

Trustee Recruitment Pack  
Chair for the People &  
Governance Subcommittee  
April 2024

**Thank you for your interest in working with Lancashire Mind**

## Who are we?

Lancashire Mind is an independent mental health charity, delivering our impactful strategy that has been co-created with the people of Lancashire. We reach over 10,000 people each year.

We're an active member of the national Mind Federation, linking us with over 100 other local Mind organisations across England and Wales, providing excellent opportunities for good practice sharing and partnership working.

Our purpose is to support people in Lancashire to achieve the best mental health and wellbeing possible. To achieve this, we:

- Connect Minds** through ongoing engagement and co-creation.
- Change Minds** by challenging stigma and increasing knowledge around mental health.
- Support Minds** by being a source of help, where, when, and how people need it.

We value being:

### Real

Grounded in lived experience and making sure our work is relevant to Lancashire.

### Bold

We're not afraid to demand better for people who need our help.

### Caring

Treating people with compassion and respect and being there for people and communities in Lancashire.

### Open

Working inclusively to tackle issues and being open to new ideas.

We believe that everyone can achieve good mental health and wellbeing and that resilience is the key to sustaining it. With 50% of mental health conditions developing before the age of 14, building resilience from an early age is central to the work we do.

We empower people in Lancashire to value and take care of their mental health. Our work ranges from 1:1 support for people facing multiple and complex barriers, to preventative and influencing work. We work in partnership with others to make mental wellbeing a priority.

We are determined to be an organisation that is representative of the diversity of the whole county and one that challenges the mental health inequalities faced by our communities. We're working to become a truly anti-racist organisation.

Everyone who works and volunteers for Lancashire Mind is fuelled by a passionate belief that enabling people to achieve mental wellbeing will reduce the number of people who go on to develop a mental health condition, and for those who do, to have a better chance of remaining well.

**Join us to connect, change and support minds.**



# 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 strive to continuously improve the governance of the charity. This includes conducting an annual trustee skills audit. This has informed our current recruitment round; we are therefore particularly looking for applicants with one or more of the following skillsets.

1. Marketing and communications.
2. Corporate Relationships and Supporting Corporate Social Responsibility
3. Legal and Financial Compliance.
4. Business Development and/or Fundraising.
5. Environmental Sustainability.

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

Lancashire Mind's Board has three subcommittees which have delegated authority to oversee various elements of governance. These are the: Finance & Audit, Sustainability & Growth and People & Governance subcommittees. **We are looking for trustees who may be interested in transitioning into a Chair role for the People & Governance Subcommittee.**

The **People & Governance Subcommittee** oversees key areas of HR, including policy, board and staff performance, wellbeing and development. It also oversees key areas of governance such as Safeguarding, Information Governance, Equality, Diversity & Inclusion and Health & Safety.

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

## Commitments of trustees

Lancashire Mind's Trustees will be expected to make the following essential commitments:

1. To attend and contribute to all Board meetings (usually 4 per year).
2. To attend and contribute to one of the subcommittees (4 meetings 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, CEO and/or members of SMT.
6. To promote the work of Lancashire 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 Subcommittee Chairs). 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 Lancashire where everyone has the opportunity to have the best mental health and wellbeing possible.**

# People & Governance Chair

## Trustee Role Description

### Overview

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

Lancashire Mind is committed to fighting racism and other forms of inequality. We want to ensure Lancashire becomes a place of greater equity and inclusion and strive to ensure that our leadership is representative of the diverse communities across Lancashire, 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.

### 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 Lancashire.
- **Strategy** – supporting the development of a strategy which is aligned with vision, mission and values.
- **Assurance** – overseeing strategic performance is in line with 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 differing challenges faced by diverse groups.
  - 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 Lancashire Mind's work.

## Chair for the People & Governance Subcommittee

- To Chair four subcommittee meetings per year, liaising with the executive team to plan agenda's, committee workplans and reviewing minutes post-meeting.
- To support ad-hoc decision making outside of the quarterly board and subcommittee meeting structure in liaison with the Chair of the board and other subcommittee chairs.
- Experience of company governance (charitable governance experience is desirable) with a willingness to fulfil People & Governance Chair function.
- Experience of working closely with/in Human Resource/People management with a willingness to fulfil People & Governance Chair function.
- Business risk management, with a willingness to fulfil the People and Governance Chair function.

If you feel you could bring other strengths or connections to Lancashire 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 David Dunwell, Chief Executive Officer – [daviddunwell@lancashiremind.org.uk](mailto:daviddunwell@lancashiremind.org.uk)

To apply, please send a current CV and covering letter (no more than two sides of A4) to [admin@lancashiremind.org.uk](mailto:admin@lancashiremind.org.uk) by **12pm Monday 29<sup>th</sup> April 2024**.

Applicants are requested to ensure that their covering letter clearly articulates how they meet each of the six essential competencies and how their skills and experience would qualify them for the role of Chair for People and Governance as described above. As already stated, if you believe that you have additional/alternate skills and/or connections to those listed on page 3 then we encourage you to tell us about them.

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

**Interviews will take place on Friday 3<sup>rd</sup> May 2024.** Successful applicants will be invited to observe the next subcommittee meetings and expected to attend the

Lancashire Mind Board meeting and AGM in November for official appointment. Time and venues to be confirmed and an induction session with the CEO will be scheduled.

Lancashire Mind particularly welcomes applicants who can bring a diversity of thinking to our work and organisation based on their personal characteristics and experience, be it of disability ethnicity, faith, or sexuality. We particularly welcome applications from individuals that have a lived experience of mental health conditions.

### **Equal Opportunities Monitoring Form**

Lancashire Mind is an equal opportunities employer. The following information will be treated confidentially and will assist in monitoring Lancashire 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/r/zSuqR5rZaW>

#### **Privacy Statement:**

We need to collect the information below to assist with our recruitment process. Lancashire 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 Lancashire Mind may hold about you. To make a Subject Access Request or to request that your information be destroyed, please contact [admin@lancashiremind.org.uk](mailto:admin@lancashiremind.org.uk)

For our full privacy policy please visit <http://www.lancashiremind.org.uk/privacy-policy/>

**Please note:** Lancashire 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.

**Lancashire Mind**

80-82 Devonshire Road  
Chorley  
Lancashire  
PR7 2DR

01257 231660  
admin@lancashiremind.org.uk  
www.lancashiremind.org.uk

Registered Charity Number 1081427  
Registered Company Number 3888655

