



# Candidate Pack

**Chair for Mayfield Nurseries  
Trustees for Solent Mind**

February 2021

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# Introduction from the Chair of Solent Mind

Thank you for your interest in the role of Chair of the Board of Trustees of Mayfield Nurseries / Trustee of Solent Mind.

These roles are crucial for the success of Mayfield Nurseries/Solent Mind, and there has never been a more important time to become involved with the leadership and running of a mental health charity.

It was estimated before the Covid pandemic that one in four people will experience mental ill-health at some point in their life; that proportion is likely to increase as a result of the pandemic. The mental health impact of prolonged lockdowns, economic uncertainty and social isolation have already been widely reported, as have the disproportionate impact on particular groups in society.

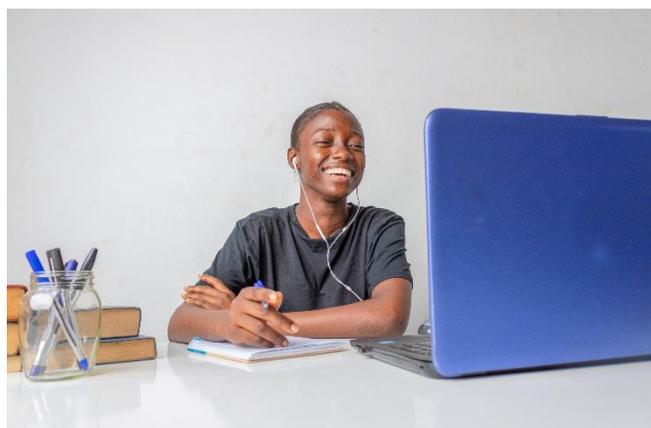
Trustees play a key role in the leadership and governance of the charity; setting the future strategy, assuring the quality of services that we provide and the most effective use of our resources for the benefit of the people we serve. Good leadership and governance are best achieved through diversity within the Board; diversity of background, of experience and of perspectives. We already have a diverse range of people on our Board, but we want to use this recruitment process to increase that diversity even further.

Mayfield Nurseries/Solent Mind already have a strong reputation for the work we do locally to support people with mental ill-health, and to prevent people becoming unwell. We are also active participants in the Mind Federation which supports people across the whole of England and Wales. The candidate pack contains a wealth of information about the work we do, and our ambitions for the future, and I hope that you find it useful.

I am proud to be involved with Solent Mind and Mayfield Nurseries, and it is a privilege to be a part of the Board of Trustees. I hope that you will feel inspired to apply to join us and make your contribution to the work that we do.

Best wishes

John Wilderspin  
Chair of Trustees  
Solent Mind



# Our Vision

Vision: A world where everyone experiencing a mental health issue receives support and respect

Mission Statement: We're here to make sure anyone in our community experiencing a mental health issue has somewhere to turn to for advice, information and support

Pillar 1:  
High Quality  
Services

Pillar 2:  
Community  
Partnerships

Pillar 3:  
Leading  
Change

Pillar 4:  
Trust through  
Excellence

## Key Enablers:

People with lived experience at the heart of everything we do

Equality & Diversity a consideration in everything we do

A well-led, trained and motivated workforce

Delivery Plan with specific 'we will' priorities and monitoring/evaluation framework underpinned by high quality intelligence

# Mayfield Nurseries

## Chair of Trustees Role Description

<b>Role Title:</b>	<b>Chair of Trustees</b>
<b>Remuneration:</b>	The role of Chair of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.
<b>Reports to:</b>	Chair of Board of Trustees – Solent Mind
<b>Key relationships:</b>	Solent Mind and Mayfield Trustees, Solent Mind Chief Executive, Head of Service at Mayfield Nurseries, Director of Services, Executive Assistant
<b>Location:</b>	Southampton, currently remote
<b>Time commitment:</b>	Approximately four-five Board meetings per annum and participation in Mayfield Fundraising events when needed. Time for attendance at individual review meeting.

### **Purpose of Role**

Mayfield Nurseries provides horticultural therapy for people with mental health problems and also sells its plants to the general public. It is located in Mayfield Park in Weston, Southampton. Mayfield Nurseries is a subsidiary of Solent Mind and Trustee appointments are confirmed by Solent Mind's board.

Mayfield Nurseries Board of Trustees are entrusted to further the work of Mayfield Nurseries in accordance with its charitable objectives and to act as champions for the nursery in the public arena. Trustees are also company Directors and must ensure that Mayfield Nurseries complies with company law. The Board of Trustees are responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. Mayfield trustees are also Directors of Mayfield Nurseries, a Company limited by guarantee and governed by company law.

