



# **Recruitment Pack**

## Co-Chair of Trustees

November 2024

# Welcome

Thank you for your interest in the role of Co-Chair of Trustees at Leeds Mind.

People's mental health has never been more important, and this is a unique opportunity to make a significant difference to the mental health of communities across Leeds and West Yorkshire. As Co-Chair of Leeds Mind, you will help ensure that the charity achieves its strategic priorities, delivers good quality mental health support and services, and is financially sustainable.

We are at an exciting, but also challenging new phase as we develop our new strategy and evolve as an organisation. As national Mind's "Big Mental Health Report" has recently highlighted, the scale and severity of mental health need is increasing, yet people are struggling to access quality care when they need it. Stigma and discrimination towards mental health seem to be getting worse, young people are facing ongoing mental health difficulties, and financial challenges are creating a vicious cycle for many people.

Leeds Mind delivers a range of support and services and has a key role to play in addressing these challenges. With more people seeking and accessing support, our vision continues to be "Better mental health for all".

We need someone who is passionate about making a positive difference. Somebody who has the energy and motivation to co-lead the Board of Trustees, support the Senior Leadership Team and work with all Leeds Mind's stakeholders to make the impact needed.

We have a vibrant and dedicated Board of Trustees and have been doing significant work as a Board to drive our effectiveness. We are looking for somebody with leadership experience, but more importantly the values and behaviours that are central to Leeds Mind: Being Open, Being Supportive, Being Brave, Being Connected and Being Resourceful.

Leeds Mind is an equal opportunities organisation, and we welcome applications from all backgrounds and identities; particularly culturally diverse, LGBTQIA+ and/or disabled people who are under-represented within Leeds Mind.

If you think you could be the person we are looking for, we would love to hear from you.

Everything you need to find out more and apply for the Chair role is included in this pack. We are happy to have informal conversations about the role. Please contact [kate.lupton@leedsmind.org.uk](mailto:kate.lupton@leedsmind.org.uk) if you wish to do so.

Thank you for your interest in Leeds Mind.

Kate Lupton, **Co-Chair**

# About the organisation

As an independent local charity, our work focuses on delivering life-changing support to those in and around Leeds, as well as more widely across West Yorkshire.

Our services include counselling, peer support, social prescribing, employment support, suicide bereavement support, creative wellbeing activities, financial wellbeing and mental health training.

Our primary aim is to provide innovative, effective, safe and accessible services to people with mental health difficulties, working with clients as equal partners in the relationship. As we develop our new strategy, we will continue to focus on a number of priorities including:

- **Ensuring that we are listening and acting on what local people in our communities tell us - lived experience runs through our organisation and many of the people that work for us have personal experience of mental health difficulties**
- **Being available for the neighborhoods and communities that need us most – particularly the communities most at risk of mental health difficulties, including culturally diverse communities, and children and young people**
- **Working to support people during the cost-of-living crisis, providing services that provide holistic support to address the impact that financial hardship can have on our mental health**
- **Diversifying our income to ensure we are here for the long run – including funding from foundations, philanthropic organisations and the private sector, alongside statutory funding.**

We are proud to be part of the Mind federation, a network of over 100 local Minds across England and Wales. As a network, we work alongside Mind, the national mental health charity and the Mind charity shops. As an independent charity, we work to meet the specific needs of our city and region.

Our strong professional network of funders, commissioners, delivery partners, staff, volunteers and fundraisers are all an integral part of enabling what support we are able to provide to the community of Leeds and West Yorkshire. They will continue to be key to our ongoing approach and success.

We are a Mindful Employer, in recognition of our commitment to staff wellbeing. We are also proud to have achieved the Investing in Volunteers kitemark (the UK quality standard for good practice in volunteer management) and the Great Place to Work certification, a robust global benchmark for workplace culture.

## Role Profile

The Co-Chair will jointly hold the Board and Senior Leadership Team to account for Leeds Mind's mission, vision and strategic plan, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the organisation. The Chair will also support the Chief Executive and wider Senior Leadership Team with the delivery of strategic priorities.

