

TRUSTEE RECRUITMENT

Looking to volunteer your time and knowledge to support Oxfordshire and Berkshire West's mental health? We want to hear from you!

Oxfordshire Mind is recruiting new Trustees, whose life experiences and/or work experience provide expertise to support our organisation in promoting good mental health through the provision of high-quality services and campaigning for positive change.

Trustees play a vital role as Board members, ensuring our organisation has solid plans in place to achieve our aims and that our funding is being used positively to do this. We are specifically looking for people with experience in finance and accountancy, and with legal experience. We would welcome the person with finance and accountancy experience to take on the role of Treasurer.

If you are keen to support our cause, we want to hear from you.

Trustee positions are open to people of any age over 18, any background, and any identity.

ABOUT US

We're Oxfordshire Mind, your local mental health charity, working hard every day to make sure that everyone in Oxfordshire and across Berkshire West gets good mental health support and respect. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness, and promote understanding. We are a federated network including 112 affiliated local Minds across England and Wales, with a strong co-production ethos.

The Mind in Berkshire programme is a collaboration between Oxfordshire Mind and Buckinghamshire Mind, aimed at increasing third sector capacity to deliver mental health support across Berkshire. The two local Minds are already delivering a range of services to Berkshire residents, and we are now authorised to use the name 'Mind in Berkshire' which recognises our Berkshire presence, and ongoing commitment to developing and strengthening mental health awareness and support in this area.

To us, mental health isn't about labels, it's about people. Everyone experiences mental health problems differently, and no one should have to face these problems alone. We're here to listen to you, offer you advice and practical help, support you in ways that work for you, and campaign for your rights.

The people who work with us, either as paid colleagues or those giving the time and skills voluntarily, are the heart of our organisation. Our shared purpose and values guide our work every day and help us to make a real difference.

PURPOSE OF THE ROLE

The role of Trustees is to ensure our organisation fulfils its purpose (promoting good mental health through the provision of high-quality services and campaigning for positive change), meets its goals, provides good and relevant services to the people of Oxfordshire and Berkshire West, and manages our funding positively in order to do this sustainably.

The role of a Trustee is an unpaid volunteer position.

You will work in partnership with your fellow Trustees, our CEO, and our Senior Management Team (SMT) to ensure that:

- Our vision is upheld and understood and is at the core of the choices we make.
- We have a long-term strategy that supports our purpose and that we have achievable short-term goals.
- We routinely and effectively ensure that we are aware of and understand our current and future service users' needs, and that we prioritise service developments and service delivery to meet these needs.
- We have processes in place to routinely review external factors that might affect how our organisation operates and what our strategy is going forward.
- Board policies support and promote our charitable objects, vision, purpose and strategic priorities.

RESPONSIBILITIES

- Being a role model who embodies our values and ethics in your words and actions, and supporting the organisation to do the same.
- Attending any relevant training, board meetings, subcommittee meetings and other organisational meetings that require Trustee attendance.
- Adhering to Oxfordshire Mind's policies and procedures at all times.
- Ensuring our strategic priorities are relevant and achievable, and to agree with the rest of the Board of Trustees about how the organisations' progress is assessed and measured.
- Making sure service user voices are heard and considered regarding our performance and next actions
- Supporting the CEO, Directors and SMT's service development and service delivery with constructive feedback and creative engagement to ensure that our organisation and our services are reflective of the communities we serve and are culturally responsive.
- Supporting our CEO to ensure we remain a learning organisation where all staff and volunteers can review their performance and receive feedback, making sure relevant staff training is kept up to date.
- Ensuring our CEO's responsibilities are clearly expressed and understood, and that directions given to them come from the Board collectively.
- If there is a vacancy in the CEO role, to appoint a new person to this position, setting out their terms and conditions and investing in their growth in this role.
- Reviewing and agreeing Board policies
- Making sure there are effective processes in place for service users, employees, volunteers, other individuals, groups and organisation to bring to Trustees' attention any activity that threatens our integrity.
- Being aware of legal, regulatory and statutory requirements that are relevant to Oxfordshire Mind and Mind in Berkshire and to make sure our organisation is complying with these requirements, as well as the Memorandum and Articles of Association which govern Oxfordshire Mind and Mind in Berkshire.
- This role will require occasional evening and weekend engagement, and cover for other Board members where necessary.

DESIRED SKILLS/EXPERIENCE

It is helpful, though not essential for applicants to have knowledge and/or lived experience (personal, career and/or voluntary) of:

1. Mental health issues facing children and young people
2. Mental health issues facing adults
3. NHS or local mental health commissioning
4. Charity governance including health and safety and GDPR
5. IT

WE WELCOME YOUR APPLICATION

We will be assessing applicants based on their application, their lived experience and their expertise in the desired fields. We are interested in your potential and your lived experiences, as well as your work history or educational journey.

We recognise that not everyone will have had access to the same opportunities for numerous reasons, so we want you to know:

- Whatever your physical and mental health, your abilities and disabilities, your application is welcome.
- Whatever your ethnicity, your application is welcome.
- Whatever your sexuality, your application is welcome.
- Whatever your gender, your application is welcome. You are welcome to share your pronouns so we can refer to you correctly.
- Whatever your nationality, your application is welcome.
- Whatever your economic situation, your application is welcome.
- Whatever your religion or belief, your application is welcome.
- Whatever your lived experiences, your application is welcome.

Your voice and ideas are important. If the content of the role description and the purpose of our organisation speaks to you, we urge you to apply. We look forward to hearing from you.

Oxfordshire Mind is working exclusively with Charisma Charity Recruitment. Applications should be submitted through the [Charisma website](#) and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role and describing any potential conflicts of interest.

If you would like to have an initial discussion with Sandra Smith, Associate Director of Charisma Charity Recruitment, prior to submitting your application, please email info@charismarecruitment.co.uk or call 01962 813300 to arrange.

Oxfordshire Mind is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment. We therefore require a Disclosure and Barring Service check, for all our roles. The level of which will vary depending on the nature of the role.

Closing date: 6 November 2023

Interview date: TBC