### **MAIN DUTIES**

- To lead the Board of Trustees in giving firm strategic direction to Mayfield Nurseries, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure that Mayfield Nurseries complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.
- To ensure that Mayfield Nurseries applies its resources exclusively in pursuance of its objectives.

- To prepare for and attend meetings, training sessions and other events.
- Prepare for and carry out reviews linked to individual performance of Mayfield trustees, and that of the whole Board.
- Declare any relevant personal interests and avoid conflicts of interest.
- Respect confidentiality of information.
- To provide constructive challenge to facilitate the achievement of strategic objectives.
- To champion and build on the good reputation and ethos of the organisation.
- To safeguard Mayfield Nurseries' assets.
- To ensure the financial stability of Mayfield Nurseries and approve the annual plan and budget.
- To oversee risk management and mitigation.
- To approve policies.

### **Trustee qualities**

In addition to the above statutory duties, all Trustees should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focussing on key issues, providing advice and guidance on new initiatives, evaluation, taking a close interest in one of Mayfield Nurseries' activities to which their expertise and/or experience is particularly relevant or other contributions arising from Trustees' special expertise.

Qualities we are looking for include:

- Shares the vision and commitment of Mayfield Nurseries and its aims and values to provide excellent services within a framework of sound financial discipline
- Has the time and energy to fulfil the responsibilities of the role in an appropriate way
- Committed to our values of Open, Together, Responsive, Independent and Unstoppable
- Committed to equality of opportunity including awareness of diversity and disability issues
- A strong leader with credibility and enthusiasm; a decisive and effective decision-maker who leads by example
- An ability to think creatively
- Able to work as a member of a team acting and thinking organisationally with a collaborative style that engages at all levels and promotes positive relationships throughout Mayfield and its partners.
- An understanding and acceptance of the legal duties, liabilities and responsibilities of trusteeship

Mayfield Nurseries seeks to have among its Trustees a range of experience and expertise, including one or more of the following:

- Business, entrepreneurial and commercial skills
- Customer service focussed – ideally horticulture retail experience
- Fundraising and marketing
- External Communications including work with media and PR
- Digital Transformation

**Trustees are required to:**

- Attend full Board meetings every 2-3 months, approximately 2 hours long and attend Board away days (additional 2 hours, twice a year). These are held at Mayfield Nurseries in Southampton.
- Spend time before each Board meeting reading and considering papers.
- Be contactable by e-mail and telephone.
- Be available for occasional meetings, visits, fundraising events or discussions between full Board meetings.
- In addition, the Chair of Trustees needs to take the lead on carrying out individual reviews of trustees and the Board as a whole, and participating in their own review with the Chair of Trustees at Solent Mind.

Our highest priority is to increase the diversity of background, experience and thinking represented by the Board so that we more closely reflect the communities we work with and are opened up to new perspectives.



# Solent Mind

## Trustee Role Description

<b>Role Title:</b>	<b>Trustee</b>
<b>Remuneration:</b>	The role of Trustee is voluntary and therefore not accompanied by any financial remuneration, although reasonable expenses may be claimed.
<b>Reports to:</b>	Chair of Board of Trustees
<b>Key relationships:</b>	Solent Mind and Mayfield Trustees, Solent Mind Chief Executive and Senior Management Team members, Executive Assistant, Head of “linked” Service
<b>Location:</b>	Southampton (Head Office) and southern Hampshire, currently remote.
<b>Time commitment:</b>	Six board meetings per year in total. 4 that usually last 3 hours, and 2 away days (usually 9am-5pm) which also incorporate the Board meetings. Reading meeting board papers in advance is required. You will also be a member of one of our 3 subcommittees. These committees usually meet 4 times a year and last 2-3 hours. The meetings (other than away days) take place from 5pm or 6pm. In addition to formal meetings, each Trustee is linked with a specific service to get to know an area of our charity in more detail, through individualised arrangements as suits both the Trustee and service.

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### Purpose of Role

Solent Mind is the leading mental health charity across Hampshire. We support people to achieve improved mental health and wellbeing, and provide a range of services delivered by more than 200 staff and 100 volunteers. We campaign to break down the stigma around mental health issues and to raise awareness. Our Head Office is located 15/16 The Avenue, Southampton, and we operate from over 15 locations across Southampton, Portsmouth and Hampshire. Solent Mind is affiliated to Mind (the national mental health charity), and is an active member of the national Mind Network.

