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| Text  Description automatically generated | **Community Base**  **113 Queens Road**  **Brighton**  **BN1 3XG**  t: 01273 234839  e: [info@mindout.org.uk](mailto:info@mindout.org.uk)  Company Number 7441667  Charity Number 1140098 |

December 2022

Dear Applicant,

Thank you for your interest in the role of Trustee with MindOut. Please find enclosed:

* background information about MindOut
* a Trustee role description and person specification

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

If you would like to apply to be a Trustee**,** please send us your CV and a cover letter about your interest in being a Trustee for MindOut.

If you are shortlisted we will invite you to an interview with the chair of Trustees and the CEO.

All successful applicants are subject to an enhanced DBS check and will be asked to provide two references.

Please send us your CV and cover letter at the email address below by Monday 28 February 2023**.** We would like to meet with shortlisted candidates (online) in mid-March. Please let us know if that is not convenient for you.

If you have any queries about the role and/or the recruitment process, please email me at [recruitment@mindout.org.uk](mailto:recruitment@mindout.org.uk)

Yours sincerely,

Rita Hirani

CEO, MindOut

**Recruitment information**

**Who we are**

MindOut has been run by and for LGBTQ people with lived experience of mental health issues since 2000. Our service delivery is focussed on Brighton, Hove and East & West Sussex. We run a national Online Support service and provide national consultancy and training.

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 LGBTQ communities in East and West Sussex
* mental health promotion within LGBTQ communities, including events
* anti-stigma campaigning and events
* LGBTQ affirmative practice training for mental health service providers

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

**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 issues tailored to an individual’s needs.

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, Befriending, and Online Support services are run by a trained volunteer team supported by members 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.

**Staff Team**

We are a growing organisation. Currently we have a total of 22 staff at MindOut.

This is made up of a f/t CEO and COO. A f/t Services Development Manager supporting 4 service managers. Plus an Office Manager, Training Manager and Business Development Manager. We have 12 mostly p/t staff service delivery staff.

**Volunteer Team**

Currently MindOut has 50volunteers working at MindOut primarily on the Peer Mentoring and Online Service.

**MindOut’s Board of Trustees**

MindOut’s Board currently has 9 members, with a variety of backgrounds. We have 2 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. We are hoping to recruit 3 new board members.

The Board meets every two months, currently on Thursdays on Zoom. 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.

Trustees are invited to participate in MindOut events, fundraising activities, our AGM and to represent MindOut externally if they would like to.

**Organisational structure**

**Diagram

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| **Role Description** |

**Responsible to**

The board of trustees are accountable in varying degrees to a variety of stakeholders, including: Chair of Trustees, employees, volunteers, service users, funders, the Charity Commission, and Companies House.

**Purpose**

To be an active and engaged member of the MindOut governance team with the purpose of developing and steering MindOut in the setting and meeting of its charitable objectives, within the parameters of good governance and in accordance with associated statutory duties.

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| **Key responsibilities** |

**Values and mission**

* Set the organisation’s mission statement
* Develop, agree, model, promote and integrate organisational values
* Model and advocate for services and development that is inclusive of all members of the community

**Strategic planning and performance**

* Contribute fully towards the setting and review of the organisation’s strategic plan in alignment with the charitable objectives and values and with attention to the external operating environment
* Establish an organisational performance framework
* Review the results achieved by the staff team in relation to the organisation’s aims and objectives, annual and long range goals and monitor and support organisational performance through a process of constructive challenge

**Financial**

* Ensure the financial stability of the organisation and the proper investment and use of funds in accordance with stated aims and objectives and relevant legislation
* Ensure the organisation uses its resources exclusively in pursuance of its objects
* Participate in the budget-setting process of the organisation
* Provide ongoing financial diligence and scrutiny of the charity’s income and expenditure
* Be certain that the financial structure of the organisation is adequate for its current needs and long-term strategy

**Staffing**

* Ensure and approve staffing structures that are equal to the objectives of the organisation, approving appropriate salaries, terms and conditions of service for all staff that are supportive of staff wellbeing
* Ensure that management succession and business continuity is adequately provided for

