

**Community Base**

**113 Queens Road**

**Brighton**

**BN1 3XG**

t: 01273 234839

e: info@mindout.org.uk

reg. company no. 7441667

Charity Number 1140098

May/June 2014

Dear Applicant,

Thank you for your interest in the role of Chair of Board of Trustees with MindOut.

Please find enclosed :

* a person specification
* background information about MindOut
* information about the role of the Chair
* an application form

If you would like this information in another format, e.g. large print or spoken onto tape, please let us know.

Applications will be judged according to the criteria of the person specification, as required by our Equality, Diversity & Anti-discrimination and Recruitment Policies. Please make sure you answer every point in the person specification on your application form, paying attention to essential criteria. All successful applicants are subject to an enhanced DBS check.

We are hoping to recruit before our AGM on Thursday 24th July.

Please return your application form to myself at the above address. Please return your application by **Friday 4th July** as we would like to meet with shortlisted candidates on **Friday 11th July**.

If you have any queries about the role and/or the recruitment process please do contact me on 01273 234839 or by email helen.jones@mindout.org.uk.

Yours sincerely,

Helen Jones

Director, MindOut

**MindOut Recruitment information May 2014**

**Who we are**

MindOut has been run by and for LGB&T people with mental health issues in Brighton and Hove for the last 15 years. We provide:

* advice, information and advocacy for individuals
* group peer support
* peer mentoring
* on-line out of hours support
* suicide prevention initiatives, including Out of the Blue peer support group
* social groups and outings
* activity groups including an allotment group
* service user involvement throughout our work
* Wellbeing initiatives, including LGB&T communities in East and West Sussex
* mental health promotion within LGB&T communities, including events
* anti-stigma campaigning and events
* LGB&T affirmative practice training for mental health service providers

All of our work is provided by out LGB&T mental health workers. We aim to create a safe place for people to be LGB&T and explore their mental and physical health.

In 2013-4 we provided services to 607 people and ran 30 workshops, courses and events. In 2014 -5 our budget is for expenditure of £238,000.

**Our Services**

All of our services are independent, confidential, flexible and work alongside service users. Our Advocacy service provides support, representation and information about rights, medication, treatment and any other relevant issue tailored to an individual’s need.

MindOut’s peer support group work service offers a range of weekly groups, both general mental health support and themed, time limited groups. We also run a suicide prevention group ‘Out of the Blue’.

Our Wellbeing project works in Brighton & Hove and East and West Sussex to deliver workshops, courses and group opportunities.

Our Peer Mentoring and on-line support service is run by a volunteer team supported by a member of staff.

**MindOut’s History**

For the first 12 years, MindOut was a project within Mind in Brighton and Hove. From 1st April 2011 MindOut became an independent organisation, a charity and a company limited by guarantee. We moved to offices at Community Base.

**Role of the Chair of the Board**

**1. Key Roles**

The key roles of the Chair are set out below and amplified in the subsequent sections:

* Leading the Charity’s strategic planning and direction
* Efficient conduct of Board business
* Action and overview between Board meetings
* Ensuring that the Charity maintains high standards of Corporate Governance
* Annual review of Board effectiveness including board member appraisal
* Appraising and supporting the Director of MindOut
* Raising with the Board the appointment or dismissal of the Director
* Representing the Charity
* Supporting the Director by forming effective relationships with the team and other key opinion formers

**2. Efficient Conduct of Board Business**

The Chair has the prime, but not exclusive, responsibility for ensuring that the Board conducts its business effectively. This will generally include:

* Maintaining an appropriate balance of Board attention to strategy, policy, key decisions, financial management and performance review so that the Board exercises effective overall control
* Ensuring that the framework of delegation to the executive is operating effectively
* Agreeing the agenda for each Board meeting
* Agreeing appropriate Board support arrangements with the Director
* Chairing Board and General Meetings so that agenda items are dealt with effectively and clearly recorded
* Maintaining a Board overview of the work of working groups so that their contribution is within agreed parameters
* Ensuring that the Board has a periodic opportunity (at least annually) to debate strategic issues and review its own performance without the pressure of a normal Board agenda
* Undertaking the annual individual board member appraisal process
* Ensuring that the training needs of individual Board members (and the Board as a whole) are addressed
* Ensuring the Board receives professional advice when it is needed
* Ensuring the Charity is represented at external events as required
* Ensuring the Charity’s affairs are conducted in accordance with generally accepted codes of performance propriety and good practice

