



Your local mental health charity in Bradford, Airedale, Wharfedale and Craven

Trustee Information Pack

Become a Trustee at
Mind in Bradford

A word from our Chair

Welcome to our Trustee Information Pack. I am delighted you are interested to learn more about joining the Board of Trustees. We are looking for dedicated, energetic and ambitious people. This pack will tell you about us, the role and what you need to do to apply. We are here to answer any questions you may have about applying and look forward to hearing why you want to join us and what you will bring to the role.

I have been the Chair for two years of this amazing organisation and through the hard work of our staff and volunteer teams we have experienced an exciting period of growth and development. What personally motivates me is seeing that people who need support for their mental health know where to go to and can access a space which feels safe, offers flexibility and is genuinely caring. With Mind in Bradford and our partners, I know we offer that.

The fantastic staff and volunteer teams are led by our CEO, Helen Davey who has more than 30 years' experience working in the charitable and local authority sector. Being a Trustee with us is a special role, which requires commitment in terms of time, and to our belief that no one should experience a mental health problem alone. It is incredibly rewarding as you have the opportunity to shape and support the work and direction of Mind in Bradford, ensuring we make the best possible difference to the mental health and wellbeing of the greatest number of people.

If this role speaks to you, you are passionate about making a difference, are committed and caring and believe that you have skills, knowledge or experience that could help our organisation, we want to hear from you.



Ruth Mulryne

Chair

About Mind in Bradford

Mind in Bradford is a thriving organisation, making a big positive difference to the mental health and wellbeing of far more people than ever before.

The organisation helps build individual and community resilience, provides early intervention and advice, supports people in crisis and helps people to work towards recovery and sustained wellbeing through services for people of all ages, delivered from sites across Bradford, Airedale, Wharfedale and Craven. Our services can be accessed over the phone, online and face-to-face. Support is free and available every day of the year to anyone who needs help with their mental health and wellbeing. We rely on our own resources to provide services which have been designed to meet the needs of our community.



We are recognised as a key provider in our local Health and Care system and an active member of the Integrated Care System. Our close relationships with all our stakeholders and our emphasis on developing and maintaining effective cross-sector partnerships and collaborations, allows us to deliver a wide range of innovative services and be recognised as a trusted partner.

Mind in Bradford are one of more than 100 independent local Minds throughout England and Wales.

Our strategy

Our purpose (why we exist):

To make the best possible difference to the mental health and wellbeing of the greatest number of people!

Our mission (what we do):

- We provide early intervention advice and support
- We support people in crisis
- We build community and individual resilience for better mental wellbeing
- We equip and help people to recover and sustain improved wellbeing

Our values:

Our team is committed to five values which underpin everything we do:

- Caring always
- Working together
- Supporting everyone
- Enabling all
- Improving continually

In line with our commitment to continuous improvement, Mind in Bradford operates to the guidelines set out by Mind nationally and in recognition of this we have received the Mind Quality Mark.

<https://www.mind.org.uk/about-us/local-minds/>

We recognise that experiences of mental health problems vary across different groups and communities. We have an Equity, Diversity and Inclusion action plan, which drives the changes we make across our organisation in how we communicate and deliver our services to improve access for all who need our support. Read more about our EDI work on our website:

www.mindinbradford.org.uk/about-us/equity-diversity-and-inclusion/

We have been very successful over the last few years at diversifying where our funding comes from. Mind in Bradford used to be over reliant on a single source of funding. We now generate income through a breadth of statutory sources, trusts & foundations, community and corporate fundraising and by delivering training. In the last three years we have more than doubled our annual income; this is vital to help us meet the increasing demand from people who want our support.

Looking forward

New Trustees will be joining us at an exciting time. We are in the final year of our three-year strategy. You can read about what we have achieved through our Impact Reports and Annual Reports on our website:

<https://www.mindinbradford.org.uk/our-impact/>

As we reach the end of our current strategy, it is now time to look ahead and there is much more we need to do. We are reviewing our strategy and planning for 2024 and beyond. There are a number of themes vital to our future ambitions, which include:

- As the numbers of people accessing our services continues to grow, we will focus on ensuring we are delivering in the right places and at the right times.
- We will reach out to understand and connect with all parts of our community in ways which reduce any traditional barriers to accessing our support and helping reduce the stigma around mental health via targeted powerful campaigning.
- We recognise the significant scale and impact of serious mental illness (SMI) in our area. We will play a leading role in the creation of a credible, trauma informed approach to SMI, while connecting with the wider health agenda around poverty and housing which often contribute to and exacerbate the difficulties people face.

