



Registered Charity No 1181767

DEVON MIND

TRUSTEE RECRUITMENT PACK

2020

'Our vision is of a society that promotes and protects good mental health for all, and that treats people with experience of mental distress fairly, positively and with respect.'



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Message from the CEO, Olivia Craig

Thank you for your interest in becoming a Trustee for Devon Mind. There are some really exciting times ahead for our organisation. Originally known as Plymouth and District Mind, we are now known as Devon Mind. Why? We are committed to strengthening our offer across Devon. We want to reach communities who have little to no access to mental health support, increasing our reach to people at greater risk of isolation. We plan to grow our training portfolio across Devon with a focus on delivering our place wellbeing initiatives and mental health awareness training, as well as expanding our campaign against stigma and discrimination.



Change is a process and not an event – so we have worked hard over the last 18 months to understand the services people need more in Devon. We are keen to develop new strategic partnerships to expand our flagship Recovery College service across the county over the coming years, and this work has already begun.

It is important to note that we remain COMMITTED to our work in Plymouth and our services here will continue as ‘business as usual’. We will continue to work from our Greenbank centre. We aim to share the journey of Devon Mind’s development with all our service-users, partners, and supporters and we welcome feedback and advice on where people feel we should focus our priorities.

In this document you will find further information about us and some documents to complete if you would like to take your application to the next stage. We look forward to hearing from you.

Olivia Craig, CEO



Background

Originally established in 1982 as Plymouth Mind, the charity has always focused on the mental health and wellbeing of the people they serve. Many of their clients in the early days were making the move from residential care to living in the community. In the early days, the support they offered was of a drop-in nature but has been developed over the years to provide a more proactive service rather than progressing people on to other providers. Today their Recovery College model aims to provide a much earlier intervention and indeed they now have a presence at two GP surgeries across Plymouth. In addition, they deliver a wide portfolio of mental health focussed training to employers across the southwest.

Devon Mind also run 7 EU funded development projects – from supporting young people to have better life outcomes, to developing professional training for practitioners working with pregnant mothers and new families. Other income streams include statutory funding, and grants from the National Lottery funding, Lloyds Foundation, National Mind, alongside public donations. Total annual income for 2019/2020 was approx £700k.

2020 brought significant challenges to the charity sector with the arrival of Covid-19. Devon Mind worked hard to weather a very difficult storm and re-profiled services and funding early on to achieve this. The charity is now in a period of growth, albeit it at a slower pace than planned pre-Covid, but the stark reality is that the charity is busier than ever supporting an increase in referrals for mental health support. New Trustees will be joining Devon Mind.

Important Information

The Board meets currently meets monthly on the fourth Thursday of the month at 6pm and since the beginning of the lockdown in 2020, meetings have been virtual. It is anticipated that future meetings will be a combination of both virtual and physical and may revert to every two months.

Board of Trustees:-

- Sharon Claridge (Chair)
- Paul Guliford (Vice Chair)
- Neil Pick
- Peter (Mick) Mullarkey
- Janet Pounsberry
- Clive Martyn



Role Description

- Remuneration:** The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
- Reports to:** Board of Trustees
- Location:** Devon
- Time commitment:** Approximately 5-7 hours per month including meetings with senior staff and board and committee meetings per annual schedule.
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Objective

To govern the activities and affairs of Devon Mind and oversee the strategic and general management of the organisation. Specifically ensuring that Devon Mind has a clear purpose and direction, is solvent, well run and delivers its charitable and strategic objectives in relation to:

- 1.1 The Articles of Association;
- 1.2 The aims and objectives;
- 1.3 The development of strategic objectives;
- 1.4 Use of assets;
- 1.5 Agreed policies and procedures;
- 1.6 The aims and objectives of Mind nationally;
- 1.7 The Mind Quality Mark.

Trustees are expected to undertake duties in a manner that reflects Devon Mind's values and ethos; and which is open, non-oppressive, respectful, user-centred and committed to equality of opportunity.

Overall Responsibilities

1. To set the direction and policies of Devon Mind;
2. To ensure that Devon Mind complies with charity and company law and its governing documents;
3. To exercise a duty of care to ensure that the charity is well run and efficient;
4. Trustees are expected to own the corporate decisions of the Board of Trustees which normally meets a minimum of six times a year, and any sub-groups as and when needed. Task and sub groups or other forum groups may be established to undertake a specific piece of work and trustees will be expected to contribute to these;
5. Trustees are expected to undertake duties in a manner that reflects Devon Mind's values and ethos, which is open, non-oppressive, respectful, user-centred and committed to equality or opportunity;
6. To ensure the appropriate use of Devon Mind charitable funds and assets in pursuit of its objects and strategic objectives and oversee the effective management of the resources and assets of Devon Mind.



Main Duties

Setting direction

1. To ensure that Devon Mind has a clear mission, values and strategic plan agreed by the Board;
2. To agree the arrangements to monitor and evaluate Devon Mind's performance in relation to the agreed strategic plan and objectives and to receive regular reports on organisational performance;
3. To oversee the strategic and general management of Devon Mind;
4. To ensure that appropriate arrangements are in place to oversee and monitor provision for staff employed by Devon Mind;

Compliance

5. To ensure that Devon Mind complies with the Articles of Association, charity law, company law and other relevant legislation and regulations, and to approve official documents as necessary;
6. To ensure that all activities and expenditure are in pursuit of Devon Mind's charitable objectives;
7. To ensure that Annual Accounts, Annual reports are produced as required and submitted to the Charity Commission and Companies House; along with any other legal reporting requirements;
8. To ensure that all delegated authority by the Board is clearly recorded through terms of reference, minutes of the Board and sub-committees and that reporting procedures back to the Board are in place, recorded in writing and complied with;
9. To evaluate the performance of the organisation in relation to the agreed objectives and work programme and external evaluation and monitoring e.g. as required by service commissioners and Mind's Quality Mark