It may also include:

* Prior discussion of sensitive items with the Director and Board members
* Following up decision points
* Approving draft Minutes

**3. Support for the Director**

A relationship of trust and an appreciation and acceptance of the respective roles is crucial between the Chair and Director. The Chair must encourage the Director to discuss key issues, problems and difficulties and act as a confidential sounding board as well as provide supportive advice and challenge where necessary. The Chair should conduct an annual appraisal of the Director at which future objectives, targets and personal development arrangements for the coming year should be agreed. The Chair will also review the appraisals of the direct reports to the Director.

**4. Action and overview between meetings**

The Chair must maintain an overview of the Charity’s work between Board meetings through regular contact and meetings with the Director. The main thrust of this overview is to be satisfied that the Charity is "on course" and that Board decisions are being followed through. The Chair may also be called on to agree actions under MindOut’s Urgency Procedures.

**5. Review of Board effectiveness**

The effectiveness of the Board's overview and control of the Charity rests on the performance of the Board itself and of the control structure through which it exercises its authority. With the support of the Board and advice from the Director and staff team, the Chair should ensure that there are periodic opportunities to review the effectiveness of the following issues and to ensure that the Board takes any necessary corrective action:

* The governance structure
* Risk management
* The new business strategy
* Overall performance of the Charity
* The framework of delegation to staff
* The Director/Board relationship
* Board induction and training needs

**6. Representing the Charity**

The Chair is expected to represent the Charity to a number of audiences. This responsibility can be shared with other Board members and should complement the external role of the Director and staff. These external meetings are likely to be of the following types:

* Key promotional meetings including chairing external meetings / guest speaking / attending conferences etc.
* Certain meetings with elected members of the key local authorities with whom the Charity works.
* Meetings with the Funders/Commissioners
* Meetings to resolve serious complaints about the conduct or performance of the Charity.

The representation role may include:

* Meetings with service user groups
* Involvement in staff induction.

**7. Specific tasks**

The Chair (usually in conjunction with other designated Board members) is likely to have a number of specific functions under the Charity’s policies and procedures determined by the Board. These will include:

* Chairing the selection panel for the appointment of the Director
* Board recruitment process – leading the process including considering applications, chairing the interview panel, supporting and mentoring new members at meeting, presentations and at Board member induction events
* Participating in the recruitment and selection process for a new Board Chair
* Chairing or being a member of a panel, conducting appeals against a disciplinary decision against staff
* Authorising submissions and returns to the Charity Commission or other funders or regulators
* Being an authorised signatory for contracts, payments and other documents
* Being part of the emergency response arrangements in relation to such events as fraud, major failure of services, etc
* Checking compliance with regulatory requirements and signing the Annual Returns
* Liaising with other organisations and sector bodies

**MindOut’s Board of Trustees**

MindOut’s Board currently has 10 members, with a variety of backgrounds. We have 4 members who are or have been users of MindOut services. We take an annual audit of the skills, knowledge and experience of our Board members and aim to recruit to fill any gaps we identify.

The Board meets approx. every two months, on Thursdays between 4 – 6pm at our offices in Community Base. We set the meeting dates annually, along with standing Agenda items. At each meeting we include a review of the Board process and time for a discussion item. We hold a Board awayday (half day) annually for team building and a fuller review of process and progress.

**Staff Team**

The MindOut staff team consists of the Director, the Team Leader, an Advocacy Worker, the Wellbeing Practitioner/Peer Mentoring Coordinator, a Wellbeing course facilitator, two Anti-stigma Coordinators, an Admin worker and two group workers working between 5 and 10 hours per week. We employ 9 people, 4 full time, 5 part time.

**Volunteer Team**

Currently MindOut has 30 volunteers working on the Peer Mentoring and online service, three group work volunteers, one allotment volunteer and approx. 30 anti-stigma volunteers.