- We will focus on ensuring our growing organisation continues to be a healthy and happy place to be, committed to excellent governance, financial sustainability and investment in a highly-skilled and well-trained workforce.
- We will continue to work closely with partner organisations, funders and people we support to enable better mental health for all across our district, while ensuring we are well positioned to help more people in the growing West Yorkshire commissioning landscape.



Please take time to learn more about us

Information on the charity's activities can be found on our [website](#) and on the [Charity Commission's website](#).

You can read about our current Trustees and the staff team here:

www.mindinbradford.org.uk/about-us/meet-the-team/

We employ over 100 staff who provide our extensive and award-winning services to support people of all ages. We currently have 80 amazing volunteers who help provide services and support in the office.

You can also find us online or follow us on:

[Facebook](#) [Twitter](#) [Instagram](#) [Youtube](#) [TikTok](#) [LinkedIn](#)

What is the role of a Trustee at Mind in Bradford?

You will be a part of a passionate, committed and friendly team of Trustees, who have overall accountability for the charity and are responsible for making sure that it is doing what it was set up to do. The Board of Trustees delegates the day-to-day management of the organisation and the provision of services to the CEO and team of paid staff and volunteers.

As a Trustee you will:

- work with our amazing staff, to lead the organisation towards fully achieving its ambitions
- have the opportunity to think creatively, set our overall strategy and ensure we are using our resources effectively and managing risk appropriately
- review the innovative services we deliver and the impact we're having
- be fully committed to our purpose and values
- receive full support, induction, ongoing training and reimbursable expenses*
- develop new skills and networks
- feel positive and excited to see the difference the charity is making!

*The role of a Trustee is a voluntary one, however all reasonable out-of-pocket expenses incurred on charity activities will be reimbursed in line with our volunteer expenses guidelines.



Who are we looking for?

Our Board benefits from having a wide range of Trustees with their own experience and skills. We know we need to become more diverse and are fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the people we aim to support. We also know that there are inequities in the way that people access mental health support and information. Diversity is critical for our Board to be effective, enabling valuable discussions, active debate and careful decision making so that Mind in Bradford can have the greatest impact.

To help us ensure the best support we welcome applications from people with lived experience of a mental health problem. We encourage interest from people of age 18+, people living with disabilities and/or any neuro-diverse conditions, people from Black, Asian or Minority Ethnic backgrounds, people who identify as LGBTQI+ and people from a wide range of socio-economic and educational backgrounds.

Thinking ahead for what our organisation wants to achieve, we are particularly keen to hear from people who can bring their knowledge and expertise from at least one of these areas:

- Clinical Practice, working in Health and Social Care mental health services

- The mental health commissioning environment in Bradford and Craven / West Yorkshire
- Working with children and young people
- HR and organisational development – the People & Culture space
- The Legal profession
- Working in a Finance role
- Strategy and business development

You may be reading this and thinking that you don't have the skills, knowledge and experience because you haven't been a Trustee before, or charity governance is new to you.

There is not one specific set of experience, skills, or knowledge required to become a Trustee.

You don't need:

- Previous experience of being a Trustee
- A specific level of education
- An important job title!

Both first time and experienced Trustees, please consider applying, as new perspectives and past expertise are a perfect fit for us. We will provide the support and training you will need to succeed in this role.

We have put more information at the end of this pack (**Appendix 1**) about the role of being a Trustee and skills and experience useful for the role. Don't worry if you think you don't meet all the criteria – we work as a team on the Board pulling our individual knowledge and expertise together to make decisions.

How long can you be a Trustee?

Trustees undertake an initial 3-year term and can be re-appointed for up to two additional terms of 3 years.

What is the time commitment?

