



 mind in Croydon

Trustee Recruitment Pack

October 2023

Welcome

Thank you for your interest in joining our board as a trustee at Mind in Croydon. We are seeking to fill a number of vacancies and the diversity of skills, experience, voices and backgrounds of people on our board is important to us, as are personal perspectives from our local communities.

Mind in Croydon is a local charity, working to promote good mental health. It seeks to empower people to lead a full life as part of their local community. We work with and support people with mental health problems and their relatives and carers, putting people at the heart of everything that we do.

To achieve these aims Mind in Croydon:

- Educates and provides services
- Campaigns and raises funds
- Works in partnership with other relevant organisations
- Values diversity and focuses on quality
- Involves service users and other volunteers in its work

We were founded in 1967 and since then have developed into a significant provider of mental health services in Croydon with turnover of approximately £2m. We have around 55 staff and 60 volunteers in the team, working across Croydon and in partnership with many other organisations in the borough.

We are especially looking for people with lived experience of mental health issues, including people who have or who are using mental health support services, and who live or work in Croydon. We would love to talk if you have skills or experience in business strategy, property, health and social care, or a legal or HR background, and reflect our values. But if you bring something different, please don't be put off – great things can start from small conversations!

Our vision, mission and values

Our Vision – a world where there is support and respect for everyone with mental health issues, and an end to inequality and stigma

Mission – we provide support, information and advice to empower anyone experiencing a mental health problem, and promote understanding of and positive attitudes to mental health in the London Borough of Croydon and beyond

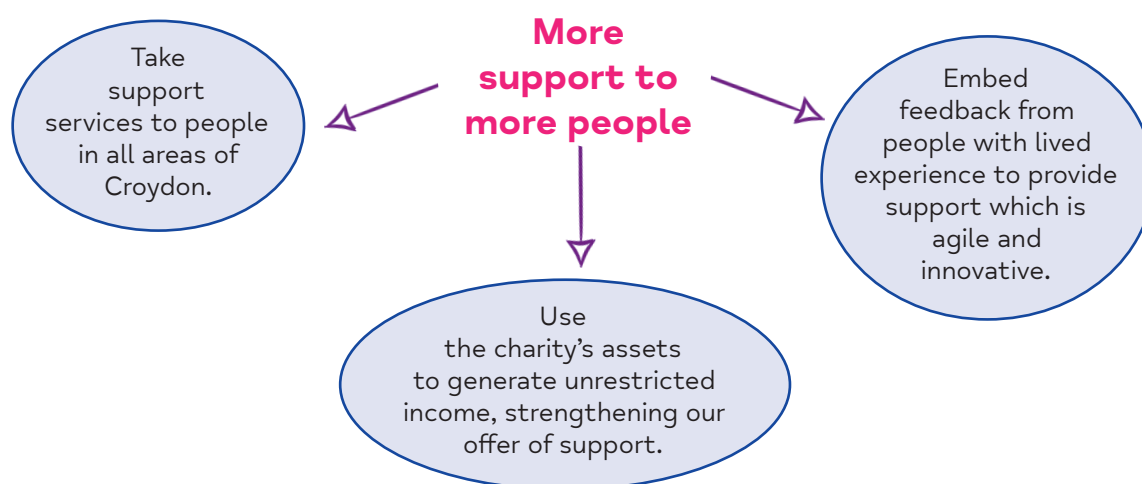
Our Values - to achieve this Mind in Croydon lives its values through its people and policies:

- **Person-Led:** We always strive to deliver authentic, person-led services
- **Collaborative:** We work collaboratively with partners, clients, their families and with each other to provide the best support through effective, accessible pathways
- **Equality:** We embrace diversity, we are open, welcoming and encourage inclusion in order to reduce inequalities
- **Integrity:** We champion the voice of Mental Health service users with empathy, compassion, respect and without judgement
- **Trust:** We want to be trusted by the people we work with and for our clients to understand we put them first.

Our strategy 2024-2027

Our strategy is to work with partners, including commissioners, funders and other service providers, to provide more mental health support for more people in Croydon and its surrounding areas.

This strategy is a result of information gathering, consultation and reflection.



For more information about Mind in Croydon, please visit our website at:
<https://www.mindincroydon.org.uk/>

About the role

A full description of trustee duties, responsibilities and the person specification are set out in the appendix, in summary:

- Working with the Board to promote the vision and mission of Mind in Croydon and enhance its profile
- Contributing actively to giving Mind in Croydon strategic direction, setting overall policy, defining goals and evaluating performance against agreed targets
- Exercising expert judgement and scrutiny for Mind in Croydon, contributing fully to Board meetings and sub-committees to ensure excellent governance
- Participating in decision-making, risk management and control to protect the charity, its clients, staff and volunteers
- Exercising integrity, creating a culture which helps to achieve the charity's core purpose and ensure public trust and confidence in the charity
- Supporting the Chief Executive and wider senior team, where appropriate

Time commitment

Board meetings are held 4 times a year, usually at our office in South Croydon and run from 5.30pm to 8pm. Trustees will also be invited to participate in one or more of the Board's sub-committees, which meet 4 times a year. From time to time, Trustees are invited to join or attend working groups addressing a specific strategic issue. Currently board meetings are held in person, other meetings are held using a hybrid approach of video calling and in person meetings, anyone looking to work entirely remotely is invited to discuss this at the interview stage.

We would expect a regular time commitment of 7-12 hours per month including meeting attendance and preparation.

We also expect trustees to attend an annual strategy day, this is a full day, in person event at our premises in central Croydon.

