



Trustee Recruitment

Autumn 2018

 mind | Lancashire
for better mental health

Thank you for your interest in becoming a Trustee of Lancashire Mind.

Who are we?

We are more than a mental health charity.

We're a passionate movement leading the wellbeing revolution in Lancashire.

Our vision is *Mental Wellbeing for All*. Our work enables people in Lancashire to value and take care of their mental health. Our dedicated team challenge misconceptions about mental health, develop resilience in people from an early age and work with communities to build a happier Lancashire.

We work in partnership with others to provide support, raise awareness and campaign locally to make mental wellbeing a priority. We believe that prevention is the solution, that everyone can achieve mental wellbeing and that resilience is the key to sustaining it.

With 50% of mental health conditions developing before the age of 14, building resilience from an early age is central to the work we do. We have developed a range of resilience programme for children and young people of various ages.

Approximately 1 in 4 people in Lancashire are currently living with a mental health condition. The vast majority play an active role in society with a significant proportion in active employment. However, we know that too many still face barriers to good health, employment and wider well-being and we remain committed to ensuring that everyone experiencing a mental health condition is treated as an equal by society

and can access the right support at the right time when they need it. We will not rest until we achieve mental wellbeing for all.

We invest in and work with others to innovate; developing and testing new ways of promoting mental well-being and better managing mental health conditions.

We work with people to manage and improve their mental wellbeing through our Tenancy Management and Wellbeing Coaching services, adopting a joined-up approach with other services.

We work with businesses across Lancashire to provide effective workforce training to improve resilience and mental wellbeing and to reduce the impact of stress and mental health conditions in the workplace.

Everyone who works for Lancashire Mind is fuelled by a passionate belief that achieving mental wellbeing will reduce the occurrence of mental health conditions and help those with conditions to manage them better and stay well for longer. We believe that, working together with others, we can make Lancashire the beacon county for mental wellbeing and ensure everyone experiencing a mental health condition is treated as an equal member of society.

Do you want to be part of our revolution?

Let us tell you a bit more...

Lancashire Mind in 2018 is in a strong position. It has a clear vision, which is supported by a coherent mission statement: Revolutionise attitudes, Challenge perceptions, Alter provision. Driven by a passionate CEO and Board of Trustees our vision and mission are the cornerstone of all we do and all we stand for.

We have developed five clear organisational objectives:

1. To build a happier Lancashire
2. To ensure all people and communities can overcome barriers to mental wellbeing.

3. To build resilience from an early age.
4. To ensure mental health is seen to be as important as physical health.
5. To ensure everyone experiencing a mental health condition is treated as an equal by society.

Every piece of work currently undertaken fits at least one of those objectives. We only consider commissioned work if it enables us to fulfil one or more of these objectives.

Our vision, mission and objectives are underpinned by five values, which inform all that we do: Optimistic, Innovative, Pioneering, Revolutionary, Passionate. These values define us, and they fuel our understanding of, and approach to, mental health and wellbeing. Lancashire Mind believes that only a universal approach to mental health will result in the attainment of mental wellbeing for all. Hence our focus is much wider than just those with a clinical diagnosis of a recognised mental health condition.

Lancashire Mind looks to have an impact on every one of the 1.5 million people who live in Lancashire, as we believe the ability to improve mental health is a universal right. Our primary value of Optimism is particularly important to us as we believe in a positive and 'non-deficit' view of mental health. Mental health assets are essential for society as a whole, not just those living with a mental health condition. We would expect any potential new Trustees to already share or be willing to adopt these particular world views.

We have a clear plan in place to increase unrestricted income (including fundraising and traded services), to allow us to choose what we do and where we do it. We focus on commissions and contracts that have a good fit with our values and strategy.

Externally, Lancashire Mind is well positioned and well respected in the health and third sectors. We are viewed as thought leaders in the area of mental wellbeing and we have been instrumental in shifting the county-wide understanding of mental health. Lancashire Mind exerts great influence across the county and beyond despite

being a relatively small organisation - currently employing 30 members of staff.

We now need to expand our influence into the wider public sector, including social care, culture and leisure and housing, and into the corporate sectors.

Towards the end of last year, we recruited a new CEO who brings a vast range of experience in the sector – both as CEO of another award-winning charity and as a trustee of several high-profile national charities. We have an engaged Board of Trustees from a range of senior leadership and professional backgrounds, a number of whom have a lived experience of mental health conditions.