The Trustee role is voluntary and the time commitment will vary. As a guide however, we expect Trustees to commit to the following:

- Attend Induction sessions and read induction information across the first 3 – 6 months, (approx. 25 hours with flexible timings, mixture of in-person, online, reading in own time)
- Attend any additional annual training/development for all Trustees or to support you as an individual in your role (in person or online/flexible timings)
- You will need to pre read the Board papers and attend four evening Board meetings (5.30 – 8pm) and a Board development half-day (4-8pm) across the year. These are held on Thursdays, in person, at a central Bradford location.

Occasionally, due to unforeseen work or personal circumstances, a Trustee may need to attend a Board meeting by remote access, which we can facilitate.

In addition, Trustees are expected to contribute to additional virtual working groups a few times a year when needed, or provide adhoc support to staff decision making, when the topic is linked to the expertise they bring to the role. Trustees need to respond to ad-hoc email requests requiring feedback or decision making between Board meetings.

We have two half day Staff Engagement Events per year which are invaluable for Trustees to attend to engage with the staff team, in addition to any opportunities to meet clients. There may be adhoc external events or meetings we ask if Trustees are able to attend.



Ready to apply?

Please send your CV and a short Expression of Interest (max. 500 words).

We are interested to hear why you want to be a Trustee with Mind in Bradford and what experience and skills you will bring to the role, from reading this Information pack. This might come from paid work, study, community or voluntary work or other experience.

You are welcome to send your short expression of interest in writing, or as a video or audio clip, alongside your CV.

Please ensure that you provide us with an email and contact number when you submit your CV and Expression of Interest.

We would be grateful if you can also complete and send this [equal opportunities monitoring form](#). This is not used as part of the selection process, but it helps us understand whether we are reaching all parts of our community equally.

Please return the information by email to kathy@mindinbradford.org.uk

or by post to Trustee Recruitment, Mind in Bradford, Kenburgh House, 28 Manor Row, Bradford, BD1 4QU.

The closing date is 10 November 2023

If you would like to have an informal and confidential conversation with our Chair, Ruth Mulryne, before applying then please contact Kathy Stenton, kathy@mindinbradford.org.uk or on 07742876151 who will set up a call or online meeting.

What happens next?

After the closing date we will review the CVs and expressions of interest and invite the candidates who most closely fit the interest in the role, experience and skills we need for the Board of Trustees to meet with us.

If you are selected, we will be meeting with candidates on **Wednesday 29 and Thursday 30 November 2023**, ideally in person, but with flexibility to support meeting online if this is necessary due to individual circumstances. We look forward to discussing your interest in Mind in Bradford and will be really keen to hear about you and your ideas about how you can contribute to our Board's role. There will also be an opportunity to speak with one of the current Trustees about their experience of being a Trustee and observe a Board meeting on **Thursday 1 February 2024** as part of the recruitment process.

Due to capacity, we will not be able to provide feedback to candidates who we do not invite to meet with us. If you come to an interview, but we do not invite you to join the Board, we will be pleased to offer feedback.

Please make contact via kathy@mindinbradford.org.uk or on 07742876151 if you have any requests for reasonable adjustments or support we can implement in our recruitment process, in completing your application or if you are invited to attend an interview. We commit to considering all such requests. If you have any queries about any aspect of the appointment process or require additional information please contact Kathy.

Just so you know in advance...

If you are invited to join the Board of Trustees you will undergo an Enhanced level Disclosure and Barring Service check, as well as company director and charity Trustee disqualification checks. There will be some paperwork to sign

which includes a Trustee Declaration of Eligibility – we have included this at **Appendix 3** below.

You do not need to return this with your Expression of Interest and CV, but please do read it so you understand what you will need to sign if invited to join the Board. **This is all common practice with charities for new Trustees, but may be new to you, and we can explain any of this to you and answer any questions you may have.**

Finally...

If you know anyone else who might be interested, then please pass this Information Pack on as we would be very pleased to hear from them.

Thanks for reading about Mind in Bradford and our work. We look forward to hearing from you if you would like to express interest in joining the Board of Trustees.

Appendix 1

Role Description and Person Specification

This is additional information about the role of being a Trustee and skills, experience and expectations useful to know if you would like to apply.

