

PRATAP
EXECUTIVE

Treasurer of Board of Trustees

Private and Confidential





Leeds Mind is an independent local mental health charity, with over 50 years' experience of delivering life-changing support to those in and around Leeds, and across West Yorkshire.

We are a progressive mental health organisation working to improve understanding and people's experience of mental health. Alongside our anti-stigma work, we support people with their mental health by building on strengths and enabling people to overcome obstacles. Our services are informed by and built around people's needs to enable self-management and recover from poor mental health.

Our services are provided in person and online in a range of community settings and include specialist employment support, counselling, lived experience services such as peer support, suicide bereavement and prevention, workplace mental health training and creative arts wellbeing. We deliver across Leeds and West Yorkshire and with a range of partner organisations.



Leeds Mind in Numbers

8,700+

people supported
between April 2024 -
March 2025

57th

national rank
awarded by Great
Place to Work

c£3.68m

annual income

98%

of employees feel their
work has a special
meaning, it's not *'just a job'*

Lucy Hancock

CEO



Thank you for your interest in the role of Treasurer of Board of Trustees at Leeds Mind.

Mental Health is at a critical point, with high demand and need; the financial challenges both communities and organisations are facing is significant. As a local independent mental health charity our priority is to ensure we can meet these challenges head on.

We are at an exciting new phase as we get ready to launch our new strategy building on our strengths to achieve our aspirations. Leeds Mind's new 5-year strategy comes at a time when demand for mental health support is growing and communities face increasing barriers to getting the help they need. Our focus on trust, inclusion, lived experience and sustainable growth reflects the scale and urgency of that challenge.

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

We have a vibrant and dedicated Board of Trustees and have been doing significant work as a Board to drive our effectiveness. As Treasurer of the Leeds Mind Board of Trustees, you will safeguard the financial viability of the charity, ensure that proper financial records and procedures are maintained and contribute to building a mentally healthy future.

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

We need someone who has the passion and commitment to make a positive difference. 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 Treasurer role is included in this pack. We are happy to have informal conversations about the role. Further information about us can be found by looking at our website, reading our Impact Report and through the Charity Commission website.

Thank you for your interest in Leeds Mind, and I wish you all the best with your application.

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 local communities.

Our strong professional network of funders, commissioners, delivery partners, staff, volunteers and fundraisers are all an integral part of enabling what support we can 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.



I am grateful for this service - it's been a lifeline for me. Support like this makes a real impact, helping to break down the stigma around mental health and providing a safe, welcoming space for people who need it.

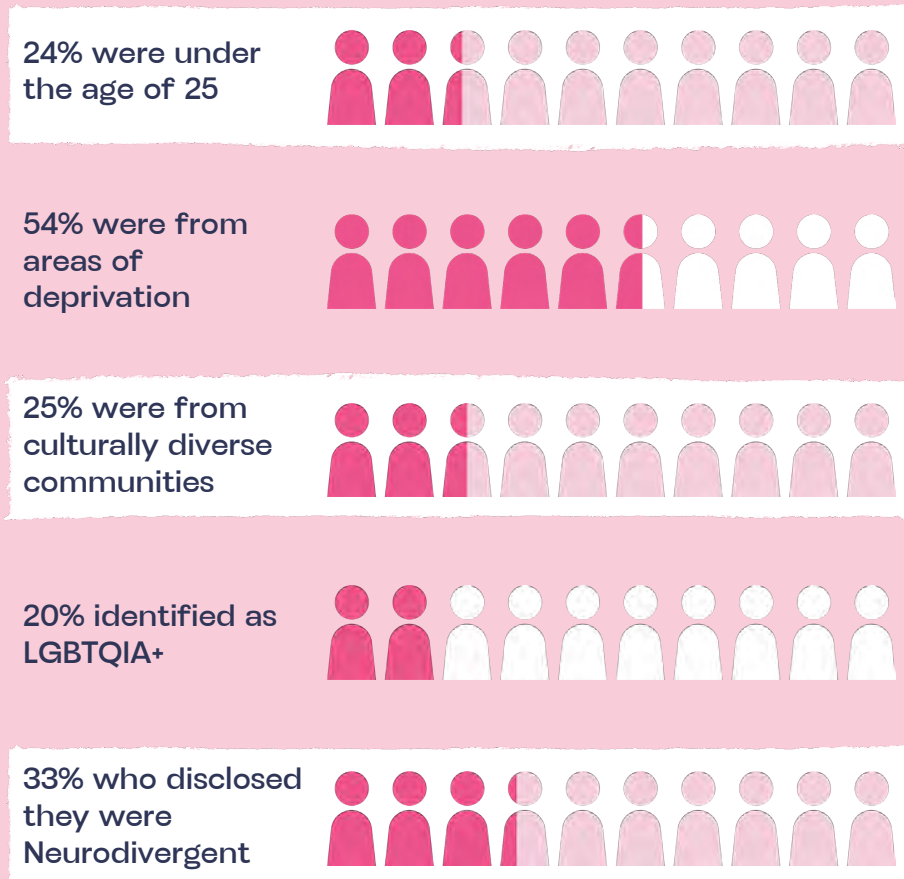


After everything I have gone through, the service was fantastic. Feel so much happier in myself.