**Risk management**

* Actively scrutinise and oversee the risk management of the organisation on an ongoing and planned for basis
* Ensure that the services of the Charity are of high quality and carried out in a safe manner through the development and approval of all necessary operational policies ensuring compliance with relevant laws affecting the organisation
* Set appropriate measures for the Board to be adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations
* Ensure that published reports adequately reflect the nature of the services and the financial condition of the organisation

**Board responsibilities**

* Be a fully prepared, and contributing member of the MindOut governance team through regular and active participation at Board meetings and Committees as required
* Be a proactive advocate for and on the behalf of MindOut
* Participate in Board training and development activities and away days that serve to strengthen governance and create a strong and coherent team
* Annually approve the performance of the Board of Trustees and take steps (including composition, organisation and responsibilities) to improve its performance
* Participate in and support the recruitment of a diverse MindOut board
* Participate in and contribute towards governance activities necessary to maintain compliance with the MindOut Memorandum of Articles, requirements of Companies House and Charity Commission

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| **Person Specification** |

MindOut is an inclusive organisation and welcomes trustee applications from all members of the community, especially those from Black, Asian, and minority ethnic backgrounds.

For all applicants, MindOut seeks trustees who can demonstrate the following:

* Lived experience of mental health issues and how they impact LGBTQ communities
* An understanding of the type of work undertaken by MindOut and a commitment to the values and ethos of the organisation
* A strategic approach and forward-looking vision in relation to the charity’s objects and aims.
* A personal alignment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
* Confident and effective communication skills and the ability to challenge in a constructive way; balancing tact and diplomacy with willingness to challenge and constructively criticise
* Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment
* Skills, knowledge or experience relevant to MindOut’s operations
* A proven track record of sound judgment and effective decision making.
* A track record of commitment to promoting equality and diversity.
* Enthusiasm, energy and time to commit to this role
* Ability to work effectively as a member of a team

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| **Requirements of the role** |

**Requirements and term of trustee role**

* A minimum 3-year term of office, trustees will retire by rotation.  Trustees can service a maximum of 3 terms (9 years) before they are required to take at least a one-year break
* Trustees are expected to attend board meetings regularly and to support the organisation’s CEO in at least one sub-Committee and in other project areas as required
* Attendance at related governance events such as board (and staff) away days and AGM
* Whilst the role is unpaid, trustees can claim reasonable expenses - payable in line with standard expenses policy e.g. travel, childcare
* To attend an induction to the organisation and role
* Trustees are expected to use specific skills, knowledge and experience to help the Board of Trustees reach sound decisions. This will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience
* To attend information briefings or training events relevant to the role, if necessary
* To participate in Trustee and Chair appraisal processes, including giving and receiving feedback and conducting Trustee exit interviews
* To actively seek opportunities to improve individual performance as a Trustee.
* To keep up to date with the governance guidance and good practice such as the Charity Governance Code

**What you can expect from MindOut**

* Full induction with Chair of Board and CEO
* To be buddied up to a fellow trustee for the purposes of induction support
* Reimbursement of approved out of pocket expenses incurred in relation to carrying out Trustee role
* Opportunities for learning and development, including A-Z of LGBTQ Inclusion and Trans 101 training
* Organisational information relevant to governance role
* To be part of a committed and enthusiastic board team

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| **Our Values and Principles** |

All trustees, employees and volunteers at MindOut are expected to act in accordance with our Values and Principles.

* MindOut is run by and for LGBTQ people with lived experience of mental health issues
* Wellbeing includes all aspects of mental, physical and emotional health, across the whole range of mental health issues
* LGBTQ mental health is a collective concern for LGBTQ communities
* We work to promote equality and the diversity of our communities and the principle of accessible and safe spaces
* Our work is co-produced by service users, volunteers and staff; this applies to research, development, design, promotion and delivery
* Service users are engaged at all levels of the organisation and supported to volunteer, apply for paid work and become Trustees
* We work to continuously improve all we do
* We invest in our workforce

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| **Charities Commission Requirements for Trustees** |

* You must be at least 18 years old to be a trustee of MindOut
* You must not act as a trustee if you are disqualified under the Charities Act, including if you:
  + have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
  + are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
  + have been removed as a company director or charity trustee because of wrongdoing
* In addition as we work with vulnerable adults MindOut requires trustees to be registered with the DBS (Disclosure and Barring Service)