



# Trustee (volunteer role)

November 2024

A young man with dark, curly hair and a serious expression is looking upwards and to the right. He is wearing a dark blue bomber jacket with a gold zipper and a gold chain necklace. The background is a blurred outdoor setting with a large, white, circular structure, possibly a bridge or a large sculpture, framing the scene.

**Candidate Pack**

# Welcome!

Thank you for your interest in joining Solent Mind as a Trustee.

It's an exciting time to join us following the launch of our new 3-year organisational strategy. This outlines our ambitions for the years ahead - what we want to do, how we will deliver this, and our measures of success. 'The Solent Mind Way' has been created to guide how we work and sets out our 5 values of Compassion, Listening, Inclusive, Effective and Together.

Our purpose is to support people to develop positive mental wellbeing, live well and thrive. Every service we offer seeks to respond to the needs of our communities and the people we serve, and deliver the greatest impact. For us, this means putting people at the centre of everything we do, working with compassion and empathy, whilst ensuring every step we take is effective and collaborative. This includes working with our partners in the NHS and local councils, as well as other community and voluntary organisations, and our generous fundraisers.

As Trustee, you will join the Board of Trustees, and will be jointly responsible for the overall governance of the charity.

We seek Trustees who can build relationships internally with staff, and externally with key stakeholders, with the ability to influence and act as an ambassador for Solent Mind. We are looking for candidates who represent the broad diversity of the communities we serve, and in the specific areas of expertise set out in this pack. Experience of fundraising in a charitable organisation would be most welcome in light of diminishing statutory funding.

If you share our ambitions and values, plus want to work as part of our inspirational Solent Mind family, we would be keen to hear from you. We would be very happy to talk to candidates.



**Sally Arscott**  
CEO



**Claire Lowe**  
Chair of Trustees

# Who we are and how we work

We know the way we work is as important as the things we do. Solent Mind has a unique culture that we are committed to nurturing and growing. Every step we take is guided by our commitment to partnership and our lived and shared experiences of mental health, and equally steered by the needs of our communities, the evidence of impact, our values and behaviours, and an enduring commitment to sustainability.



# Purpose of role

Solent Mind's Board of Trustees are jointly responsible for the overall governance of the charity, ensuring we deliver against the organisation's purpose, use our resources wisely and uphold our values and legal duties. 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 to ensure that Solent Mind has a clear strategic direction, goals, and policies to deliver services to agreed outcomes.
- Provide constructive challenge to facilitate the achievement of strategic objectives, holding the Senior Management Team (SMT) 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 pursuit 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 partners, including corporate, statutory and voluntary organisations as well as individual supporters and members.

# Trustee qualities

Qualities we are looking for include:

- Share the purpose and values of Solent Mind 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 compassion, listening, inclusive, effective and together.
- Committed to equality of opportunity including awareness of diversity and disability issues.
- Credibility and enthusiasm; thoughtful 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.

We are keen 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 continue to be open to new perspectives.

Trustees should use their own specific skills, knowledge and experience 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.

# Trustee experience

Solent Mind seeks to have among its Trustees a range of experience and expertise. We are particularly looking for experience in the following areas:

- Knowledge of mental health landscape and its partners
- Business development, entrepreneurial and commercial skills
- Fundraising
- Governance; specifically GDPR, Health & Safety and / or safeguarding, ideally in the charity sector.
- Campaigning

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



# Trustee requirements

Trustees are required to:

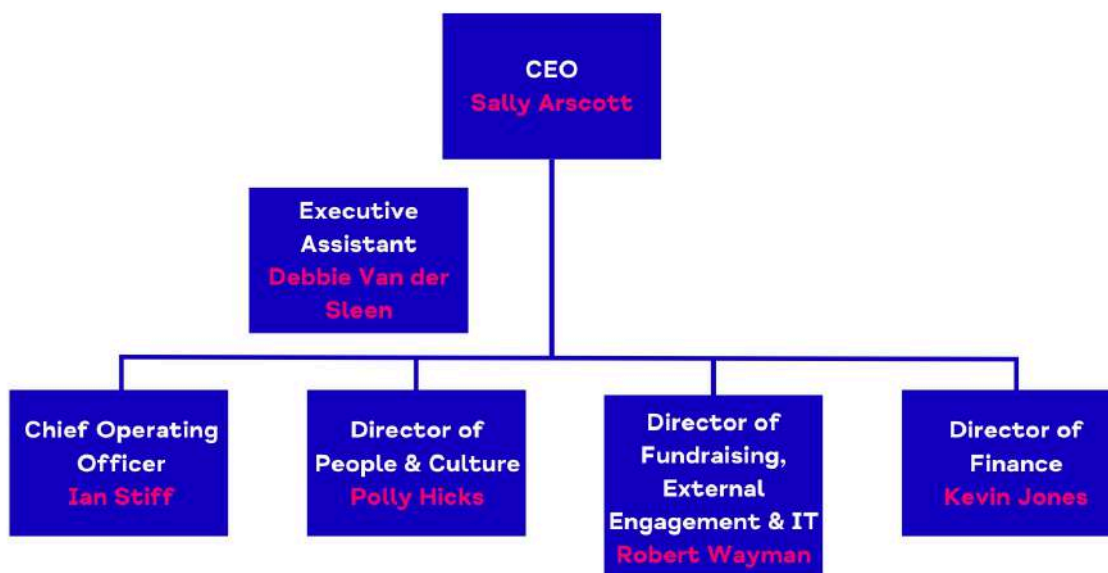
- Declare any relevant personal interests and avoid conflicts of interest.
- Respect confidentiality of information.
- Attend a minimum of 4 out of 6 full Board Meetings every 2 months, approximately 2 hours long, and attend Board Away Mornings twice a year (held on the same day as Board Meetings). These are held at venues throughout Hampshire.
- Attend one of our 3 subcommittees. These committees usually meet 4 times per year and usually last 2 hours. These are normally held online.
- 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 annual review with the Chair of Trustees at Solent Mind.

# Organisation structure

## Board of Trustees

The Board of Trustees is supported in its work with 3 sub-committees: Finance, Information and Risk, People and Culture, and Services and Communities. Sub-committees meet quarterly and report into bi-monthly board meetings.

## Senior management team





# How to apply

**We welcome applications from all of the communities in which we work. We also positively encourage applications from people with lived experience of mental health to apply for a role within Solent Mind. Appointments are made on merit.**

Interested applicants should submit a CV and covering letter to Debbie Van der Sleen, at [dvandersleen@solentmind.org.uk](mailto:dvandersleen@solentmind.org.uk).

**Closing date for applications: 25 November 2024**

**Interviews: 4 December 2024**

To arrange an informal discussion about this role, please contact Sally Arcscott, at: [sarscott@solentmind.org.uk](mailto:sarscott@solentmind.org.uk).

# Supporting everyone to develop positive mental wellbeing, live well and thrive!

[solentmind.org.uk](https://solentmind.org.uk)

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