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## Welcome from our CEO

Rochdale & District Mind is a leading local mental health charity dedicated to supporting individuals facing mental health challenges across Heywood, Middleton, Rochdale, Bury, and N.E. Lancashire. Our team of over 70 dedicated staff and volunteers provide a wide variety of services and activities, including counselling, therapeutic group workshops, advocacy, crisis support, dementia support, two wellbeing cafés, and other wellbeing activities such as sports sessions. To ensure our services are effective and rooted in the needs of the community, we involve people who use our services in shaping our offer. Our focus is on promoting recovery and wellbeing, empowering individuals to lead meaningful lives.

#### Why Join Us as a Trustee?

At Rochdale & District Mind, your work directly impacts the lives of those we serve. Every role, from frontline support to administrative functions, is crucial to our mission. We foster a collaborative and inclusive workplace where every team member is valued. We believe in diverse perspectives and are committed to a culture of respect and belonging.

We are dedicated to staff development through ongoing training, mentorship, and advancement opportunities. You'll find us an organisation that embraces innovation and continuously seeks to enhance our services.

In recent years, Rochdale & District Mind has experienced significant growth, with both our annual turnover and staff numbers doubling. While our financial health is robust, we recognise the importance of continuing to diversify our income streams for long-term sustainability.

Thank you for your interest in becoming a Trustee. If you are passionate about mental health and want to make a positive impact, we'd love to hear from you.

Warm wishes,

#### Philip Bramson

Chief Executive Officer



# Our Vision, Mission and Values

#### **Our Mission**

We exist to ensure that people do not face mental health issues alone and can lead their lives free from stigma and discrimination.

#### **Our Vision**

We provide information and support to empower anyone experiencing mental health issues to improve and maintain their wellbeing. We campaign to improve services, raise awareness, and promote understanding. We promote and protect good mental health and wellbeing for everyone in Heywood, Middleton and Rochdale, Bury and N.E. Lancashire. We will not give up until everyone experiencing a mental health issue gets both support and respect.

#### **Our Values**

Our values reflect those of Mind nationally and inform all aspects of our work and support:

Open: We reach out to anyone who needs us

Together: We're stronger in partnerships

Responsive: We listen, we act

**Independent:** We speak out fearlessly

Unstoppable: We never give up



## Equity, Diversity and Inclusion (EDI)

**At Rochdale & District Mind,** we are dedicated to fostering an inclusive, vibrant culture where our diverse service users receive the best possible care, and our colleagues thrive.

We are proud of the representation of Rochdale's diverse communities among our colleagues and are ambitious to better reflect the communities we serve at all levels of the organisation.

We embed EDI in everything we do, from our observation of Diwali and Ramadan to our celebration of Pride and Black History Month, as well provision of a prayer and peace room, and chairing the Diverse Communities Emotional Wellbeing Forum.

Recognising our work with Black, Asian, and Minority Ethnic communities, we tackle health inequalities through proactive engagement and community-informed programs like our menopause, women's group, and dementia services.

With 21% of our service users being non-white British, we value diversity for the innovation it brings. Our local community includes 27% Black, Asian, and Minority Ethnic people, 50% male, 50% female, 19% with disabilities, and 10% from the LGBTQIA+ community.



We believe a diverse team and a culture of listening and acting on diverse perspectives are crucial for effective leadership and decision-making.

All team members are expected to demonstrate respect, openness, and constructive challenge.

#### **Hybrid working**

The Board of Trustees is committed to making the trustee role as accessible as possible. We embrace hybrid working to ensure all trustees can participate fully – whether joining meetings remotely or in person. Board meetings are held every other month from 4 to 6:30 pm, while committee and subcommittee meetings typically take place during working hours.

## Apply and join us in shaping our future

## This is an exciting time to join Rochdale & District Mind.

We've recently welcomed new leadership in key positions and are now recruiting for additional management roles. These roles are part of our Board of Trustees' investment to strengthen our infrastructure and position us for growth in a locality experiencing deprivation and significant challenges to mental wellbeing. This investment represents an important part of our wider plans for 2025-26.

**Organisational Sustainability** We aim to remain financially viable by diversifying our income streams and focusing on independent sources. This will enhance our responsiveness in a fast-changing environment. We will grow our fundraising and marketing capacity, invest in our people, systems, and assets, and expand our reach through partnerships. We've committed significant additional spending on new roles and enhanced support for staff, including a £10k budget to improve our digital systems for better service delivery and impact measurement.

#### Raising Funds, Influencing Change, Transforming

**Lives** We plan to increase unrestricted income by diversifying fundraising efforts and expanding awareness of the Rochdale and District Mind brand. This includes improving our website, offering more support options for corporates and individuals, and seeking charity of the year sponsors. We aim to generate £60k of unrestricted income in 2025-26, with plans to increase this in subsequent years. We will develop an integrated marketing approach, refresh our digital media, and celebrate our impact. Our communications plan will promote all services, heighten awareness of local challenges, ensure community awareness of mental wellbeing and the support available.