Our Impact

Between April 2024 and March 2025, we reached **8,719** people through our work. This included the following people who accessed our support:





I have found having someone who listens to me without judgement very supportive, I really liked the shared experience side of Peer Support because it makes you feel heard and understood.





OUR AIM AND STRATEGIC VISION

Our primary aim is to provide innovative, effective, safe and accessible services to people and communities, working with clients as equal partners in the relationship. We are an active member of our local health and care systems working in partnership with providers including the health care trust, local authority and other charitable organisations to improve access to support and people's overall mental health experience.

We are launching our new strategy in April 2026, where we will hone down on the progress we have made to date in working alongside communities in most need of mental health support.

The following priorities will be key to our strategy:

- Ensuring that we listen and act on what local people in our communities tell us - lived experience runs through our organisation and many people that work for us have personal experience of poor mental health.
- 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 challenge stigma and misinformation about mental health, improving systems & support for people and overall understanding about the root causes of poor 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.



I've found it very helpful speaking to somebody who also experiences similar issues. After a session I feel more free and more relaxed in myself.



OUR VALUES

Open

We are open to new ways of working, informed by people's strengths and lived experiences.

Supportive

We welcome others and aim to create a sense of belonging in everything we do.

Brave

We are courageous and find meaningful ways of making a difference to people's lives.

Connected

We collaborate with others through sharing our skills and knowledge.

Resourceful

We make the most of what we have and build on our individual and collective strengths to work for positive change.



“It’s great that I’m in a role where I can share some of my lived experience with my clients in order to support them to achieve their goals. I also feel comfortable sharing my lived experiences with colleagues and I don’t feel as if I will be judged for this.”



OUR VISION

Better mental health for all.

OUR MISSION

Leeds Mind enables people with mental health difficulties to flourish.



A diverse and inclusive team is what makes us great.



As a local Mind, we are passionate about mental health and committed to the wellbeing of the people we support, our staff team and volunteers.

We know how important the benefits of a mentally healthy workplace are. Staff and volunteer wellbeing is a high priority for us. We are dedicated, friendly and open, working together to improve the lives of people experiencing mental health problems.

We are proud to be part of the following accreditations:



West Yorkshire Fair Work Charter Early Adopter

A scheme to develop our workplace as a positive working environment for all.



Mindful Employer

Our commitment to supporting mental health at work.



Real Living Wage accredited employer

Voluntary membership that demonstrates our commitment to financial wellbeing of our colleagues.



Mental Health at Work Commitment

A declaration underpinned by six standards, which form a roadmap to achieving better mental health outcomes for our people.



Disability Confident Employer

How we go about supporting applicants and employees with health conditions and disability to successfully make the most of their talents at Leeds Mind.



Great Place to Work certified

This prestigious award is based entirely on what our current employees say about their experience working at Leeds Mind. Due to strength of our team's positive feedback, we were also awarded a place on their UK Best Workplaces list.

ED&I

At Leeds Mind, **equity, diversity, inclusion** and belonging are at the heart of **everything we do**. We are committed to creating an inclusive environment where our colleagues, volunteers and the people who access our services feel a genuine sense of belonging. We value and respect people's lived experience and we aim to ensure that everyone feels able to share their perspectives as part of our Leeds Mind community. We believe that fostering a strong sense of belonging not only enhances the employee and volunteer experience, but also strengthens the quality and impact of the services we provide across Leeds and West Yorkshire.

Our commitment to inclusion is embedded into our strategy and governance:

- We operate under a dedicated Equity, Diversity, Inclusion and Belonging Policy and Inclusion Strategy, with clear accountability through regular reporting to our Board of Trustees via a People and Culture Dashboard.
- We actively involve our people through our Equity, Diversity, Inclusion and Belonging (EDIB) Group, which is open to all staff and volunteers. This group plays a key role in shaping positive change, from reviewing policies and organising awareness events to helping implement practical improvements that make our spaces and practices more inclusive.
- We encourage and support Voices Groups, providing safe, peer-led spaces for underrepresented groups such as LGBTQIA+, Culturally Diverse, ADHD and Neurodivergent Voices, while remaining open to new groups as needs emerge. Alongside this, we invest in organisation-wide equity training, inclusive policies such as our Menopause and Trans Inclusion policies, and initiatives that promote respectful communication, including pronouns and name-pronunciation tools.
- We actively celebrate diversity throughout the year and continuously review our progress through external consultation, equality impact assessments and service-access monitoring.



It has been great to talk to someone who I share some common ground with. To talk to someone who understands my culture, and be able to relate and share our similar experiences and values, especially in relation to our culture and families.



While we are proud of the progress we have made, we recognise there is always more to do, and we remain committed to building a workplace culture where equity, inclusion and belonging continue to grow.