There are also other opportunities to engage with the services, our team and service users.

Upon your successful appointment to the Board, you will be invited to attend a series of induction sessions on site in our services, and meetings with key people as part of an induction process. This is in addition to our annual training programme for trustees.

Conflict of interest

All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with you to establish whether and what action is needed to manage a conflict or perceived conflict.

Application process and further information

If you are interested in a trustee role at Mind in Croydon, please write to or email us with information about yourself, your interest in Mind in Croydon and how you meet the Person Specification (no more than 2 sides of A4, please).

Please return your application to Jill Kyne, Chair of Mind in Croydon, at: jill@mindincroydon.org.uk or by post to:

The Chair, Mind in Croydon, 26, Pampisford Road, Purley, CR8 2NE.

Applications must be received by **Sunday, 26th November, 11.59pm.**

If you would like an informal conversation before you apply, please feel free to email Jill to arrange a call or meeting.

You will be notified if you are being invited to interview by Friday 1st December and we will contact you to arrange a short interview with Jill, a service user and one other trustee. This interview may be held via Zoom/Teams or in person depending on availability.

Interviews will be held in the week commencing 4th December.

Please let us know if you have any disabilities or other needs, including communication needs, so that we can make adjustments to enable you to take part.

Mind in Croydon is an equal opportunities and equal access organisation and we welcome applicants from all groups. We are especially keen to hear from people who are under-represented at Board level in charities, including disabled people, people from Black and minority ethnic communities, LGBTQ and young people.

APPENDIX

Trustee Role Purpose and Description:

The role of trustees (sometimes known as Directors) is to govern the activities and affairs of Mind in Croydon and to oversee strategic and general management of the charity. Specifically, trustees ensure that Mind in Croydon has a clear purpose and direction, is solvent, well-run, and delivers its charitable and strategic objectives.

Trustee duties

Trustees are expected to undertake duties in a manner that reflects Mind in Croydon's values and ethos.

The duties of trustees are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document, charity law, company law, and any other relevant legislation or regulations.
- Exercising a duty of care to ensure that the charity is well-run and efficient.
- Ensuring the appropriate use of Mind in Croydon's charitable funds and assets in pursuit of its objects and strategic objectives and overseeing the effective management of the resources and assets of the charity.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring that the organisation defines its goals and evaluates its performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the financial stability of the organisation.
- Ensuring a robust risk management process is in place to identify and address any risks impacting – or potentially impacting – the organisation.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive.
- Ensuring that all delegation by the board is clearly recorded through terms of reference, minutes, and job descriptions and that reporting procedures are in place, recorded, and complied with.
- Ensuring that Mind in Croydon has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size, and stakeholders to enable trustees to fulfil their responsibilities.
- Assessing the Board's own performance annually.

- Ensuring that lived experience involvement and leadership is sustained through all aspects of Mind in Croydon's work and relationships.
- Ensuring that Mind in Croydon is accountable to its members, funders, and stakeholders.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they may have to help the Board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

Expectations of trustees

- To ensure equality of opportunity is promoted and sustained through all aspects of Mind in Croydon's work and relationships.
- To commit to ensuring that stakeholders have a say and that equalities issues are addressed.
- To represent the Board as necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
- To be aware of and accept the responsibilities of a charitable trustee and a director of a charitable company.
- To act properly at all times, declaring any conflict of interests or perceived conflict of interests which may have a bearing on their role as a trustee.
- To act in good faith with due care and diligence for the best interests of Mind in Croydon and working within Mind in Croydon's vision, mission and values.
- To attend and actively participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To undertake training and attend induction.
- To respect the confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the Board in relation to the agreed objectives.
- To sit on appraisal, recruitment and disciplinary panels as required.
- To engage with the wider work of Mind in Croydon and the wider Mind network.

The trustee role is voluntary with expenses paid.

Time commitment will vary but it is expected to require approximately 4-8 hours per month. There are 6 Board meetings per year, including a Strategy Away Day once a year; and your commitment may increase if you join a committee or a working group.

Person specification

You don't need to have previous Board level experience to apply for these roles. However, you will be able to demonstrate some of the following skills, knowledge and capabilities:

1. Lived or learned experience of mental health issues and/or mental health support services – through your own personal experience, or those of friends and family, or through training or professional background
2. Ability to demonstrate your awareness and understanding of your legal and financial responsibilities as a trustee
3. A commitment to the vision, mission, values and strategic aims and objectives of Mind in Croydon
4. A willingness to devote the necessary time and effort to be an effective, contributing member of the Board
5. Good, independent judgement
6. An ability to analyse information and think creatively
7. A willingness to speak your mind and to provide constructive challenge as well as support to the Chief Executive and the senior leadership team
8. A willingness to seek constructive debate and dialogue over confrontation.
9. An ability to work effectively as a member of a team and to take decisions to the benefit of Mind in Croydon and its service users and beneficiaries.
10. Be able to maintain confidentiality at all times, particularly regarding the proceedings of the Board.

As a trustee you have a right to:

- Have equal status and voting rights with all other members of the Board;
- Be listened to with respect when you contribute to Board meetings;
- Receive the training you need to enable to carry out your role as trustee;
- Have access to the information you need to carry out your role;
- Claim expenses for all Board meetings or other business conducted on behalf of the Charity, including travel to and from meetings, the costs of authorised phone calls, postage etc.;
- Be able easily to contact the Chair of the Board on matters of concern to you as a trustee.

See also Charity Commission Responsibilities of Charity Appointment to the Board:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>