Partnership Working: Stronger Together We will continue partnering with National Mind and Mind in Greater Manchester, fostering shared learning, cooperation, and expansion. We will strengthen our local networks and seek new partnership opportunities, including grassroots and small organisations, to benefit our community's mental health and emotional wellbeing.

#### Investing in Our People and Infrastructure We will invest

in our head office in Rochdale, particularly by upgrading public-facing areas. We will promote the wellbeing of our workforce and further develop our positive organisational culture and morale. This includes conducting a job evaluation review to ensure fairness, identifying training needs, and providing opportunities for professional growth. We will also celebrate and connect through additional Team Away Days and regularly seek colleague feedback through other routes. We will review our flexible working policy to help staff balance personal and organisational needs.

Looking to the Future Over 2025 we intend to develop our future strategy from 2026 onwards. Over the year, we will collaborate with colleagues, people who use our users, community partners, and local decision-makers to deepen our understanding of community needs and identify where we can make the most meaningful impact. We will provide diverse opportunities for colleagues and service users to contribute to shaping our plans.

Join Us, Make a Difference! These initiatives and investments show that Rochdale and District Mind is a charity with a bold vision for the future. We are committed to making a meaningful impact on our community's mental health and emotional wellbeing. If you are passionate about mental health and want to be part of a dynamic, forward-thinking organisation, we encourage you to apply and join us in our mission. We will value the unique perspectives, knowledge and experience you will bring. Join us, make us different! We will be stronger together.



### The Opportunity

We are seeking Trustees who share our values and our passionate belief that prevention and resilience are the key to achieving mental wellbeing. We encourage those with lived experience of mental health to undertake leadership opportunities, which includes the Board.

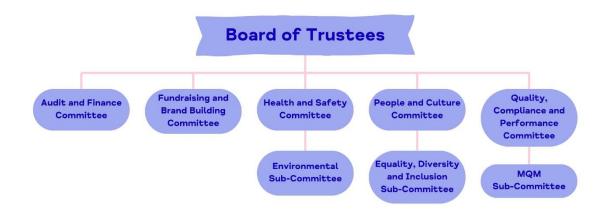
We are specifically looking for trustees who would be interested in joining our Sustainability and Growth Subcommittee, with skills and knowledge to support the growth of the charity as a leader in mental health and wellbeing.

We strive to continuously improve the governance of the charity, which includes conducting an annual trustee skills audit. This process has helped identify areas where we would benefit from additional expertise. As a result, we are particularly seeking applicants with one or more of the following backgrounds or skill sets:

- Fundraising and income generation
- Health and Safety
- Legal expertise
- 3<sup>rd</sup> sector expertise
- HR

Rochdale and District Mind also welcomes applications from high performing and well-connected candidates who feel that they offer other relevant skills/connections not listed above.

Rochdale and District Mind's Board has three Committees which have delegated authority to oversee various elements of governance. These are as follows-



While this opportunity is a voluntary position, all reasonable out of pocket expenses will be reimbursed. We also ensure there is support available for trustees. Both to develop in role and to maintain their own mental wellbeing.

We also ensure that trustees feel supported in their role and offer mentoring support to new trustees during their induction period.

At Rochdale and District Mind our work is positive and rewarding, with a passion for improving mental health and wellbeing shared across the organisation.

#### Commitments of trustees

Rochdale and District Mind's Trustees will be expected to make the following essential commitments:

- 1. To attend and contribute to all Board meetings (usually 6 per year).
- 2. To attend and contribute to one of the committee or subcommittee meetings (4 per year).
- 3. To attend an annual Board Away Day.
- 4. To prepare for each meeting by reading the papers provided.
- 5. To participate in conference calls and email discussions if required, and to read and respond to email communications from the Chair, fellow trustees, CEO and/or Senior Leadership Team
- 6. To promote the work of Rochdale and District Mind including attending occasional meetings, functions and events.
- 7. To broker meetings with relevant and beneficial third parties.

Therefore, we are seeking people who can commit to approximately 2 days per month (increasing to around 2.5 days for attending committee meetings).

We provide support for trustees to engage virtually via internet and phone conferencing.

Above all, we want someone who believes in our vision of a Rochdale and District where everyone can have the opportunity to have the best mental health and emotional wellbeing possible.

### **Trustee Role Description**

#### **Overview**

To contribute experience, skills and insight to the governance of Rochdale and District Mind, helping ensure the charity continues to play a leading role in shaping mental health policy and practice across the county.

Rochdale and District Mind is committed to fighting racism and other forms of inequality. We want to ensure Rochdale and District become a place of greater equity and inclusion and strive to ensure that our leadership is representative of the diverse communities across the borough of Rochdale, and particularly those communities we know face mental health inequalities. We particularly encourage applications from those communities and from anyone with experience of living with a mental health condition.

For those interested in the joining our Board of Trustees, we are looking for skills in developing growth in income generation, fundraising, HR, health and safety, legal expertise and third sector expertise. Trustees will share our values and our passionate belief that prevention and resilience are the key to achieving mental wellbeing. We encourage those with lived experience of mental health to undertake leadership opportunities, which includes the board.