Treasurer - Board of Trustees

Location:

All Leeds Mind locations / hybrid

Responsible to:

Chair of the Board of Trustees

Hours:

Minimum commitment of 16 hours per quarter

The overall role of a Treasurer is to maintain an overview of the organisation's financial affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

Emma Panariello
Pratap Executive



Key Tasks & Responsibilities

Trustees are expected to uphold and undertake duties in a manner that reflects Leeds Mind's values and ethos.

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

- Overseeing, approving and presenting budgets, accounts and financial statements.
- Ensuring the financial resources of the organisation meet present and future needs.
- Ensuring that Leeds Mind has appropriate reserves in line with its reserves policy and this is updated accordingly.
- Ensuring that appropriate financial reports are presented to the board and provide the relevant information to enable decision making.
- Ensuring that appropriate accounting procedures and controls are in place.
- Advising on strategic financial development and planning to meet organisational objectives.
- Advising on the organisational financial and commercial risk, and risk assurance.
- Ensuring that the charity has an appropriate investment policy.
- Ensuring that there is no conflict between any investment held and the aims and objects of Leeds Mind.
- Oversight and guidance on the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and/or the Registrar of Companies.
- Leadership of the finance committee, chairing and planning committee meetings to ensure strategic oversight and direction to the Board and CEO.
- Supporting other trustees in understanding the organisation's financial strategy, position and decision making.

Key Tasks & Responsibilities Cont.

- Advising and contributing to the financial and commercial strategies of the organisation.
- Providing leadership and guidance to the Finance committee, Board and Head of Finance.
- Ensuring the organisation meets all legal, compliance and statutory charitable financial responsibilities.
- Presentation of the annual statutory accounts, including the implications and relationship for the organisational strategy and planning.
- Ensuring visibility and understanding of the organisation's financial position, risk and planning.
- Advise on and oversight of organisational financial policies and best practice.

Person Specification

Experience

Essential

- Experience of operating at a senior strategic leadership level - voluntary, public or private sector.
- Experience of charity finance and governance and working with or leading a Board of Trustees.
- Experienced in financial and operational senior management.
- Commitment to excellence in enabling others and driving collective ownership and leadership.
- Experience of financial strategy and planning, including for meetings at a Senior Level.
- Experience of financial risk and assurance.

Desirable

- Lived experience/understanding of mental health difficulties and health inequalities.
- Knowledge of the mental health sector.
- Knowledge of the current context for organisations and the delivery landscape.

Personal Qualities

Essential

- Willing and able to commit time to the organisation and conducting the role well, including travelling and attending events in and out of office hours.
- Role models our values in leadership every day - Open, Supportive, Brave, Connected, and Resourceful.
- Ability to understand and navigate complex issues strategically and pragmatically.
- Progressive, proactive, adaptable and inclusive.
- Able to engage with and influence a wide range of stakeholders.
- Ability to be impartial, be fair and to respect confidences.
- Demonstrate tact and diplomacy.
- Self-awareness and humility.
- Commitment to improving mental health support and health inequalities.

Knowledge and Skills

Essential

- Qualified accountant.
- Good understanding of financial governance and up to date knowledge of practice and policy.
- Exhibit strong inter-personal and relationship building abilities.
- Excellent communication skills; written and verbal.

Desirable

- Knowledge and involvement with the charity sector and other networks in West Yorkshire.

Skills & Experience

- Relevant financial management/accounting qualifications and/or experience.
- Some experience of charity finance, fundraising and pension schemes or willingness to learn. Commercial and business strategic experience would be beneficial
- The skills to analyse proposals and examine their financial consequences.
- Being prepared to make unpopular recommendations to the board.
- A willingness to be available to the leadership team for advice and enquiries on an ad hoc basis.

Terms of Appointment

The trustee role is voluntary with expenses paid. Time commitment will vary but it is expected to require approximately 4-8 hours per month. There is maximum of one meeting per month taking place - currently virtually via video-conferencing apps such as Zoom and Teams.

Time Commitment

- To serve as a Trustee for an initial term of 3 years with two possible reappointments.
- To attend at least 75% of Board meetings a year and the AGM.
- To attend at least 75% of appropriate committee meetings a year.
- To attend a Trustees/Management Away sessions (currently 2 per year)
- To attend Leeds Mind events as appropriate.
- To visit/liase with an allocated Service/Function at least quarterly.

Other Requirements

- All volunteers are expected to attend an induction and training and will receive regular supervision.
- You will be required to provide to references and undergo basic DBS check for this role.



Leeds Mind hasn't only made a positive difference to my life, but it has saved my life



PRATAP EXECUTIVE

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✉ info@pratappartnership.com

pratapexecutive.com



Please contact Emma Panariello or a member of the Pratap Executive team to arrange a time to discuss the opportunity and your application in confidence.

Emma Panariello

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A project by

PRATAP
PARTNERSHIP



Corporate
Member