Our current Chair will complete the second of her two year-long terms of office in August 2019. She is supported by our current Vice Chair. Although traditionally the Vice Chair is seen as chair in waiting, the current Vice Chair is not able to step up to the role of Chair next year and therefore in addition to recruiting new trustees, this year we are also looking to recruit a Chair Designate. The expectation is that they will work alongside the current Chair and Vice Chair over a nine-month period, prior to succeeding to the Chair in August 2019.

Lancashire Mind is an independent organisation with its own Board, constitution and finances. We have a deep and ongoing relationship with national Mind and we work together to achieve our respective visions. Lancashire Mind delivers several programmes and initiatives that are funded by national Mind. We also work with them in order to deliver national campaigns and interventions on a Lancashire basis.

We are considered by national Mind to be thought leaders on prevention, self-care and resilience and we have been integral in shaping Mind's national approach to these. Our Chair sits on the national Network Committee overall our relationship with national Mind is both positive and symbiotic. We share a common desire to change the world and whilst our focus (and approach) is distinctly Lancashire, our relationship with national Mind allows us to be part of ensuring every person in

England and Wales has the opportunity to have good mental wellbeing.

Finally, Mental Health has never had a more prominent position within the public consciousness and the political agenda.

Lancashire Mind is looking to take full advantage of this unique position that we find ourselves in.

The Role

Lancashire Mind is looking to recruit several new Trustees to serve a three-year term in office, with an opportunity at the end of that first term to stand for re-election for a second (and final) three-year term. The first term of office will run from 24th November 2018 until the 2021 AGM to be held in late August of that year.

We seek Trustees who share our organisational values and have a passionate belief that prevention and resilience are the key to achieving mental wellbeing.

We strive to continuously improve the quality of governance of the charity. One element of this involves conducting an annual trustee skills audit. This has informed our current recruitment round, during which we are particularly looking for applicants with one or more of the following skills:

- communications and marketing
- legal
- finance
- public health - ideally mental health
- primary/secondary mental health care
- information governance and digital
- research and evaluation

Lancashire Mind also welcomes applications from high performing and well-connected candidates who feel that they offer other pertinent skills and/or connections not listed above.

Finally, as already stated, we are interested in hearing from applicants who would be willing to

take on the Chair Designate role from November 2018 and therefore be in line for taking the Chair from August 2019. If this opportunity interests you, could you please clearly indicate this in your application.

Please note that this is a voluntary position with all reasonable out of pocket expenses reimbursed.

Commitments of Trustees

Lancashire Mind's Trustees will be expected to make the following essential commitments:

1. To attend and contribute to all Board meetings programmed during the year.
2. To attend and contribute to (and if appropriate chair) one of the sub-committees.
3. Participate in task and finish groups when required.
4. To attend an annual Board Away Day.
5. To prepare for each meeting by familiarising themselves with the agenda and reading the papers as provided.
6. To participate in conference calls and email discussions if required, and to read and respond to email communications from the Chair and/or Chief Executive Officer.
7. To promote and inform others of the work of Lancashire Mind and its associated stakeholders.
8. To, as and when deemed appropriate, run/facilitate/participate in Lancashire Mind events such as fundraising activities, seminars or workshops.
9. To attend appropriate meetings, functions and events on behalf of Lancashire Mind.
10. To broker meetings with relevant and beneficial third parties.

Please note that deputies are not permitted at Board meetings.

We are seeking people who can commit to an approximate time commitment of around 2 days per month from all Trustees and 4 days per month from the Chair Designate.

Role Description

Title: Chair Designate

Salary: voluntary role, reasonable out of pocket expenses can be claimed

Responsible to: Chair of the Board

Overview

To ensure Lancashire Mind's strategy is driven forward with the vision of 'Mental Wellbeing for All' and the mission to revolutionise attitudes, challenge perceptions, alter provision at the forefront.