Solent Mind’s Board of Trustees are jointly responsible for the overall governance and strategic direction of the charity, its financial health, and the probity of its activities, in accordance with the governing document, legal and regulatory guidelines, and [our values](#). Solent Mind trustees are also Directors of Solent Mind, a company limited by guarantee and governed by company law).

## MAIN DUTIES

- Working with other Trustees, ensure that Solent Mind has a clear strategic direction, setting overall policy, defining goals, setting targets and evaluating outcomes against agreed targets.
- Provide constructive challenge to facilitate the achievement of strategic objectives, holding the Senior Management Team to account for the delivery of Solent Mind's goals and annual Business Plan
- Ensure the sound financial health of the charity, and that systems are in place to ensure financial accountability and control
- Ensure that Solent Mind's finances, assets and reputation are not placed at undue risk
- Ensure that Solent Mind complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Ensure that Solent Mind applies its resources exclusively in pursuance of its objectives, and for the greatest benefit of the people it serves.
- Ensure that the Board seeks to incorporate the views of service users and beneficiaries in its decision-making
- Support the SMT and staff to develop positive and productive relationships with other partners

### **Trustee duties**

- To prepare for and attend meetings, training sessions and other events.
- Prepare for, attend and participate in reviews linked to individual performance, and that of the whole Board.
- Declare any relevant personal interests and avoid conflicts of interest.
- Respect confidentiality of information.

### **Trustee qualities**

Our highest priority is to further increase the diversity of background, experience and thinking represented by the Board so that we more closely reflect the communities we work with and are opened up to new perspectives.

In addition to the above statutory duties, Trustees should use the specific skills, knowledge and experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focussing on key issues, providing advice and guidance on new initiatives, evaluation, taking a close interest in one of Solent Mind's activities to which their expertise and/or experience is particularly relevant or other contributions arising from Trustees' special expertise.

Qualities we are looking for include:

- Shares the vision and commitment of Solent Mind and its aims and values to provide excellent services within a framework of sound financial discipline
- Has the time and energy to fulfil the responsibilities of the role in an appropriate way
- Committed to our values of Open, Together, Responsive, Independent and Unstoppable
- Committed to equality of opportunity including awareness of diversity and disability issues
- A strong leader with credibility and enthusiasm; a decisive and effective decision-maker who leads by example
- An ability to think laterally and creatively
- Able to work as a member of a team acting and thinking organisationally with a collaborative style that engages at all levels and promotes positive relationships throughout Solent Mind and its partners.
- An understanding and acceptance of the legal duties, liabilities and responsibilities of trusteeship.

## Trustee experience

Solent Mind seeks to have among its Trustees a range of experience and expertise, including one or more of the following:

- Lived experience of mental ill-health
- Business development, entrepreneurial and commercial skills
- Governance; specifically GDPR & Health & Safety, ideally in the charity sector
- Campaigning
- Digital services
- Information governance
- Audit and Risk Management

Our highest priority is to increase the diversity of background, experience and thinking represented by the Board so that we more closely reflect the communities we work with and are opened up to new perspectives.

We actively welcome and encourage applications from people with lived experience of mental health, or from diverse communities within Hampshire.

### Trustees are required to:

- Attend full Board meetings every 2 months, approximately 3 hours long and attend Board away days (twice a year). These are held at venues throughout Hampshire.
- Attend one of our 3 subcommittees. These committees usually meet 4 times per year and usually last 2-3 hours. These are normally held in Southampton, but are currently remote.
- Spend time before each Board meeting reading and considering papers.
- Be contactable by email and telephone.
- Be linked to one of Solent Mind's service areas which enables you to get to know an aspect of Solent Mind's work in detail and for you to provide additional support to Heads of Service.
- Be available for occasional meetings, visits, fundraising events or discussions between full Board meetings.
- In addition, participating in their own individual review with the Chair of Trustees at Solent Mind.



# How to Apply

Mayfield Nurseries and Solent Mind are working exclusively with Charisma Charity Recruitment. To apply, please email [info@charismarecruitment.co.uk](mailto:info@charismarecruitment.co.uk), quoting the correct reference, with the following:

Chair of Mayfield Nurseries – Ref: JO2818

Trustees for Solent Mind – Ref: JO2820

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role, directly addressing the skills, knowledge and experience sections of the role description
- A completed [Equal Opportunities and Diversity Monitoring Form](#)

For an informal and confidential discussion about the roles, please contact:

Jenny Warner, Charisma Charity Recruitment  
0207 998 8888 / 01962 813300

## Timetable

Closing date for applications:	22 April 2021
Interviews with Charisma:	no later than 29 April 2021
Interview dates, with the Charity:	Early-mid May 2021

