



Trustee Information Pack

Welcome to Doncaster Mind!

Thank you for your interest in working with us here at Doncaster Mind.

In this pack you should find all the information you need to learn more about us and what we do. This includes:

- More about us, what we believe in and our values
- Our application process
- The job description and person specification
- What we expect from our staff
- What you can expect from us

Our organisation

Doncaster Mind is a passionate and energetic organisation that works to promote recovery from mental ill-health, improved emotional well-being and independent living. We offer a range of both face-to-face and online services from one to one support, groups, activities, guided learning and training and volunteering opportunities. We also work with Doncaster council and Rotherham, Doncaster & South Humber NHS Foundation Trust on specialist projects and services.

Our small team really cares about making a difference to the people of Doncaster and we work hard to make a positive change for people's mental health. Last year we helped over 1062 people who are living with mental health problems.

We have been supporting people in Doncaster for over 40 years.

We are affiliated to the Mind network **BUT** we are not a branch of national Mind – we are an independent local charity that fundraises locally and applies for grants and bids in order to continue our work.

We believe

- No one should have to face a mental health difficulty alone
- We won't give up until everyone experiencing a mental health difficulty gets the support they need and deserve

What people say about us:

"Being able to talk without judgement to my counsellor I've been able to reflect on how my past has affected me. I'm so grateful and now feel able to build my life back up and even help others. This service has been a life saver"

"I wasn't sure what to expect from mentoring but I gained so much from it and my mentor was great."

"I never speak out in groups, but I did - thank you. Keep doing what you have been doing"

"I have lost count now of how many students you have taken on as volunteers. The ones you have speak highly of Doncaster Mind and this is great for their development. Thank you"

"Thank you Doncaster Mind staff I really couldn't be more grateful for all the amazing work and support you do"

A note from our Chair



Thank you for showing an interest in becoming a Trustee of Doncaster Mind.

Mental health is not hidden anymore, it's on the front pages of newspapers, it's high on the political agenda and is spoken about by royalty. The environment and landscape of mental health services in Doncaster is improving and Doncaster Mind is at the forefront of this improvement.

The Board requires caring, enthusiastic strategic thinkers, including those with lived experience, to set the strategy, deliver strong governance and ensure Doncaster Mind's legal requirements are met.

If you think this for you, I look forward to meeting with you to discuss further.

A note from our CEO



We are really pleased that you are interested in joining our Trustee Board. Applying as a trustee can be a big step for a whole range of reasons and we want to make Doncaster Mind an option for as wide a range of people as possible to help us create a diverse trustee board. We want you to support us to create the services and support that people who are experiencing mental ill health need to empower them to flourish and thrive in our communities and in life.

We have included as much information as possible in our pack. If you are interested in a vacancy but are unsure if you should apply, then I strongly recommend you give us a ring. It is equally important that you find out about us as well as us finding out about you!

We are always keen to hear from people who are passionate about mental health and about working to support those who are experiencing mental ill health.



Join our Board!

At an exciting time in the growth of our organisation, we are looking for strategic thinkers to help lead in our decision making and planning for the future.

SALARY: This is a voluntary role, although reasonable out of pocket expenses can be claimed.

The Coronavirus pandemic has had a major impact on the nation's mental health, and now more than ever local charities like Doncaster Mind are needed to bring people together, deliver support and create change in our communities.

Mental health is not hidden anymore, its on the front pages of newspapers, its high on the political agenda and its spoken about by royalty. For millions of people, mental health is now something to be honest about, not ashamed of.

At Doncaster Mind our vision is to be here to make sure no one has to face a mental health problem alone. We continue to be a powerful voice for those experiencing mental health problems. We are playing our part in building social wellbeing and promoting mental health across the Doncaster borough. So that we can continue to improve and develop our services we have moved into a new building in the centre of town.

To help Doncaster Mind develop and achieve our vision, we are looking for enthusiastic and skilled people to join our Board of Trustees and play a significant role in taking Doncaster Mind forward.

We are also seeking Trustees with additional skills and experience in the following areas:

- Digital, websites and marketing
- Legal
- Financial governance
- IT and Information Governance
- Human Resources
- Mental Health Sector including policy and legislation

We need highly committed dynamic individuals who want to make a difference and support the improvement of mental health and wellbeing in Doncaster. We are interested in hearing from people who share our commitment, are strategic thinkers with strong communication skills and a high level of integrity.

If you think this is right time for you to consider joining our Board here at Doncaster Mind, you could be helping everyone in Doncaster to enjoy good mental health and live their best lives.

