

Trustee Recruitment Pack

July 2020



Foreword

Su Brown, Chair of Board of Trustees

Thank you for your interest in becoming a Trustee at Manchester Mind.

Dear Applicant,

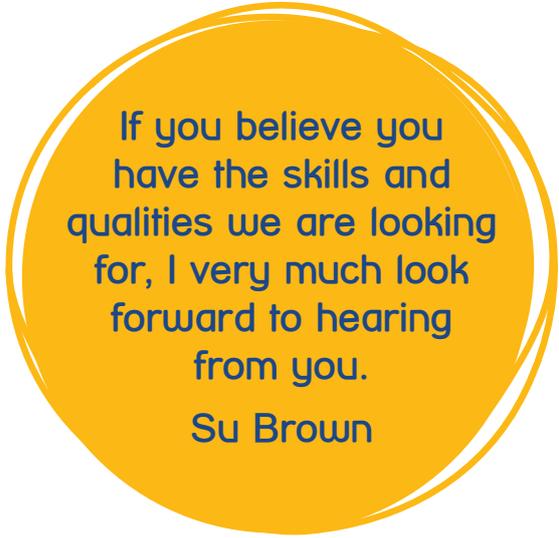
There has never been a greater focus on mental health, which is clearly highlighting the demand for services that can effectively enable people to deal with their mental health issues. At least one in four people are affected by poor mental health and the wider economic cost in Greater Manchester (GM) is expected to reach £3.5bn by 2021. As we are now operating in the midst of the Covid-19 Pandemic we can also expect demand and need for mental health services to rise significantly.

Manchester Mind's focus is on alleviating some of the key risk factors for poor mental health – poverty and deprivation, social isolation, lack of awareness, stigma and discrimination, and lack of confidence and skills. These areas of focus are now more relevant than ever before with the spotlight on health inequalities – highlighted more starkly than ever during the current situation. We provide a range of services to adults and young people including:

- Advice services in areas of social welfare including housing and employment
- Food For All projects including community cafés and pay what you can lunch sessions. The cafés provide opportunities for social eating and volunteering and helps us to support healthy eating and meal preparation. We also have a catering social enterprise called Good Mood Food serving the Manchester business community – this work has been repurposed during the

current pandemic to enable Manchester Mind to deliver emergency food provision to those in need.

- Children and Young People's services offering peer mentoring, training, counselling, advice and volunteering
- Training – both paid and free training for business and the community including mental health awareness and managing mental health in the workplace
- Peer Support – we believe that people of all ages can support each other in their mental health and we have projects that enable this



If you believe you
have the skills and
qualities we are looking
for, I very much look
forward to hearing
from you.

Su Brown

We receive funding for most of the projects we run but it has become increasingly important to diversify our income.

Manchester Mind has been successful in increasing income through fundraising and trading activities (Good Mood Food and training). This has enabled us to support existing projects through gaps in funding and to initiate new areas of work in response to identified needs.



Manchester Mind is affiliated to Mind and as such maintains autonomy and independence whilst adhering to brand guidelines and complying with the Mind Quality framework. We have strong values, which we are keen to embed in everything we do from the front-line delivery to the trustees and Board. We have moved towards working collaboratively with our colleagues within the five local Minds, which operate in Greater Manchester. By working together we hope to extend the provision of services across GM and further increase funding and income. Manchester Mind has a good reputation with commissioners and we partner with both local Minds and other organisations on some of our projects.

Manchester Mind celebrated the charity's 30th Birthday in 2019. 30 years since community activists set up the charity known as HARP (initially Hulme Action Research Project) to meet the needs of the local Hulme community. The Charity now has a staff team of 50 full and part-time staff working across about 11 different projects. We are proud of our achievements and of our staff and volunteers who go the extra mile in delivering important and valuable services.

We have come a long way over the last few years but we have further to go and we are looking to strengthen our trustee board.

We are particularly looking for a

- Treasurer
- Vice Chair

Trustees usually join us and become involved with Manchester Mind for three years or more. The commitment we are expecting from Trustees is attendance at 4-5 board meetings a year and up to four sub-committees a year and one trustee away day per year. There is an expectation that trustees come to meetings having read the papers, which are sent out four days before the meetings.