Duty of Care

10. To ensure that Mind has an appropriate governance structure in place in relation to its objectives, size and stakeholders to enable Council members to fulfil their responsibilities and to review such arrangements regularly;
11. To seek external professional advice and expertise as required;
12. To annually assess the Council's performance as a board;
13. To ensure that the Council has appropriate arrangements for the election and co-option of trustees and the appropriate skills to govern effectively;
14. To ensure that the Council has a code of conduct, that it is complied with and that there are appropriate arrangements in place for the removal of trustees who do not abide by the code of conduct;
15. To make arrangements for the appointment and supervision of the Chief Executive;



Effective Management of Resource and Assets

16. To oversee Devon Mind's financial affairs to ensure financial stability;
17. To ensure that appropriate arrangements are in place to oversee the management and protection of Devon Mind's assets and investments;

Accountability

18. To ensure that user involvement is sustained through all aspects of Devon Mind's work;
19. To ensure that equalities and diversity is sustained through all aspects of Devon Mind's work and relationships;
20. To ensure that Devon Mind is accountable to its donors and stakeholders;
21. To ensure that there are effective arrangements in place to enable stakeholder feedback to the Board.

Trusteeship requires a significant time commitment. The board normally meets at least six times per year. Terms of office are for 3 years and trustees can usually serve no more than 3 terms consecutively (9 years).

Expectations

1. To ensure equality of opportunity is promoted and sustained through all aspects of Devon Mind's work and relationships and to commit to ensuring that stakeholders have a say and that equalities issues are addressed;
2. To represent the Board if necessary on internal disciplinary and complaint panels or other panels, and on external bodies by agreement;
3. To be aware of and accept the responsibilities of a charitable trustee and director of a charitable company, to act properly at all times and declare any impediment or interest relevant to the role of trustee;
4. Act in good faith with due care and diligence for the best interests of Devon Mind and working within Devon Mind's Vision, Mission and values;
5. To safeguard the good name and values of the organisation;
6. To attend and participate in Board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings;
7. Contribute to forging consensus, working in mutual respect for the benefit of Devon Mind and to make and stand by collective decisions of the Board;
8. To undertake training and attend induction;
9. To take personal responsibility for commitment to the Board – for example sending apologies and catching up with any matters or issues missed if absent from meetings;
10. Respect confidentiality of matters discussed at Board and any other associated meetings;
11. Abide by Devon Mind's Policies and Procedures;
12. Ensure that all activities and expenditure are in pursuit of Devon Mind's charitable objectives;
13. Evaluate the performance of the Board in relation to the agreed objectives;
14. To engage with the wider work of Devon Mind.



Other Duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions this may involve:

1. Scrutinising Board papers;
2. Leading discussions;
3. Focussing on key issues;
4. Providing guidance on new initiatives;
5. Other issues in which the trustee has special expertise;
6. Monitoring the organisations investment activity and ensuring its consistency with the organisations policies and legal responsibilities;
7. Ensuring the organisations compliance with legislation;
8. Ensuring equipment and assets are adequately maintained and insured
9. If external accounts are required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations implemented;
10. Contributing to the fundraising strategy of the organisation and to assist with fundraising as appropriate.

Trustee Person Specification

Personal Competencies

All trustees need demonstrate the following competencies:

1. An understanding of and commitment to Devon Mind's Vision, Mission, Values and goals;
2. Knowledge or, and/or an interest in mental health issues;
3. Ability to work effectively in a group and take part in discussions;
4. Ability to manage difficult and/or challenging situations;
5. Ability to challenge constructively and ask questions appropriately;
6. Ability to analyse information;
7. An understanding of and compliance with the boundaries around the role of a Board of Trustees;
8. A willingness to abide by the expectations of Board members;
9. A willingness and ability to devote the necessary time and effort;
10. An ability to think strategically and creatively;
11. An ability to communicate clearly and sensitively;
12. A willingness to take on agreed specific tasks, projects or roles outside of the meetings;
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Essential Skills/Knowledge

Trustees must possess skills and/or experience in the following areas

1. Strategic planning
2. General management skills
3. Mental Health/Clinical
4. Marketing/Communications

Desirable Skills/knowledge

The Board should also include members with expertise or professional experience in at least four the following areas:

1. Governance
2. Policy influencing/implementation
3. Mental health policy, services or practice (including using mental health services)
4. Fundraising expertise
5. User-engagement
6. Equalities and diversity
7. Mental health policy/issues
8. Senior level experience of Local Minds or other community based services
9. Understanding and awareness of digital services and innovation
10. Service provision
11. Grant making
12. Fundraising/income generation
13. Marketing
14. Communications
15. Quality systems
16. Performance management
17. Training
18. Organisation development

How to Apply

If you would like to discuss this opportunity further, please contact Jackie Dawkins at Shine Charity Recruitment (our Recruitment Partner) – 01884/841751

We would then like you to complete the attached documents and return to Jackie (jackie@shinecharityrecruitment.co.uk).

This will be followed by:

- A meeting with the CEO/Chair
- Attending at two Board meetings as an observer



Documents attached:

- Application Form
- Equal Opportunities Monitoring Form (please return this marked 'confidential' in a separate envelope to your application to the postal address/email above)
- Individual Skills Audit
- Trustee Declaration
- Annual Report and Accounts 2019/2020

Enhanced DBS Check

If your application is successful, you will be asked to undergo an Enhanced Disclosure and Barring Service (DBS) check before you can take up the role of trustee. The DBS application form and list of supporting documentation will be provided to you by the CEO.