

# Trustee application pack

To discuss this post informally call Emily Normington  
(Executive Assistant) on 01482 240200 or email  
[enormington@heywind.org.uk](mailto:enormington@heywind.org.uk)

# Trustee recruitment pack

Trustees are our most senior leaders. They set our strategic direction, make sure we're using our resources effectively and ensure we're having the greatest possible impact on our community. Trustees are expected to undertake duties in a manner that reflects Hull and East Yorkshire Mind's values and ethos. We're looking for dedicated, empathetic and ambitious candidates to help make our mission a reality and lead us closer towards our ultimate ambition: **a society where everyone experiencing a mental health problem gets both support and respect.**

Diversity is critical for a board to be effective; enabling varied discussions, active debate and decision making, so that together we can have the greatest impact. We encourage applications from people with lived experience of mental health problems and from all ethnic, socio-economic, religious, professional and personal backgrounds. Whether you're an experienced trustee or taking your first steps into governance, if you have the commitment, values and skills, we want to hear from you.

## About us

**We are Hull and East Yorkshire Mind. Your local mental health charity.**

Founded in 1976, Hull and East Yorkshire Mind has been supporting people with mental health problems across Hull and East Yorkshire for over four decades. An independent charity governed by a group of local trustees, Hull and East Yorkshire Mind is affiliated to the Mind network made up of over 130 organisations across England and Wales delivering services, campaigning and giving a voice to people with mental health problems, their families, carers and community.

As a charity and a housing association Hull and East Yorkshire Mind has an ambitious vision for the future in which we will not give up until everybody experiencing a mental health problem gets both support and respect.

Our **VISION** is that we won't give up until everyone experiencing a mental health problem gets both support and respect.

Our **MISSION** is to work with partners to intervene as early as possible, providing advice and support to empower and give hope to anyone experiencing a mental health problem. We campaign locally to improve services and reduce stigma and discrimination.

## Our values and beliefs

### We value:

**Being Human** – connecting meaningfully with one another creating relationships which help people to flourish.

**Mind & Heart** – using our intelligence, stories, skills and life experience to show that we care and to make a difference.

**Being Brave** – even in the face of uncertainty staying positive and boldly developing new things.

**Travelling Together** – side by side with others being kind and through empathy nurturing belonging.

**Strong Foundations** – drawing on our history and learning to build reliable systems that work well without being over engineered.

### We believe:

- Everyone has mental health: there is no place for stigma.
- Everyone deserves the chance of a fulfilling life.
- Lived experience is powerful and can generate hope.
- Spaces where everyone can feel supported and safe, not judged but respected, are vital.
- Everyone brings something valuable to the work.
- We can effect change and will do everything in our power to improve lives.

## **Our performance**

The last few years have seen significant growth for the organisation. Growing our workforce from 50 to over 160 in just 3 years, and increasing our services by 30% since the start of pandemic, we continue to strive towards a world where no-one has to face a mental health problem alone. All of our services could not be delivered without the wonderful support from our commissioners, funders, fundraisers, corporate partners, volunteers and members of the public.

## **Our services**

We offer a range of support designed to help individuals to recover and stay well. Working with our local partners, we offer counselling to adults and young people who need our help.

As a housing association with over 30 properties, we provide individuals with a safe environment that aids recovery and promotes independence. This includes a specialist 4 week service that supports individuals leaving hospital to find suitable accommodation that suits their needs.

Throughout the community, we run regular support groups that give individuals the chance to share their experiences with others and learn new skills to improve their mental health.

Other specialist support includes working with Humberside Police in their force control room, working with individuals experiencing poor mental health and drug and alcohol problems, supporting individuals bereaved or affected by suicide as well as offering 24/7 access to information, advice and support.

## **About you**

The role of trustees in Hull and East Yorkshire Mind is to govern the activities and affairs and oversee the strategic and general management of the charity. Specifically ensuring that Hull and East Yorkshire Mind has a clear purpose and direction, is solvent, well run and delivers its charitable and strategic objectives.

Trustees are expected to undertake duties in a manner that reflects Hull and East Yorkshire Mind's values and ethos. The duties of trustees are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- Exercising a duty of care to ensure that the charity is well run and efficient.
- Ensuring the appropriate use of Hull and East Yorkshire Mind's charitable funds and assets in pursuit of its objects and strategic objectives and overseeing the effective management of the resources and assets of the charity.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the financial stability of the organisation.
- Ensuring a robust risk management process is in place to identify and address any risks impacting, or potentially impacting, the organisation.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.
- Ensuring that all delegation by the board is clearly recorded through terms of reference, minutes, and job descriptions and that reporting procedures are in place, recorded and complied with.
- Ensuring that Hull and East Yorkshire Mind has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size and stakeholders to enable trustees to fulfil their responsibilities.
- Assessing the board's own performance annually.
- Ensuring that lived experience involvement and leadership is sustained through all aspects of Hull and East Yorkshire Mind's work and relationships.

- Ensuring that Hull and East Yorkshire Mind is accountable to its members, funders and stakeholders.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

## Expectations

- To ensure equality of opportunity is promoted and sustained through all aspects of Hull and East Yorkshire Mind's work and relationships.
- To commit to ensuring that stakeholders have a say, and that equalities issues are addressed.
- To represent the board if necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
- To be aware of and accept the responsibilities of a charitable trustee and director of a charitable company, to act properly at all times and declare any impediment or interest relevant to the role of trustee.
- To act in good faith with due care and diligence for the best interests of Hull and East Yorkshire Mind and work within Hull and East Yorkshire Mind's vision, mission and values.
- To attend and participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To undertake training and attend induction.
- To respect confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the board in relation to the agreed objectives.
- To engage with the wider work of Hull and East Yorkshire Mind.

The trustee role is voluntary with expenses reimbursed. Time commitment will vary but it is expected to require approximately 4-8 hours per month. Six board meetings a year

take place and four Finance & Risk Committee meetings. Other sub-committee meetings include Governance, HR & Performance Committee and Business Development Committee.

As well as ensuring that our governance is strong and that we are complying with our governing document, there are other opportunities for trustees to participate in, for example, fundraising, service delivery, service design, and improvement.

## Person specification

All trustees need to demonstrate the following competencies to become a member of the board:

- A commitment to Hull and East Yorkshire Mind's vision, mission and values.
- Knowledge and/or interest in mental health issues.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to analyse information and think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the [legal duties, responsibilities and liabilities of trusteeship](#).
- an ability to work effectively as a member of a team
- seek constructive debate and dialogue over confrontation
- a commitment to [Nolan's seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Specialities

To enrich the Board's overall knowledge and experience, we are looking for specific experience and skills in finance and/or charity management.

## **How to apply**

To express interest in becoming a trustee, please send your CV and a short expression of interest (max 500 words) stating why you are interested in the role and what skills and attributes you aim to bring, to Emily Normington on [enormington@heymin.org.uk](mailto:enormington@heymin.org.uk)

If there are any reasonable adjustments we can implement in our recruitment that would make the process more accessible, please contact us directly with a request and we will consider if the changes are feasible now or in the future. We commit to considering all such requests.





**Hull and East Yorkshire Mind**

Wellington House

108 Beverley Road

Hull

HU3 1YA

Tel - 01482 240200

Information Line (24/7) - 01482 240133

[info@heymind.org.uk](mailto:info@heymind.org.uk)

Follow us on social media @MindHEY

Registered charity number: 1101976