For more information or to apply please see our website www.doncastermind.org.uk or email laura@doncastermind.org.uk



Trustee Application Form

Please read the Trustee Role Description and the Code of Conduct before completing this form.

Personal details

Title:	
First name(s):	
Surname:	
Address (for correspondence):	
Postcode	
Tel:	Mobile:
Email:	
Date of Birth:	

Interest and motivation

1. Please explain why you would like to apply for the position of trustee of Doncaster Mind

Employment history

- 2. Please list below, details of employment history including your current position and employer. (You may wish to attach a separate CV to the application form).

Relevant expertise

- 3. Please provide any further information, including relevant memberships, board level positions, qualifications held or other relevant expertise which you feel may be relevant to this application.

References

- 4. Please supply us with the names and contact details of two referees that we may contact.

Name:

Address:

Postcode:

Tel: (daytime)

Email:

Name:

Address:

Postcode:

Tel: (daytime)

Email:

DECLARATION

I declare that: (* please delete as appropriate):

- I am / am not* an undischarged bankrupt
- I have / have not* previously been removed from trusteeship of a charity by a Court or the Charity Commission
- I am /am not* under a disqualification order under the Company Directors' Disqualification Act 1986
- I have / have not* been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am / am not*, in the light of the above, disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed that appointment may be revoked.

Signed_____Date_____

Thank you for completing this application form and for your interest in becoming a Trustee of Doncaster Mind.

This form should be marked 'Confidential' and returned to **laura@doncastermind.org.uk**.

Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act of 1998 and will only be used for the purpose of selection of trustees.



TRUSTEE ROLE DESCRIPTION

The statutory duties of a Trustee:

Main duty

Under charity law Doncaster Mind Trustees have and must accept the ultimate responsibility for directing the affairs of Doncaster Mind, and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up. In law trustees of Doncaster Mind have three particular duties — care, compliance and prudence — which are set out below following the wording given by the Charity Commission.

Duty of care — Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that Doncaster Mind is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to Doncaster Mind, or where the trustees may be in breach of their duties.

Duty of compliance — Trustees must:

- Ensure that Doncaster Mind complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that Doncaster Mind does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators which govern the activities of Doncaster Mind.
- Act with integrity, and avoid any personal conflicts of interest or misuse of Doncaster Mind funds or assets.

Duty of prudence - Trustees must:

- Ensure that Doncaster Mind is and will remain solvent.
- Use Doncaster Mind's funds and assets reasonably, and only in furtherance of Doncaster Mind's objects.
- Avoid undertaking activities that might place Doncaster Mind's endowment, funds, assets or reputation at undue risk.
- Take special care when investing Doncaster Mind's funds, or borrowing funds for Doncaster Mind to use.

Specific duties of Trustees of Doncaster Mind:

Vision, values and strategic direction

- To contribute actively to the board of trustees' role in giving firm strategic direction to Doncaster Mind, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that Doncaster Mind seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of Doncaster Mind
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, Doncaster Mind vision and values
- To be aware of current issues relating to recovery from mental ill-health

Performance management

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders
- To appoint the Chief Executive and monitor his/her performance
- To safeguard the good name and values of Doncaster Mind

Compliance

- To ensure that Doncaster Mind complies with all legal and regulatory requirements
- To ensure that key risks to Doncaster Mind are identified and effectively managed and that professional advice is sought and considered where appropriate

Prudent management of assets

- To ensure the financial stability of Doncaster Mind through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management

Good governance

- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies
- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making
- To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity



TRUSTEE PERSON SPECIFICATION

Doncaster Mind works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. Doncaster Mind Board vacancies are normally advertised. Application is normally by written application, followed by interview. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

Personal competencies

Doncaster Mind Trustees are expected to demonstrate the following personal competencies:

ESSENTIAL

Commitment

1. Ability to understand and accept the duties and liabilities of being a charity Trustee.
2. Empathy with the vision, mission and aims of Doncaster Mind
3. A willingness and ability to devote the necessary time and effort

Focus

4. Ability to think and apply knowledge strategically
5. Ability to think creatively
6. Ability to keep mission-focused
7. Ability to analyse and evaluate management information and other evidence
8. Willingness to listen and learn

Communication and team working

9. Ability to communicate clearly and sensitively and to take an active part in discussions
10. Ability to influence and engage
11. Ability to work effectively in a group
12. Willing to express their own opinion in a reasoned way, while also listening to the views of others
13. Ability to challenge constructively and ask questions appropriately

Accountability

14. Ability to exercise sound and independent judgement
15. Willingness to make and stand by collective decisions, including those which may be unpopular
16. Ability to manage difficult and/or challenging situations
17. Ability to maintain confidentiality on confidential and/or sensitive information

Skills and experience

DESIRABLE

Doncaster Mind wishes to see the following knowledge, skills and experience represented on its Board. All Trustees will be expected to meet at least one of these criteria. During a particular recruitment one or more of the following may be identified as priorities, depending on the needs of the Board at the time as identified through a skills audit.

