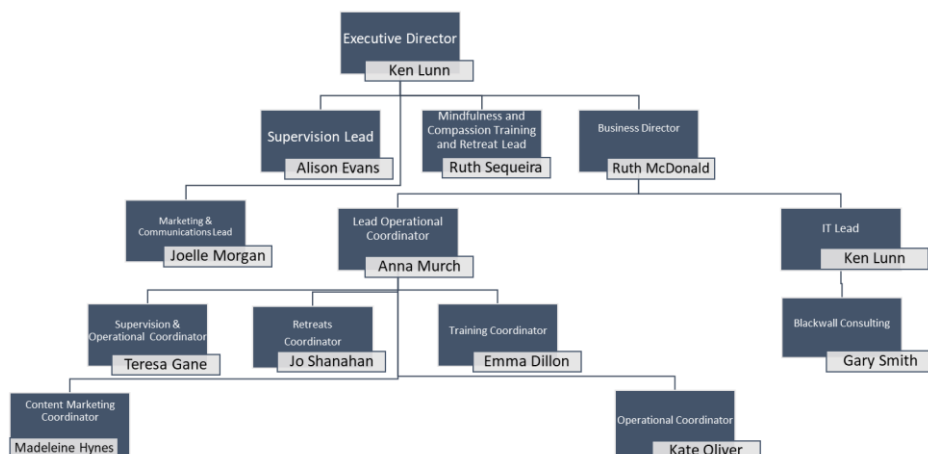
Location:

The role is offered part time, at 20 hours per week. Hours can be arranged to suit standard working hours, subject to being able to respond efficiently to the organisational needs. There is a need to chair regular meetings, so some flexibility is required. Regular meetings currently occur on Monday mornings.

All our staff are part time, home-based and distributed around the UK. The **Executive Director role** will also be home-based with most of the work handled through online systems. The individual will be expected to provide all their own IT equipment and have reliable access to the internet.

The role will need to be performed from within the UK. We are accepting applications from UK residents and those with the right to work in the UK.

The structure of the organisation is as set out below:



Please note: All staff work part time and whole team is currently equivalent to 6 full time employees.

Remuneration:

£30,004 per annum for 20 hours per week (£28.85 per hour).

Benefits:

In addition, annually the role holder would receive:

- Option to join the contributory pension scheme (NEST)
- Option to attend one MN event per year free of charge
- A home working allowance of £26 per month is provided to support the purchase of essential equipment needed for the role
- Staff loan scheme
- Compassionate and sickness leave

Person Specification:

| Requirements | Essential | Desirable |
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| <p>Qualifications and Professional Training</p> | <p>Degree-level qualification or equivalent professional experience.</p> | <p>Training as an MBI teacher in line with the British Association of Mindfulness-based Approaches (BAMBA)</p> <p>Evidence of sustained continuing professional development and practice in mindfulness-based approaches</p> <p>Further postgraduate qualifications (e.g., clinically relevant Masters, PhD) or training in relevant areas: e.g., MBCT, MBSR mental health practice and/or contemplative traditions</p> <p>BAMBA registration</p> <p>Leadership Training</p> |
| <p>Experience / Knowledge</p> | <p>A regular mindfulness practice, and evidence of sustained practice over at least two years.</p> <p>Experience of management / leadership in complex organisations with multiple streams of income / activity</p> <p>Experience of team leadership of a multiple and diverse teams through challenging times –maintaining integrity for the vision</p> <p>Experience of working with colleagues remotely</p> <p>A high level of knowledge of the mindfulness-based interventions</p> | <p>Experience of marketing events and profile management</p> <p>Experience of EDI into complex organisations</p> <p>Experience of working in charitable organisations and working with Trustees</p> |

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| | <p>(MBIs) in secular contexts including the delivery, training and supervision</p> <p>Demonstrable experience in working with volunteers and building supportive communities</p> <p>Have a knowledge and understanding of budgets and financial reports</p> | |
| Skills and attributes | <p>Effective leader, team worker and team builder</p> <p>Capacity to develop and communicate vision, strategy and execution of business plans</p> <p>Ability to work independently and collaboratively and manage own time and workload</p> <p>Ability to prioritise to ensure the effective progression of the organisation</p> <p>Highly developed interpersonal and communication skills – verbal and written</p> <p>IT skills to enable effective remote working e.g. familiar with zoom, office etc.</p> | <p>Knowledge of operational and financial aspects of running a charity</p> |
| Personal qualities and abilities | <p>Proven ability of developing and implementing a strategic vision</p> <p>Ability to work in a complex and rapidly changing environment</p> <p>Excellent organisational skills</p> <p>Excellent influencing and negotiation skills</p> <p>Ability and willingness to work flexibly, including on occasion outside of standard office hours</p> | |

For further information please contact:

Ken Lunn: ken@mindfulness-network.org

Nick Hammond: nick@mindfulness-network.org

To apply please attach the following information via email:

- A covering letter, stating why you wish to apply
- A CV showing how you meet the person specification.

Please send your application to Emma at emma@mindfulness-network.org by 12pm on Friday 10th May 2024

Shortlisted candidates will be invited to present to the wider team via zoom on 1st July 2024

Interviews will take place via zoom on Thursday 8th July 2024

The post is expected to commence 1 October 2024.

Do let us know if any reasonable adjustments are needed to support you during this recruitment process – we will do what we can to accommodate them.