Remember - Don't worry if you think you don't meet all the skills and experience criteria or have experience of all the key duties. We work as a team on the Board pulling our individual knowledge and expertise together to make decisions. We will support you in understanding the responsibilities that lie with Trustees if being a Trustee is new to you. Please however consider what we are looking for as it will help you to submit your Expression of Interest and CV.

Role Description

Key duties of a Trustee are to:

- Work collaboratively to enable the Board to fulfil their responsibilities for the overall effective governance and strategic direction and goals of the charity
- Ensure the organisation evaluates its performance against agreed targets
- Ensure that our organisation complies with our governing document (which explains how our charity is run), the requirements set out by national Mind, the Charity Commission, Companies House and other relevant legislation/regulations
- Ensure resources are utilised for maximum benefit to our organisation's objectives and the effective and efficient administration of our organisation
- Ensure the financial stability of our organisation, the proper investment of funds and robust assessment and management of risks
- Protect and manage the property of our organisation and ensure the organisation is properly insured
- Contribute actively as a Trustee; read Board papers, attend meetings, engage, challenge constructively and contribute to discussions. Keep connected and undertake agreed actions between meetings

- Attend additional virtual working groups when needed, two half day Staff Engagement Events per year and occasional external events or meetings with stakeholders
- Attend Induction sessions and any additional annual training/development for all Trustees
- Contribute to the Board assessing our own performance annually
- Provide any specific knowledge or expertise you have to help the Board reach sound decisions, providing advice and guidance as appropriate
- Respect the confidentiality of matters discussed at Board meetings when relevant and any other meetings attended on behalf of the Board
- Commit to learning about the environment and systems that Mind in Bradford operates within to enable good decision making about our work and assess potential partnerships
- Understand and be committed to making a positive contribution to ensuring equity, diversity and inclusion are embedded in our organisation
- Support and work within the organisations policies and procedures and assist in promoting the organisations aims and objectives
- Commit to Mind in Bradford's values and safeguard the good name of our organisation
- Declare any conflicts of interest when they arise.

Person specification

Experience and knowledge

We are keen to hear from people who can bring their knowledge and expertise from at least one of these areas:

- Clinical Practice, working in Health and Social Care mental health services
- The mental health commissioning environment in Bradford and Craven / West Yorkshire
- Working with children and young people
- HR and organisational development – the People & Culture space
- The Legal profession

- Working in a Finance role
- Strategy and business development.

Skills

- Ability to think through complex or contentious issues, consider different solutions and see the big picture
- Able to engage, challenge colleagues constructively and collaborate flexibly with people working at all levels, from different backgrounds and experiences
- Able (with support if new to the subject matter) to interpret information such as within management accounts, policies, legislation and research
- Able to take initiative on areas of expertise to support Trustee colleagues and staff in decision making.

Attitude and Personal Attributes

- Personally motivated to make a positive difference to others
- Positive attitude towards those seeking mental health and wellbeing support
- An understanding that mental health difficulties are a natural part of life
- Understanding and commitment to equity, diversity and inclusion
- Commitment to listen to others, respect their opinions and share your own
- A willingness to devote the necessary time and effort to the role, to understand and accept the responsibilities and legal duties of a charitable Trustee and director of a charitable company (for which support is provided)
- Ability to recognise and discuss own support needs for this role
- Understanding and commitment to Mind in Bradford values.
- Integrity and honesty

Appendix 2

Equal Opportunities Monitoring Form

Available to access here:

<https://www.mindinbradford.org.uk/wp-content/uploads/2023/09/Equal-Opportunities-Monitoring-Form.docx>

Appendix 3

Trustee Declaration of Eligibility

I declare that:

- I am over age 18
- I am not an undischarged bankrupt, nor subject to bankruptcy restrictions nor an interim order
- I am not subject to a debt relief order, a debt relief restrictions order nor an interim order - the latter would cover insolvency
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity Trustee
- I will inform the Trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me
- I undertake to fulfil my responsibilities and duties as a Trustee of Mind in Bradford in good faith and in accordance with the law and within Mind in Bradford's objectives
- I do not have any financial interests in conflict with those of Mind in Bradford (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where

Trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

New Trustees will be asked to sign and date the declaration.



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Mind in Bradford

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