**MindOut LGB&T Mental Health Project**

**Chair of Board of Trustees**

**Person Specification**

See below the experience, skills, knowledge and competencies required. Please use examples to demonstrate how you meet each individual criterion on your application form. All the criteria are deemed essential and will be assessed on the basis of your application form and at interview.

|  |  |
| --- | --- |
|  | **Experience** |
| 1 | Experience of the mental health sector and an understanding of mental health issues. Personal experience will be viewed positively |
| 2 | Personal understanding and experience of lesbian, gay, bisexual and trans identities |
| 3 | Experience of leadership role/s |
| 4 | Experience of an affirmative approach to LGB&T mental health issues |
| 5 | Experience of Chairing meetings |
| 6 | Experience of service user participation |
|  | **Skills** |
| 10 | Tact, diplomacy and powers of persuasion |
| 11 | Strategic vision |
| 12 | Ability to establish and maintain effective, positive relationships with professionals across varying disciplines |
| 13 | Ability to think creatively |
| 15 | Ability to work flexibly as part of a team, supportive and able to understand impact of role on others |
|  | **Knowledge** |
| 16 | An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship  |
| 17 | Understanding of and demonstrable commitment to equal opportunities and understanding of diversity within LGB&T communities |
| 19 | Understanding of the elements of good governance in the charity sector |



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| **Please complete in type or black ink** |

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| --- | --- |
| **Application for the appointment of:** |  |

|  |
| --- |
| **PERSONAL DETAILS (IN BLOCK/CAPITAL LETTERS)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SURNAME & TITLE** |  |  |  | **FIRST NAME** |  |  |
|  |  |
| **ADDRESS** |  |  |
|  |  |
| **TEL - Home:** |  |  | **Work:** |  |  |  | **Mobile:** |  |  |
|  |  |
| **E- mail** |  |  |
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| --- |
| **EDUCATION AND TRAINING** |
|  |
| Please give details of your educational qualifications and experience including short courses where appropriate. Please continue on additional sheets if you need to expand this section. |

| **Date** | **Courses/Qualifications** |
| --- | --- |
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| --- |
| **Volunteering and employment history** |
|  |
| Please list your volunteering and/or employment experience below, continue on additional sheets if you need to. |

| **Organisation** | **Role title and brief description of responsibilities** | **From** | **To** |
| --- | --- | --- | --- |
|  |  |  |  |

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|  |
| **Knowledge, skills and experience relevant to the role** Please refer to the person specification which lists the knowledge and skills you need for this role. These will not necessarily be gained through paid employment but can also be gained through voluntary work and life experience.  |
|  |
| Please use the criteria listed in the person specification as headings and under these please give examples by referring to your professional, academic, personal life or voluntary work. Use extra sheets if you need to. |
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| **Knowledge, skills and experience relevant to the role (continuation)** |
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I confirm that to the best of my knowledge the information given on this form is true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date: |  |

| **REFERENCES** |
| --- |
|  |
| Please give details of two people to whom we can apply for references concerning your suitability for this role.  |
|  |
| Name: |  | Name: |  |
|  |  |  |  |
| Job Title: |  | Job Title: |  |
|  |  |  |  |
| In what capacity do you know them? |  | In what capacity do you know them? |  |
|  |  |  |  |
| Address: |  | Address: |  |
|  |  |  |  |
| Post code: |  | Post code: |  |
|  |  |  |  |
| Telephone: |  | Telephone: |  |
|  |  |  |  |
| E-mail: |  | E-mail |  |
|  |  |  |  |

| **APPLICANTS WITH DISABILITIES** |
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| MindOut LGB&T Mental Health Project is committed to involving people with disabilities. Please state any arrangements we can make to assist you, if called for interview or appointed to the role: |
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| Disciplinary /Criminal Record |
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|  |
| MindOut undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.  |
|  |
| **Disciplinary**: Have you ever been the subject of disciplinary action in the past? No [ ]  Yes [ ]  **If Yes**, please give details below

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Employer** | **Subject** | **Outcome** |
|  |  |  |  |

**Convictions**: Have you ever been cautioned by the police or convicted of a criminal offence? No [ ]  Yes [ ]   Have you ever been referred to the children’s or adult’s ‘barred’ list? No [ ]  Yes [ ]  **If Yes to either question,** please give details on a separate sheet. Note, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working directly with vulnerable adults, in which case both spent and unspent convictions cautions, bind overs and pending prosecutions must be declared. |