#### Trustee key accountabilities

**Leadership** - ensuring that the work of the charity is grounded in the experience, and responds to the changing needs, of the people of Rochdale and District

**Strategy** - supporting the development of a strategy which is aligned with vision, mission and values.

**Assurance** - ensuring that strategic performance is in line with our strategic plans.

**Risk** - having an awareness of strategic risks and ensuring measures are in place to monitor and control these.

**People** - leading a culture which ensures employee engagement and high performance.

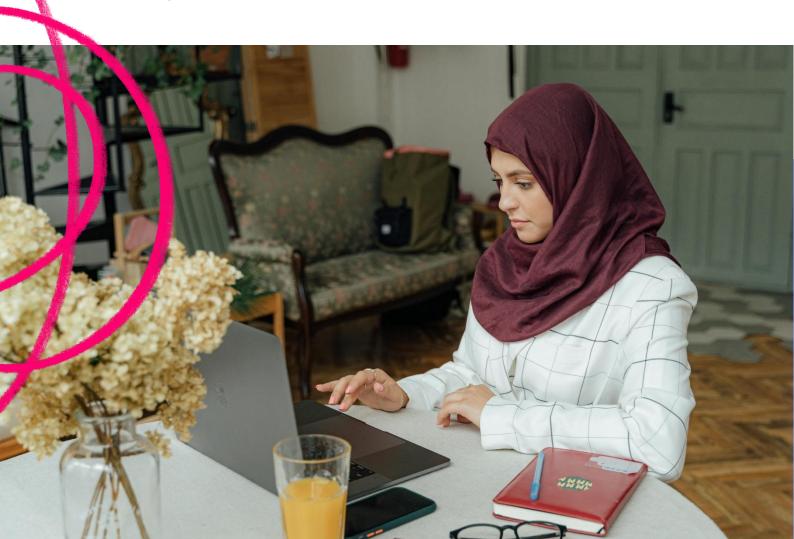
**Compliance** - making sure the charity fulfils its legal duties.

#### The six essential competencies

#### We expect all trustees to be able to demonstrate each of the following:

- Knowledge and understanding of the role and responsibilities of a charity trustee.
- A strong commitment to achieving mental wellbeing for all.
- Commitment to promoting equality of opportunity, recognising the benefits of diversity in every sense
- Ability to think strategically and creatively and to challenge established views in an emotionally intelligent manner.
- Excellent communication skills.
- An understanding of (or a willingness to understand) the strategic, policy and political environments that affect and influence Rochdale and District Mind's work.

If you feel you could bring other strengths or connections to Rochdale and District Mind that are not listed, we are still interested in hearing from you and we ask that in your covering letter you tell us about them and why you feel they would be pertinent to the achievement of our vision.



## How to apply

If you would like to discuss the trustee role before applying, contact Philip Bramson, Chief Executive Officer – <a href="mailto:philipbramson@rochdalemind.org.uk">philipbramson@rochdalemind.org.uk</a>.

To apply, please send a current CV and covering letter (no more than two sides of A4) to <u>peopleandculture@rochdalemind.org.uk</u>.

Applicants are requested to ensure that their covering letter clearly articulates how they meet each of the six essential competencies.

Rochdale and District Mind regrets that it cannot consider for interview applicants that have not provided the above information.

Interviews will take place within 6 weeks of our review of applications.

Successful applicants will be invited to observe the next two Board meetings (which are held every other month). Time and venues to be confirmed and an induction session with the CEO will be scheduled.

#### **Equal Opportunities Monitoring Form**

Rochdale and District Mind is an equal opportunities employer. The following information will be treated confidentially and will assist in monitoring Rochdale and District Mind's Equal Opportunities Policy. The information will not be available to the selection panel, nor form any part of the selection process.

Please click the link below to complete this form

https://forms.office.com/e/aUmFqq1WeR

#### **Privacy Statement**

We need to collect the information below to assist with our recruitment process. Rochdale and District Mind takes your privacy seriously. We process all data in accordance with the Data Protection Act 2018. Any personal information collected will be stored and processed exclusively for the purposes of recruitment. Your personal information and details of enquiries are stored on a secure database. We do not keep your personal information for longer than is necessary for the purposes of its use, up to a maximum of 12 months for all applicants. We carry out periodic deletion of data when the retention period has expired or when the need to continue holding such data is no longer necessary.

You have the right to access any of the personal information Rochdale and District Mind may hold about you. To make a Subject Access Request or to request that your information be destroyed, please contact **management@rochdalemind.org.uk** 

For our full privacy policy please visit

https://www.rochdalemind.org.uk/about/data-protection/

**Please note:** Rochdale and District Mind follows Safer Recruitment practices and have a commitment to safeguarding people who use our services. Therefore, this role is subject to a Disclosure and Barring Service (DBS) check so all applicants must be willing to undergo the check.

**Rochdale and District Mind** 

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