



Chair of Trustees

Mind in Croydon (MiC) is inviting applications for the position of Chair of Trustees. The ideal candidate will possess prior leadership and board experience, demonstrate a strong understanding of charity governance, show a clear commitment to guiding MiC, and exhibit excellent interpersonal skills for effective collaboration with both the Board of Trustees and the Chief Executive Officer.

Who we are

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 MiC:

- 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 £2.4m. We have around 55 staff and 60 volunteers in the team, working across Croydon and in partnership with many other organisations in the borough.

Our 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 Vision:

A world where there is support and respect for everyone with mental health issues, and an end to inequality and stigma.

Our Values: (can we change the colours as might not be very inclusive)

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 voices of People with Lived Experience with empathy,

compassion, respect and without judgement

- **Trust:** We are trusted by the people we work with and for, and our clients understand that we put them first

Role of the Chair of Trustees:

In addition to the responsibilities of a Trustee (highlighted below), the Chair is expected to:

Leadership & Governance

- Provide leadership to the organisation and the Board, ensuring continued focus on the delivery of the charity's purposes and the provision of public benefit.
- Chair and facilitate Board meetings, ensuring inclusive participation, effective decision-making, and proper conduct of business.
- Give direction to Board policy making and ensure that decisions taken at meetings are implemented.
- Bring impartiality and objectivity to all Board discussions and decisions.

Representation

- Represent the organisation at functions and meetings as appropriate.
- Act as a spokesperson for the organisation when required.

Working with the Chief Executive

The Chair will:

- Plan the annual cycle of Board meetings and other general meetings as required.
- Set agendas for Board meetings and set the focus for Away Days.
- Maintain an overview of the organisation's affairs and provide support and guidance to the Chief Executive as appropriate.
- Lead the process of supporting and appraising the performance of the Chief Executive.
- Address conflict within the Board and working with the Chief Executive to achieve effective resolution.

Board Development & Appointments

- Lead the development of the Board of Trustees, including induction, training, appraisal, and succession planning.
- Sit on appointment and disciplinary panels, as required.

Role of Trustees:

Trustees are tasked with overseeing that MiC operates efficiently, maintains financial stability, and provides public benefit consistent with its charitable objectives. Trustees must act collectively and in accordance with the duties set out in the Charity Commission's guidance CC3: The Essential Trustee.

1. Ensure the charity is carrying out its purposes for the public benefit

- Ensure that MiC pursues its charitable objects as set out in its governing document and delivers clear public benefit.
- Develop, agree, and oversee MiC's long-term strategy, ensuring activities align with its objects.
- Ensure that lived experience involvement and leadership are embedded throughout MiC's work and relationships, in support of its charitable purposes.
- Regularly review the MiC's impact and performance against agreed objectives and outcomes.

2. Comply with the charity's governing document and the law

- Ensure that MiC complies with its governing document, charity law, company law, and all other relevant legislation and regulatory requirements.
- Ensure that the charity acts within its powers and that decision-making is lawful, informed, and properly recorded.
- Ensure appropriate policies, procedures, and controls are in place to enable compliance and effective administration.

3. Act in the charity's best interests

- Act collectively and in good faith to further the best interests of MiC and its beneficiaries.
- Safeguard and promote the MiC's values, reputation, and good name.
- Ensure accountability and transparency to members, funders, beneficiaries, and other stakeholders.

4. Manage the charity's resources responsibly

- Ensure the proper and effective use of the MiC's funds and assets in pursuit of its charitable purposes.
- Safeguard the MiC's assets and ensure resources are used efficiently and sustainably.
- Monitor the MiC's financial position and ensure its financial stability and solvency.
- Ensure appropriate financial controls, budgeting, and reporting arrangements are in place.

5. Act with reasonable care and skill

- Exercise reasonable care and skill in decision-making, drawing on individual trustee expertise where relevant.

- Ensure robust systems of risk management and internal controls are in place to identify, assess, and manage risks.
- Ensure MiC is well governed, effective, and efficient.
- Regularly review the Board's performance and effectiveness, including trustee development.

6. Ensure the charity is accountable

- Ensure appropriate governance structures are in place, including committees and clear reporting lines, to support effective oversight.
- Ensure that all delegation of authority by the Board is clearly documented, monitored, and reviewed.
- Appoint, support, supervise, and appraise the Chief Executive, ensuring appropriate remuneration arrangements are in place.
- Ensure accurate records are kept, including minutes and formal decisions.

Person specification:

Candidates for the Chair role should have the following qualities:

- Leadership experience
- Experience of providing strategic direction and long-term oversight for an organisation
- Experience of working on boards and committees
- Excellent communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- It would be desirable for the Chair to have knowledge of the mental health sector and a wider involvement with the voluntary sector and other networks.
- We welcome lived experience of mental health and wellbeing, either personally or through supporting others.
- Clear commitment to Mind's mission, values and equality, diversity and inclusion principles
- Ability to commit sufficient time to the role and prepare thoroughly for meetings
- Skilled at building effective relationships with trustees, staff, volunteers and external partners
- Strong understanding of good governance, charity law and trustee responsibilities, or willingness to develop this knowledge
- Experience of risk management and ensuring organisational sustainability

Mind in Croydon is embarking on an exciting time of working more closely with out SW London Minds to deliver a comprehensive Mind voice in the region. An understanding of strategic collaborations such as these would be beneficial.



How to apply:

To apply, please send your CV and a short expression of interest (max 500 words) stating why you are interested in the role and what experience, skills and attributes you aim to bring, to trusteerecruitment@mindincroydon.org.uk.

Closing Date: Friday 20th March 2026

Successful applicants will be expected to undergo company director and trustees' disqualification checks and require a DBS check.

If you have any further questions about the role, please contact email trusteerecruitment@mindincroydon.org.uk.