



for better mental health

Rochdale
and District

Trustee Recruitment Pack

February 2020



disability



confident

EMPLOYER

Journey to wellbeing

Foreword from our Chair – Barry Windle

We are more than a mental health charity. We strive to ensure that people do not face mental health issues alone and can live their lives free from stigma and discrimination.

Dear Applicant,

Thank you for your interest in the role of Trustee at Rochdale and District Mind. We are a leading local mental health charity fighting for a future where people suffering from mental ill health are supported and empowered, whatever the challenges.

We're here to make sure everybody has access to the best possible mental health support and have the resilience to overcome life's difficulties.

We are a partner charity of Greater Manchester Mind and we work closely with them to provide invaluable mental health services across the Greater Manchester footprint.

Our recently appointed CEO, Rebecca Steele has joined us to implement our next phase of strategic planning and development to ensure that we are able to respond to the ongoing crisis in mental health in the UK.

At this important point in our journey, we are now seeking Trustee's with expertise in finance, HR, IT, Fundraising and Marketing. We hope you can bring new talent to our Board that will help us achieve its plans for growth and ensure it continues to extend its reach, influence and impact.

We welcome all applications but particularly encourage them from people from BAME communities.

We very much look forward to hearing from you.

Barry Windle,

Chair of the Board of Trustees



Our background

Established in January 1988 our vision is to promote and protect good mental health and wellbeing for all. Our work enables people in Heywood, Middleton, Rochdale to value and take care of their mental health. We will not give up until everyone experiencing a mental health issue gets both support and respect.

We are affiliated to National Mind but we are an independent charity who work in partnership with others to provide support, raise awareness and campaign locally to make mental wellbeing a priority. We believe that prevention is the solution that everyone can achieve mental wellbeing and that resilience is the key to sustaining it.

With our Greater Manchester colleagues we work with businesses across Greater Manchester to provide effective workforce training to improve resilience and mental wellbeing and to reduce the impact of stress and mental health conditions in the workplace.

Everyone who works for Rochdale & District Mind is fuelled by a passionate belief that achieving mental wellbeing will reduce the occurrences of mental health conditions and to help those with conditions manage them better and stay well for longer. We believe that working together with others we can ensure everyone experiencing a mental health condition is treated as an equal member of society. Make a difference and join us!

Our values are what drives us

Open – we reach out to anyone who needs us;

Together – we are stronger in partnerships;

Responsive – we listen, we act;

Independent – we speak out fearlessly;

Unstoppable – we never give up.

"Becoming a Trustee has provided me with an opportunity to put my skills and experience to use in a different context and to hopefully make a difference" Trustee..

" Help us reduce mental health Stigma"

Trustee Roles

Experience in HR, Digital Marketing or Fundraising.

We are proud to have worked for over three decades for improvement in local mental health services, challenging stigma and increasing public awareness.

We do this through the provision of counselling, advocacy, young people's services and support those involved in the Criminal Justice System, individuals affected by Dementia, social isolation and those from BAME communities. We have exciting opportunities for all professionals to add value and expertise to our organisation. Whether you're an experienced Trustee or wanting to take your first step at Board level, we want to hear from you.

Our new Trustees will have the skills to:

Help us shape our strategy and future direction, support us with income generation, marketing, Communication, HR, legal, IT, strategic planning, business development & Media work.

As a Trustee you will get:

Induction, training and reimbursable expenses;
Opportunities to make strategic decisions and to gain new skills;
The chance to improve the health and wellbeing of people and communities.

We are looking for applications from all sections of the community, but would particularly welcome professionals with expertise in digital marketing, human resources, fundraising and people from the BME community.

The expected time commitment is 6 Trustee meetings per year however there are always other opportunities to contribute and we would appreciate your commitment to these. Meetings are held at our buildings on 3-11 Drake Street, Rochdale, OL16 1RE or via SKYPE/ social platform if you would find it hard to attend the venue.

To download an application pack please visit <https://www.rochdalemind.org.uk/get-involved/job-vacancies/> If you would like to chat about this role please contact our management team on T: 01706 752 332 E: management@rochdalemind.org.uk

Role Description

Role - Trustee

Salary - Unpaid/Voluntary

Responsible to Chair of Trustees **Subject to enhanced DBS check**
Time Commitment • Six board meetings per year usually held on the second Wednesday of the month 4pm to 6pm. Non attendance of more than three consecutive meetings may result in exclusion. Attendance at four sub-committee meetings per year – flexibly arranged to suit need of trustees but usually take about one hour and a half. Occasional expectations to deal with any urgent matters outside board meetings, usually by email.

Time commitment to read papers.

Role Purpose: Establishing a board of Trustees that works well: The aim is a board of Trustees that is effective and works well together, with shared vision. A good Board involves people who represent a broad spectrum of experience, perspectives and opinions and recognises that there will be disagreement at times, but is able to deal with this and see it as a strength. Uses effective structure that respects and reflects differences. Make effective use of sub-committees and working groups.

Key tasks

- Ensure Rochdale and District Mind : 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.
- Has effective and efficient administration
- Is financially stable
- Properly invests any funds
- Safeguard the values and integrity of Rochdale and District Mind
- Contribute actively to the Board of Trustees, giving firm strategic direction, setting overall policy, defining goals and setting targets and evaluating performance.

Person Specification

Essential Attributes

An understanding of and a commitment to Rochdale & District Mind's aims, objectives and values

Knowledge of, or interest in, mental health issues

A willingness and ability to devote the necessary time and effort

An ability to think strategically and creatively

Good independent judgement

An understanding of and compliance with our confidentiality policy

An understanding of and compliance with the boundaries around the role of a Trustee

Ability to communicate clearly and sensitively and to take part in discussions

An understanding or a willingness to assimilate and accept the legal responsibilities and liabilities of trusteeship

Ability to work effectively in small groups

Some understanding of ways in which issues of race, racism, culture, gender, sexuality and disability affect mental health service users.

A willingness to take on agreed specific tasks, projects or roles outside of the meetings.

Desirable Attributes

- Skills or experience in one or more of the following areas:
- Mental health policy, services or practice (including using mental health services)
- Management of performance
- Financial management
- Legal matters
- Human resources management
- Campaigning
- Public relations and marketing
- Information technology
- Work within the context of diverse communities.

How to apply?

If you are interested in applying to be a Trustee
with Rochdale and District Mind

Please download an application form from our
website [https://www.rochdalemind.org.uk/get-
involved/become-a-trustee/](https://www.rochdalemind.org.uk/get-involved/become-a-trustee/)

If you would like to discuss your application
further before applying please email our Chair

Barry Windle:

management@rochdalemind.org.uk