Darlington Mind

Chair of Trustees application pack

November 2022

mind Darlington

mind in Hambleton and Richmondshire

Supportin the communities of Darlington, South Durham, Hambleton and Richmondshire

Thank you for your interest in this role of Chair of Trustees for Darlington Mind. I am looking forward to this next stage of growth, support and performance alongside a great team.

We exist to ensure that everyone with a mental health issue can be in control of their own lives and get the support they need from people they trust. We are passionate that no one should suffer alone, that is why we have been working with individuals, families, communities and businesses for over 40 years.

With 1 in 4 people now suffering from a mental health issue, the services and skills of our team are needed now more than ever. We know that each person has a different experience of mental issues and therefore needs their own path to recovery. That is why we always take a holistic approach and look at the whole person, not just their mental health needs.

We are a motivated and passionate team, led by the desire to positively impact the wellbeing of individuals. We have ambitious plans for the future and we have confidence in the road ahead. A key element of our future success will be in having a talented and skilled team combined with a dynamic Board of Trustees led by a forward-thinking Chair who has an understanding and compassion of mental health, a determination to make change and a vision to steer solidarity with community needs at its heart.

We look forward to hearing from you

Simon Davidson

Chief Executive Officer

Who we are

Darlington Mind is an independent, local charity that delivers mental health services across Darlington, Hambleton, Richmondshire and south of County Durham,

We exist to promote positive mental health, providing flexible, responsive and sustainable support services in those areas.

We offer a range of services, including adult counselling, children and young people's mental health support, adult services based on the principals of wellbeing, recovery, resilience and prevention.

Our Values

The following values represent who we are and what we strive to do at Darlington Mind:

- **RESILIENCE** - We will strive to help people achieve and maintain emotional resilience and be resilient as an organisation
- **EQUALITY AND DIVERSITY** - We will promote and champion Equality & Diversity
- **COMMUNITY** - We will provide the best support for people in our local Community and strive to bring people to help each other
- **CARE** – Care surrounds all we do in the way we support people and each other
- **RESPECT** – for everyone we help and work with, other organisations, communities and each other
- **COLLABORATION** - We strive to work collaboratively with those accessing support, each other, other service providers, partners and stakeholders at all levels for mutual benefit

Our Vision

Our vision is that good mental health will be achieved widely within our communities

Our Board of Trustees

Our Board of Trustees is responsible for our governance and strategic direction. Our Board is accountable for everything we do, including settling our strategic direction, evaluating our performance, and supporting and empowering our Leadership Team, staff and volunteers. We have 12 trustees on our Board, and they reflect our local communities.

Our Senior Management Team

Our Senior Management Team ensures the direction and strategy set by our Board of Trustees is implemented effectively for the benefit of the users of our services. The team is made up of professionals who between them have many years of experience in delivering mental health services, running charitable organisations, and working closely with both socially excluded groups, vulnerable people and communities.

The Mind Quality Mark

As part of the National Mind Network, Darlington Mind (a local Mind) is assessed by a robust quality assurance framework created and set out by Mind called The Mind Quality Mark (MQM). MQM sets out the baseline of best practice and legal compliance in all areas of a local Mind's governance and activities. To achieve the MQM, a local Mind must meet or exceed all 24 key standards.

Chair Role Description and Person Specification

Role Summary

To lead and support the Board of Trustees to understand and fulfil their legal responsibilities for the governance and strategic direction of the organisation - acting in the charity's best interests, managing the charity's resources responsibly and carrying out their responsibilities with reasonable care and skill.

- To ensure that Darlington Mind pursues its charitable aims as defined in its governing document and complies with charity law, company law, and other relevant legislation/regulations.
- To hold the Board and Senior Management Team to account against progress against the Charity's mission, vision and strategic plans.
- To work with the Board of Trustees to achieve well-rounded and carefully considered strategic decision making.

Together with the Board

The Chair works with the Board to:

- Encourage team working among Board members, resolving any conflicts within the Board and identify and recruit new trustees as required
- Facilitate change and address any conflict
- Oversee delivery of organisational purpose
- Review and develop the Board's skills, knowledge and performance, individually and collectively.