- Senior level strategic management experience within a third sector, commercial or public sector organisation.
- Recent experience (within the last 5 years) of fundraising for, or in, a third sector organisation.

- Experience at senior level of financial management
- Experience at senior level of strategic human resources or organisational development.
- A professional qualification and significant practitioner experience in an area of relevance to Doncaster Mind such as accountancy, charity law, project or programme management.
- Knowledge and experience of public policy formulation and influencing techniques across local, regional or national government.
- Knowledge and experience of marketing or public relations in the third sector.
- Experience as a trustee in a similar size or larger organisation, together with implementation of best practice in corporate governance.
- Experience of service provision at a senior level to people recovering from mental ill-health in a health, education or social care setting.
- Experience at a senior level of developing and delivering services to people recovering from mental ill-health which promote inclusion, equal opportunities and diversity.

Code of Conduct for Trustees

Trustee Code of Conduct

Introduction

At Doncaster Mind, the Trustee Board, having regard to our core values and examples of best practice within the sector have created this code to set out a framework in which its trustees and governing body will operate.

We use our values to describe the way we want to be, and how we want to be seen by everyone who comes into contact with us.

We believe in providing **care** for people who come to us. We will **accept** them as individuals and **respect** their beliefs, needs and wishes.

We aim to provide a **happy** environment in which to **encourage** recovery and progression.

Accountability

Everything Doncaster Mind does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within Doncaster Mind and equally when dealing with individuals and institutions outside it.

Transparency

Doncaster Mind strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break charity law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission and consider myself its guardian.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break charity law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.

- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

Protecting the organisation's reputation

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chief Executive or Chair.
- When prior consent has not been obtained, I will inform the Chair or Chief Executive at once when I have spoken as a trustee of this organisation to the media or in a public forum.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by (organisation).
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.
- I will work to avoid conflict in the boardroom and seek external support to do this when necessary.

Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support the Chief Executive in his/her executive role and, with my fellow board members, seek development opportunities for him/her.

Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Full Name :

Signed :

Date :

This Code of Conduct was adapted from NCVO's publication Best Behaviour: Using trustee codes of conduct to improve governance practice

Our application process

We prefer to have a conversation with you about the role before you apply. We know application forms take ages to fill in, and you may also be worried that your skills and experience might not be a good fit.

We absolutely want to make our roles as accessible as we can to the widest range of applicants, so these conversations give you the opportunity to ask questions, check your skills and experience against the role, and find out more about the application process.

Book a phone conversation in with us before you apply, and we will talk you through the role, how your skills and experience might fit our job description and person specification and talk you through how to complete the application form.

Please email laura@doncastermind.org.uk to arrange a call.

You don't have to have this phone call if you'd prefer not to, but we recommend it. That way you know if what you can offer us is a good fit for this role, and you know what we will be looking for when we shortlist our applications.

Once you've submitted your application form, we will compare your application to what we're looking for with our person specification, and if they're a good fit we'll contact you for an interview.

What we expect from our people

Our clients and colleagues are really important to us. We want Doncaster Mind to be a great place to work and to receive services from, so we have some expectations of our staff.

You will:

Put our clients at the heart of your work: Our clients are always front and centre of the decisions we make, and all the work we do is to enhance their lives, progress mental health awareness and reduce stigma. As part of the Doncaster Mind team, we will expect you to put clients at the centre of your work

Be empathetic and compassionate: You feel able to walk alongside someone else and appreciate what they are going through, even if this is different to your own experience. You do this with compassion and kindness

Value difference: Whether this is a protected characteristic or a different point of view, you will embrace diversity and value the differences and contributions we all bring

Champion equity: Whenever you are representing Doncaster Mind, we expect you to be championing equity in mental health services, and equity across all communities for good quality mental health services

Be non-judgmental: Mental health and wellbeing can be sensitive and challenging subjects. Everyone experiences mental health differently and we all bring a non-judgmental approach to our work. You may also need to challenge others' stigmatising views in a gentle and non-judgmental way.

Be open and transparent: You're honest with our clients about what help we can give, and open about our expectations of them. You give your views generously and equally listen to others.

Be prepared to muck in! We're a team and sometimes the unexpected happens. We expect all of our people to support each other, and this might mean you end up doing something you didn't expect to do, within reason.