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| **THIS SECTION WILL BE DETACHED AND WILL NOT BE SEEN BY THE SELECTION PANEL. IT WILL BE USED ONLY FOR MONITORING PURPOSES** |

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| **EQUAL OPPORTUNITIES – STATEMENT OF POLICY** |
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| MindOut LGB&T Mental Health Project is an equal opportunities employer and will apply objective criteria to assess merit. MindOut LGB&T Mental Health Project aims to ensure that no job applicant, employee or volunteer receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national original, gender, marital status, sexual orientation, age or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. MindOut LGB&T Mental Health Project in particular is anxious not to discriminate against applicants who have experience of mental health issues. |
|  |
| Selection criteria and procedures will be reviewed frequently to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees and volunteers will be given equal opportunity and where appropriate and possible, special training to enable them to progress within and outside the organisation. MindOut LGB&T Mental Health Project is committed to a programme of action to make this policy fully effective. |
|  |
| Would you please provide the following information which will be treated as confidential but which will assist us to monitor and implement our Equal Opportunities Policy. We would appreciate your co-operation. However, your application will not be affected by the information provided or if you choose not to complete part or all of this section. |

|  |  |
| --- | --- |
| APPLICATION FOR THE POST OF: |  |

|  |  |
| --- | --- |
| Please state here where you saw the post advertised  |  |

**How would you describe your gender?**

[ ]  Female [ ]  Male [ ]  Gender Queer [ ]  Other………………………

**Do you now, or have you ever considered yourself transgender?**

[ ]  Yes [ ]  No

**How would you describe your sexual orientation?**

[ ]  Bisexual [ ]  Gay [ ]  Lesbian [ ]  Heterosexual/ straight [ ]  Queer [ ]  Unsure

 **If you have a postcode please write it here** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How would you describe your ethnic origin?**

Asian or Asian British Black or Black British White

[ ]  Bangladeshi [ ]  African [ ]  British/English/Scottish/ Northern Irish/Welsh

[ ]  Chinese [ ]  Caribbean [ ]  Irish

[ ]  Indian [ ]  Sudanese [ ]  European

[ ]  Thai [ ]  Other…………………. [ ]  Gypsy

[ ]  Pakistani [ ]  Traveller

[ ]  Other…………………. [ ]  Any other white background………………….

Other Ethnic Group Mixed

[ ]  Turkish [ ]  Asian & White

[ ]  Arab [ ]  Asian & Black African

[ ]  Japanese [ ]  Asian & Black Caribbean

[ ]  Jewish [ ]  Black Caribbean & White

[ ]  Any other ethnic group [ ]  Black African and White

 [ ]  Other mixed background…………….

**If you have a religious or other belief how would you describe it?**

[ ]  Agnostic [ ]  Christian [ ]  Jewish [ ]  Sikh

[ ]  Atheist [ ]  Hindu [ ]  Muslim [ ]  Other

[ ]  Buddhist [ ]  Jain [ ]  Pagan [ ]  Other belief……………………

**Are you?**

* currently serving in the UK Armed Forces? [ ]  Yes [ ]  No
* a veteran/ ex-serviceman or woman of the UK Armed Forces? [ ]  Yes [ ]  No
* a member of a serviceman or woman’s immediate family? [ ]  Yes [ ]  No
* a reservist or in a part time service (e.g. Territorial Army)? [ ]  Yes [ ]  No

**What is your date of birth?** \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_

**Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

[ ]  Yes a little [ ]  Yes a lot [ ]  No (do not answer the next question)

**If you answered yes, please state the type of impairment. If you have more than one, please indicate all that apply. If none apply, please mark ‘other’ and write an answer in. *(examples are given as guidance)***

[ ]  Developmental Condition [ ]  Mental Health Condition [ ]  Physical Impairment

[ ]  Learning Disability/Difficulty [ ]  Long-standing Illness [ ]  Other (please state)

**Are you a carer? If yes, do you care for a….?**

[ ]  Yes [ ]  Child with special needs [ ]  Parent

[ ]  No [ ]  Partner/ spouse [ ]  Other Family Member

 [ ]  Friend [ ]  Other (please give details)