Main Duties & Responsibilities

- To work with the current Chair and Vice Chair in preparation for becoming Chair, thereafter being responsible for:
 - holding the Board and Executive Team to account for the Charity's mission and vision
 - providing inclusive leadership to the Board of Trustees and ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity
 - supervising the Chief Executive on behalf of the Board of Trustees (approximately 12 supervisions per year)
- To ensure that Lancashire Mind:
 - Complies with its governing document, charity law, company law and other relevant legislation or regulations
 - Pursues its objects as defined in its governing document
 - Uses its resources exclusively in pursuance of its objects
- To contribute actively to the Board of Trustees' role in providing aspirational leadership and setting firm strategic direction. This will include agreeing overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of Lancashire Mind
- To, as part of the Board of Trustees, oversee the effective delivery of Lancashire Mind's strategy
- To be satisfied that Lancashire Mind is operating within the legal and financial guidelines set out in the current legislation
- To connect the organisation with appropriate stakeholders (both individual and organisational) as and when appropriate
- To represent the organisation and its vision on the local, regional and national stage
- To protect and manage the property of the organisation and to ensure the proper investment of its funds
- To appoint the Chief Executive Officer and monitor his/her performance

Role Description

Title: Trustee

Salary: voluntary role, reasonable out of pocket expenses can be claimed

Responsible to: Chair of the Board

Overview

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Skills Sought

We are looking for Trustees with specific skills and experiences and we ask you to tell us about these within your covering letter and (if selected) at the interview. Please use examples (both paid and voluntary) to illustrate that you have the relevant skills and experience. To be considered for interview, we will expect to see in your covering letter explicit evidence of all six essential core skills listed below.

Essential Core Skills

- Experience, knowledge and understanding of the role and responsibilities of a Board Member.
- A strong commitment to achieving mental wellbeing for all, to revolutionising attitudes, challenging perceptions, altering provision and to actively reducing the number of people who experience a mental health condition.
- An awareness and understanding of Equality and Diversity as it applies in society.
- A proven ability to think strategically and creatively and to challenge proposals with clear logical thinking.
- Strong interpersonal and communication skills.
- An understanding of, or a willingness to understand, the strategic, policy and political environments that affect and influence Lancashire Mind's work.

Additionally, we are specifically interested in candidates who possess one or more of the enhanced skills listed below. We do not expect candidates to have all these skills, however please provide evidence for each of those that you believe you have.

If you feel you could bring other strengths or connections to Lancashire Mind that are not listed below, we are still interested in hearing from you and we ask that in your covering letter you tell us about them and why you feel they would be pertinent to the achievement of our vision.

Enhanced Skills

At least ONE of the following:

- Professional experience of communications and marketing
- A legal background – ideally with a focus on contract law
- A qualification in accountancy and a thorough understanding of financial governance
- Knowledge and experience of public health – ideally with experience of mental health prevention
- Knowledge and experience of primary/secondary mental health care
- Knowledge and understanding of information governance and digital technologies
- Knowledge and experience of research and evaluation

Chair Designate

We are particularly interested in hearing from applicants who would be keen to take on the Chair Designate role from November 2018 in preparation for election to the role of Chair from August 2019.

To Apply

To apply for the Trustee role, send a current CV and a covering letter (no more than two sides of A4) to admin@lancashiremind.org.uk and [complete the Lancashire Mind equal opportunities monitoring form](#) by **9am on Friday 9th November**.

If you wish to discuss the role before applying, you can arrange to speak with the Chief Executive Officer, Tommy McIlravey, by calling the Lancashire Mind office on 01257 231660.

Applicants are requested to ensure that their covering letter clearly articulates how they meet each of the six essential core skills, and additionally gives full details of how they meet one or more of the enhanced skills. As already stated, if you believe that you have additional/alternate skills and/or connections to those listed on page 7 then we encourage you to tell us about them.

If you would be keen to take on the role of Chair Designate in anticipation of becoming Chair in August 2019 please clearly state this in your application.

Lancashire Mind regrets that it cannot consider for interview applicants that have not provided the above information.

Interviews will take place on Friday 16th November in Chorley. Successful applicants will be expected to attend the Lancashire Mind Board meeting on Saturday 24th November 2018, 10am – 1pm, which will also be held in Chorley.

Lancashire Mind particularly welcomes applicants who can bring a diversity of thinking to our work and organisation based on their personal characteristics and experience, be it of disability ethnicity, faith or sexuality. We particularly welcome applications from individuals that have a lived experience of mental health conditions.

Lancashire Mind Limited

80-82 Devonshire Road
Chorley
Lancashire
PR7 2DR

01257 231660
admin@lancashiremind.org.uk
www.lancashiremind.org.uk

Registered Charity Number 1081427
Registered Company Number 3888655