Our commitment to you as a volunteer trustee is access to our training, a buddy system as well as a yearly appraisal. You will gain experience of governance of a charity and knowledge of mental health throughout Greater Manchester. Trustees are very important to us and we value your time and commitment. Manchester Mind is a great charity and doing some exceptional work with Manchester residents with great humanity and compassion.

If you believe you have the skills and qualities we are looking for, I very much look forward to hearing from you.

Su Brown
Chair of Board of Trustees

Manchester Mind in Brief

About Manchester Mind

Our purpose is to create a space where mental health comes first.

We believe that everyone deserves to be supported in their mental health needs and that we have a part to play in that.

We value the commitment of our staff and volunteers who work hard to ensure our services are delivered in a way that enables people to feel heard and involved.

Our History

Hulme Action Research Project was first set up as a charity in 1989 to specifically meet the needs of residents of the Hulme area of Manchester particularly to people who had been discharged from long stay hospitals and were finding it difficult to access their rights and entitlements.

HARP soon started to deliver advice and support provision across Manchester and was changed to Health Advocacy Resource Project. In 2002 HARP grew substantially as a contract to deliver Assertive Outreach was won closely followed by funding to set up YASP (Young Adults Support Project), now our Children and Young People's Service. HARP continued to grow as we took on the community café in the Zion Centre, which had become home to HARP as well as a number of other community organisations. In 2011 the charity took the decision to affiliate to Mind which was a really positive move in terms of aligning the charity with a powerful mental health brand. Manchester Mind are still supporting the delivery of

Assertive Outreach albeit in a very different form. YASP has developed further services for young people and advice is embedded in many of our services and food continues to be a key way of engaging with people.

We deliver services across Manchester with bases in Hulme and Levenshulme.

Our Income

Currently our income is running at close to £2m. The majority of this comes from contracts and grants but over the last five years we have started to develop a successful fundraising strategy which last year generated £395,000. We are growing our charity business partners and individual supporters and have built excellent and beneficial relationships. Training has been developed to deliver to employers in order to promote awareness of mental health issues and also generate income. We are expecting our fundraising and trading to be challenged in this and future years as we manage the impact of Covid-19.



Our Clients

The people that use our services are Manchester residents who have mental health difficulties. We work with people who have mild to moderate mental health issues as well as people who have a long-term diagnosis of mental illness. Manchester has some of the highest rates of poverty and deprivation in the country as well as comparably high levels of mental health issues. We understand that there are clear links between poverty and poor mental health and therefore a great deal of our work

is focused on working with people who are not only struggling with mental health problems but also with the impact of low income, debt and insecure housing.

Clients who have used Good Mood Food and Training are primarily businesses in Manchester and sometimes beyond. In terms of fundraising the people we work with are large and small businesses, teams within businesses and individuals – many want to connect with Manchester Mind due to personal experience and wanting to give something to support others.

Our Services

In 2019/20 Manchester Mind delivered services to over 6,000 people through the following projects:

Advice Team, who deliver social welfare advice with a focus on welfare benefits

Manchester Volunteer Advice Project – a partnership of advice organisations funded by Big Lottery. Volunteers are recruited centrally and trained and then support advice delivery in each of the five partner organisations

Food For All – volunteering and social eating in our community cafes. Pay What You Can sessions – ensuring that people who are struggling have access to a three-course meal at little (donation) or no cost. Good Mood Food also forms part of our Food For All service.

Children and Young People's service, which offers access to 15-25 year olds and is very much run by young people themselves. Young people also have access to advice, counselling and volunteering and support the delivery of mental health awareness sessions in schools and youth provision.