In addition to the [general responsibilities of a trustee](#), duties of the Chair include:

### Leadership

- Being willing and able to lead Leeds Mind in partnership with the Chief Executive
- Creating the environment for a high performing and inclusive Board team
- Providing leadership to Leeds Mind and the Board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes
- Reviewing the Senior Leadership Team roles and salaries
- Overseeing and supporting Trustee induction, training, appraisal and succession planning (with the CEO)
- Delegating to Trustees as appropriate

### Purpose and Strategy

- Overseeing the development and implementation of Leeds Mind's strategy and underpinning strategic priorities
- Steering the Board in identifying the key governance decisions to be made

- Ensuring the Board functions effectively and that a strategy is in place to address gaps
- Ensuring the Board of Trustees incorporates the right balance of skills, knowledge and experience to govern and lead the charity effectively

## **Governance**

- Planning the annual cycle of and setting the agendas for, Board meetings and other general meetings, for example annual general meeting (with the CEO)
- Chairing and facilitating Board meetings and ensuring decisions taken at meetings are implemented
- Liaising with the Chief Executive to keep an overview of Leeds Mind's affairs and provide support as appropriate, while respecting the boundaries that exist between the two roles
- Ensuring well founded decision-making in the best interests of Leeds Mind to advance the purpose and values of Leeds Mind
- Bringing impartiality and objectivity to decision-making
- Addressing conflict within the Board and within the organisation
- Working with the Treasurer to oversee finances, and with other Trustees to ensure effective risk mitigation processes are in place.

# Person Specification

<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience of operating at a senior strategic leadership level – voluntary, public or private sector</li> <li>• Experience of charity governance and/or working with or as part of a Board of Trustees</li> <li>• Commitment to excellence with a focus on outcomes and continuous improvement</li> <li>• Commitment to improving mental health support</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of chairing meetings, events and of committee work</li> <li>• Lived experience/understanding of mental health difficulties</li> </ul>
<b>Personal Qualities</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Able to commit time to conduct the role well, including travelling and attending events in and out of office hours</li> <li>• Role models our values in leadership every day – Being Open, Supportive, Brave, Connected, and Resourceful.</li> <li>• A self-starter, proactive, flexible and calm</li> </ul>	

<ul style="list-style-type: none"> <li>• Able to engage with and influence a wide range of stakeholders</li> <li>• Ability to be impartial, be fair and to respect confidences</li> <li>• Demonstrate tact and diplomacy</li> <li>• Self-awareness and humility</li> </ul>	
<p><b>Knowledge and Skills</b></p>	
<p><b>Essential</b></p>	<p><b>Desirable</b></p>
<ul style="list-style-type: none"> <li>• Exhibit strong inter-personal and relationship building abilities</li> <li>• Excellent communication skills; written and verbal</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the mental health sector</li> <li>• Knowledge and involvement with the charity sector and other networks in Leeds and West Yorkshire</li> <li>• Good understanding of charity governance</li> </ul>



# Terms of Appointment

- This is a voluntary role, initially for a 3-year term, with the possibility of two reappointments.
- Out of pocket expenses are offered, if required.

## Time Commitment

- Chairing Board meetings: these are held quarterly, usually on a Thursday evening, for up to 3 hours.
- Attend selected Committee meetings (Strategy and Planning, Finance, People, and Quality and Performance): these are held quarterly on dates prior to Board meetings for up to 2 hours. Only members of the committee are required to attend these meetings.
- Together with the SLT, prepare and facilitate two Trustees and Management away days each year.
- Biennial review with each Trustee.
- Attend national and Leeds Mind events, as appropriate: e.g., whole organisation meetings, volunteering at fund raising events, trustee/leadership conferences.
- Attend induction to Leeds Mind and the Mind federation induction.
- Complete additional training as identified for the Board as a group or as an individual Trustee.
- Support delivery of strategic priorities outside of meetings (e.g. providing subject matter expertise to specific projects/ teams).

## Location

- Meetings are held either at a Leeds Mind office (either Clarence House or De Lacey House) or virtually.

## Eligibility Checks

- A Basic DBS check will be required.
- Trustee disqualification checks required.
- Satisfactory references.

# How to Apply for the Role

We hope you will consider making an application. We would be happy to have an informal conversation about the role. To do so please email [kate.lupton@leedsmind.org.uk](mailto:kate.lupton@leedsmind.org.uk).

To apply, please go to the Leeds Mind website and click on the ‘apply now’ button, with the following prepared:

- Your CV
- A short supporting statement that sets out why you could be the person we are looking for and why you are interested in joining Leeds Mind as our next Chair of Trustees.

## Recruitment timetable and candidate participation

Application deadline	5 January 2025
First stage interview	Week commencing 13 or 20 January 2025
Second stage interview	Week commencing 3 or 10 February 2025