Together with the Board and Chief Executive

The Chair will work with the Board and Chief Executive to:

- Formulate strategic plans and regular reviews of the long-term strategic aims of the charity
- Develop organisational policies, define goals, targets and evaluate performance
- Chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented
- Maintain a clear grasp of the charity's financial position and ensure full and timely financial transparency and information disclosure to the Board
- Identify and manage strategic risks
- Act as final stage adjudicator for disciplinary, grievance procedures or appeals if required
- Undertake review of external complaints as defined by the organisation's complaints procedure
- Ensure adherence and compliance around key policies and in all decisions and

discussions of the Board and its sub-committees

- Attend and be a member of other committees or working groups as appropriate
- In order to perform the above role, and via the Chief Executive, the Chair will have reasonable access to all staff and information.

Together with the Chief Executive

The Chair will recruit, manage, appraise and constructively guide the performance of the Chief Executive, and work with the Chief Executive to:

- Develop a whole team approach to planning, delivery and quality improvement
- Ensure policies are relevant, clearly expressed, up to date and implemented
- Address, whether formally through our policies or informally, any issues of team morale, grievance or discipline
- Set clear boundaries between governance and operations
- Discuss matters of strategy, governance, finance and HR
- Maintain careful oversight of any risk to reputation and/or financial standing of the organisation
- Receive regular informal progress reports of the organisation's work and financial performance.

Qualities of the Chair

To fulfil their duties, the Chair should possess the following attributes:

Required Qualities

Essential

- Have empathy with people, and a developed understanding of issues relating to mental health and wellbeing
- Be committed to the charity's values, aims and success
- Be willing to devote the time required to fulfil their responsibilities
- Have strong leadership skills, ability to motivate staff and volunteers and bring people together
- Have good, independent judgement, political impartiality and the ability to think creatively
- Have good communication and interpersonal skills and the ability to respect the confidences of colleagues
- Balance tact and diplomacy with willingness to challenge and constructively criticise.
- Be committed to the principles of inclusion, equality and diversity.

Desirable (these can be developed after appointment)

- Have strategic and long-term vision in relation to the charity's objects and aims

Skills and Knowledge

Essential

- Experience of chairing meetings and team leadership
- Experience of analysing risk and benefit, and ability to reassess priorities on a continual basis
- High levels of awareness in relation to inclusion and accessibility
- A broad understanding of the mental health and social care context
- Financial management experience
- Exceptional verbal and written communication skills.
- A working knowledge of IT applications such as email, Whatsapp, Zoom and Microsoft products including Outlook, Word, Excel, and Teams.

Desirable (these can be developed after appointment)

- Knowledge of third sector governance requirements
- A broad understanding of charity finance issues
- An understanding of risk assessment and management

Expenses

- The role is not paid. Reasonable travel expenses can be claimed. Expenses incurred in attending national Mind events are usually paid by national Mind.

Time Commitment

- This is a voluntary position. The time commitment will depend on the individual and circumstances. It will vary over the year, but the current Chair normally spends an average of 3 hours a week carrying out the role.
- The Board meets at least six times a year and the Chair is expected to be available for those Board meetings, plus devoting time to relevant preparation, sub-committee meetings and any workshop/away days
- It is important that the Chair is able to visit the organisation's offices and be available to the Chief Executive on a regular basis
- In addition to Board Meetings, other regular contact, whether in person, via remote meeting (Teams), by email, or by telephone – will be necessary.
- Occasional meetings with funders, partners and others will be required, usually but not always in the North East
- Presence at Mind Regional events and network Conference is desirable
- Regional networking and making contacts is desirable.

How to Apply

To apply for this role, please send a copy of your CV and an email, outlining why you would like to be our Chair and demonstrating how you have the knowledge, skills and experience to match our role description, to: **simon.davidson@darlingtonmind.com by 5pm on Friday 16th December 2022.**

Shortlisted candidates will be contacted and offered the chance to have a discussion with an experienced trustee about the role.

Further Information

Our entry on the Charity Commission website: https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/3992995

The Essential Trustee: https://www.gov.uk/government/publications/the-essential-trustee-what- you-need-to-know-cc3

The Nolan Principles: https://www.gov.uk/government/publications/the-7-principles-of-public-life

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