Peer Support Groups – Two groups run supported by a Peer Support Co-ordinator at two venues in the North and central part of the City

Building a Healthy Future – resilience courses for people with long-term conditions

Community Training – mental health awareness training offered free to local community groups and individuals

Employer Training – Mental Health Awareness, Managing Mental Health in the Workplace, Trauma and Peer Support training to Blue Light Staff, Managing Stress in the Workplace are some of the training courses on offer

Mindfulness for Stress – 8 week course offered to staff and volunteers and paid for places to members of the public

Mums Matter – a new project to deliver resilience training to women dealing with perinatal mental health challenges – this work forms part of a partnership with Home Start Manchester

Big Manchester – a partnership family intervention project

Manchester Mind have a sub-contract to support delivery of the assertive outreach pathway within community mental health teams and this service in partnership with Greater Manchester Mental Health Trust

Greater Manchester Mind – working with colleagues in Tameside Oldham and Glossop Mind, Stockport and District Mind, Rochdale and District Mind and Mind in Salford. As a partnership we are looking to work collaboratively on delivering services together but also to look at economies of scale when possible.

All our projects are supported by dedicated staff and volunteers

An increasingly important support to the delivery of all our work is our Fundraising Manager and Marketing and Communications Manager



Our Relationship with Mind

We are part of the Local Mind Network and have developed good relationships with National Mind. Our CEO sits on a joint Network Futures Group (local Mind and senior national Mind staff) and we contribute regularly to the work of Mind

Our Values and Beliefs

We recently went through a participatory process with staff, volunteers and trustees to define our values and beliefs and it is our ambition that these are explicitly visible in all our work:

Manchester Mind Values

Openness:

being receptive to, and appreciative of, the skills, talents and perspectives of everyone

Belonging:

developing kind relationships that lead to feeling accepted, understood and able to contribute

Strength:

recognising and developing potential in others and ourselves, enabling resilience

Collaboration:

generous sharing of our resources, skills and talents enabled by clear and meaningful communication

Manchester Mind Beliefs

We believe:

- In the power of listening and feeling heard
- Everyone has value: something to offer
- Everyone deserves to be supported in their mental health needs and we have a part to play in that
- Better understanding of mental health, both personally and professionally, benefits everyone
- Being open to learning and reflecting on experience can improve mental health services: there is no single “right way”

Conclusion

Manchester Mind is a respected charity and has grown significantly over the past five years. We are committed to delivering and involving people in services and ensuring that we are able to measure and demonstrate impact. We still have work to do to improve on this, but with our values of Openness, Belonging, Strength and Collaboration at the centre and a focus on building kind relationships both internally and externally, we feel we are in a position to do this.

For more information

See our website manchestermind.org

Follow us on Twitter [@ManchesterMind](https://twitter.com/ManchesterMind)

and facebook.com/ManchesterMind

Treasurer Role Description

Role	Treasurer	Salary	Unpaid/Voluntary
Responsible to	Chair of Trustees	Subject to DBS check	Yes (enhanced)
Time Commitment	<ul style="list-style-type: none"> • Four board meetings per year held on the 2nd Tuesday of the month 5pm-7.45pm • Attendance at four sub-committee meetings per year – flexibly arranged to suit need of trustees and operational demands, but usually take about one hour and a half • Attendance at an audit meeting with external auditors • Attendance at one away day per year • Occasional expectations to deal with any urgent matters outside board meetings usually be email • Time commitment to work with the Finance Manager on development and monitoring of financial budgets and plans • Time commitment to read papers in preparation for board meetings 		
Role Purpose and context	<p>The role of treasurer is to work with the Finance Manager, CEO and senior managers to:</p> <ul style="list-style-type: none"> • Maintain an overview of the organisation’s affairs • Ensuring its financial viability • Ensuring that proper financial records and procedures are maintained. 		



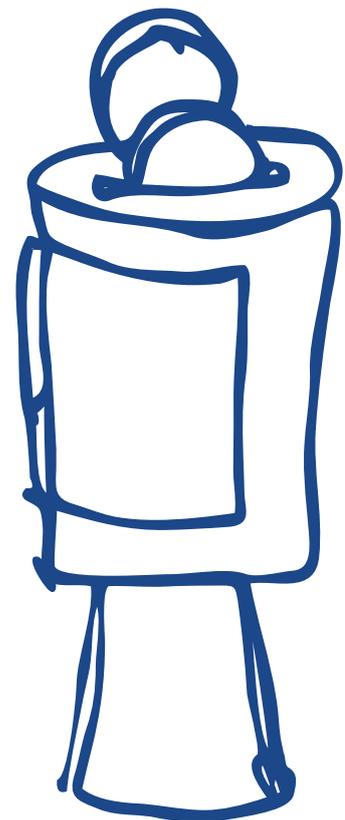
Trustee Key Duties and Responsibilities

As a Treasurer the main duties will be:

Main Duties	<p>To provide the expert lead on finance for the board and work with the finance manager and CEO to:</p> <ul style="list-style-type: none">● Oversee, approve and present budgets, accounts and financial statements● Be assured that the financial resources of the organisation meet its present and future needs● Ensure the charity is financially compliant with all required regulations● Advising on budgets● Advising on investment policy● Keeping board informed about its financial duties and responsibilities● Presenting the accounts at the AGM
Statutory Duties	<p>In addition the Charity Commission specifies the formal (statutory) duties of our Trustees to be as follows:</p> <ul style="list-style-type: none">● Complies with its governing document, charity law, company law and any other relevant legislation or regulations;● Pursues its objects as defined in its constitution;● Uses its resources only to further the delivery of its objectives. (MM must not spend money on activities which are not included in it's own objectives, no matter how worthwhile or charitable the activities.● Has effective and efficient administration● Is financially stable● Properly invests any funds● Safeguard the values and integrity of Manchester Mind● Protect and manage Manchester Mind property● Contribute actively to the Board of Trustees, giving firm strategic direction to Manchester Mind setting overall policy, defining goals and setting targets and evaluating performance against agreed targets● Monitor the performance of the Chief Executive, Finance Manager and Senior Management Team as required

Regular Duties

- Reading and scrutinising board papers;
- Participating in and, where appropriate leading discussions
- Focusing on key issues
- Asking probing questions
- Providing guidance on initiatives
- Advising on issues where you have special expertise
- Joining one of the four Board Sub-Committees (NB the Treasurer will Chair the Finance Sub-Committee). Other committees we currently have are Sustainability, Services and Governance, Risk and Strategy, but these may change following any review of governance
- To adhere to the Trustee code of conduct



Treasurer Person Specification

Knowledge, Qualifications & Experience (preferred)	Assessed by
<p>The knowledge, qualification and experience can be general or specific dependent on the role.</p> <ul style="list-style-type: none"> ● Financial qualifications and at least two years experience in a senior finance position ● Some experience of charity finance, fundraising and pension schemes ● Ability to explain financial information to and on behalf of the board ● Skills in preparing and presenting budgets and forecasts ● The skills to analyse proposals and examine their financial consequences ● Preparedness to make unpopular recommendations to the board if necessary ● Willingness to be available to staff for advice and enquiries on an ad hoc basis 	<p>All through the application and interview</p>
<p>Values & Behaviours (essential)</p>	
<p>A strong commitment to wanting to improve the access and quality of mental health services and also to social justice</p>	
<p>Ability to provide constructive feedback in Board discussions while being able to hold staff to account</p>	
<p>Willingness to represent the Board in public when required</p>	
<p>Is committed to preparing for Board meetings and sub-committees adequately and attend at least 50% of meetings</p>	
<p>Will preserve confidentiality on sensitive and confidential information</p>	
<p>Upholds the values and beliefs of Manchester Mind</p>	
<p>Can respect boundaries between executive (staff) and Trustee and Board functions</p>	
<p>Ability to think creatively</p>	
<p>Ability to understand risks to the charity and a willingness to manage risk positively</p>	
<p>Willingness to work collaboratively, sharing skills, talents and knowledge</p>	
<p>A commitment to listening to all points of view</p>	

Vice Chair Role Description

Role	Vice Chair	Salary	Unpaid/Voluntary
Responsible to	Chair of Trustees	Subject to DBS check	Yes (enhanced)
Time Commitment	<ul style="list-style-type: none"> • Four board meetings per year held on the 2nd Tuesday of the month 5pm-7.45pm • Attendance at four sub- committee meetings per year – flexibly arranged to suit need of trustees and operational demands, but usually take about one hour and a half • Attendance at an audit meeting with external auditors • Attendance at one away day per year • Occasional expectations to deal with any urgent matters outside board meetings usually be email • Time commitment to work with the Finance Manager on development and monitoring of financial budgets and plans • Time commitment to read papers in preparation for board meetings 		
Role Purpose and context	<p>The role of Vice Chair is to work with the Chair to lead the board and work with the CEO and Senior Management team to guide the strategic direction and oversee risk management and compliance with legal obligations as well as;</p> <ul style="list-style-type: none"> • Deputise for the Chair at meetings when required • Support the Chair with trustee development • Take the lead on ensuring best practice is developed in all areas of governance 		



Vice Chair Key Duties and Responsibilities

As a Vice Chair

	<ul style="list-style-type: none">● Chair board meetings and sub-committees, deputising for the chair● Support the chair in developing best practice in governance● Ensure all decisions made at board are logged● Support the Chair in ensuring the organisation is legally compliant● Gain a good awareness of all Manchester Mind projects and the environment in which they work● Gain an awareness of the wider environment in which Manchester Mind is operating● Support the Chair in developing trustee development and training
Statutory Duties	<p>In addition the Charity Commission specifies the formal (statutory) duties of our Trustees to be as follows:</p> <ul style="list-style-type: none">● Complies with its governing document, charity law, company law and any other relevant legislation or regulations;● Pursues its objects as defined in its constitution;● Uses its resources only to further the delivery of its objectives. (MM must not spend money on activities which are not included in it's own objectives, no matter how worthwhile or charitable the activities.● Has effective and efficient administration● Is financially stable● Properly invests any funds● Safeguard the values and integrity of Manchester Mind● Protect and manage Manchester Mind property● Contribute actively to the Board of Trustees, giving firm strategic direction to Manchester Mind setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.● Monitor the performance of the Chief Executive, Finance Manager and Senior Management Team as required

Regular Duties

In addition to the role of vice chair as a trustee regular duties involve:

- Reading and scrutinising board papers
- Participating in and, where appropriate, leading discussions
- Focusing on key issues
- Asking probing questions
- Providing guidance on initiatives
- Advising on issues where you have special expertise
- Joining one of the four Board Sub-Committees (n.b. the Treasurer will Chair the Finance Sub-Committee). Other committees we currently have are Sustainability, Services and Governance, Risk and Strategy, but these may change following any review of governance.
- To adhere to the Trustee code of conduct



Vice Chair Person Specification

Knowledge, Qualifications & Experience (essential)	Assessed by
<p>The knowledge, qualification and experience can be general or specific dependant on the role.</p> <ul style="list-style-type: none"> ● Experience in a strategic role ● Experience of chairing meetings ● The skills to analyse proposals ● Preparedness to make unpopular recommendations to the board if necessary ● Willingness to be available to staff for advice and enquiries on an ad hoc basis ● An awareness of charity governance would be welcome 	<p>All through the application and interview</p>
<p>Values & Behaviours (essential)</p>	
<p>A strong commitment to wanting to improve the access and quality of mental health services and also to social justice</p>	
<p>Ability to provide constructive feedback in Board discussions while being able to hold staff to account</p>	
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<p>Ability to think creatively</p>	
<p>Ability to understand risks to the charity and a willingness to manage risk positively</p>	
<p>Willingness to work collaboratively, sharing skills, talents and knowledge</p>	
<p>A commitment to listening to all points of view</p>	

Applications

If you are interested in applying to be a Manchester Mind Trustee please specify for which role, treasurer or vice chair and provide a CV and a covering letter in which you should address the areas of specific experience, values and behaviours within the person specification.

Please email to info@manchestermind.org

If you would like to discuss your application further before applying please email our Chief Executive:
Elizabeth.Simpson@manchestermind.org

Manchester Mind is an independent local mental health charity which delivers advice, information and support to thousands of young people and adults every year.

Our vision is of a city that promotes good mental health and that treats people with mental health issues positively, fairly and with respect.

If you would like to find out more or to get involved, please get in touch.

telephone 0161 769 5732
email info@manchestermind.org
twitter [@manchestermind](https://twitter.com/manchestermind)
website manchestermind.org