

Board Chair Vacancy

Mind in Bradford



Candidate
Information
Pack

May 2021



Candidate Brief – Board Chair at Mind in Bradford

ABOUT MIND IN BRADFORD

Mind in Bradford is a thriving organisation, making a big positive difference to the mental health and wellbeing of far more people than ever before.

The organisation helps build individual and community resilience, provides early intervention and advice, supports people in crisis and helps people to work towards recovery and sustained wellbeing through services for people of all ages, delivered from sites across Bradford, Airedale, Wharfedale and Craven.

Over the past 3 years Mind in Bradford has gone through a significant transformation, from surviving to thriving, winning national Mind awards for partnership, leadership and service innovation along the way – under the stewardship of a CEO now regarded as one of the best across the whole Mind Federation.

During this period of transformation, we have been very successful in diversifying our income streams, moving from being almost entirely reliant on Local Authority funding, to a sustainable funding model generating income through CCG, Primary Care & Local Authority contracts, trusts & foundations, and community & corporate fundraising, thereby achieving an increase in annual income of 251%. We have recently attracted a new Business Development Director to ensure we have the capacity for continued growth.



We have grown our staff count from 31 (equivalent to 14 full-time staff) to 65 people (equivalent to 39 full-time staff) and have increased our beneficiaries from less than 100 people to well over 2,500 last year. Since 2018, we have quadrupled our volunteer base and currently have 80 amazing volunteers who help provide services and support in the office.

Key to our successful turnaround are our close relationships with all our stakeholders and our emphasis on developing and maintaining effective cross-sector partnerships and collaborations, allowing us to deliver a wide range of innovative services. We are a key partner of the local Mental Health Providers Forum and the Health & Wellbeing Forum and members of the Mental Wellbeing Programme Board.

We have set out a bold and ambitious strategy for the next 3 years, as we continue to scale our impact, helping more people via more channels, providing services directly and in partnership with others.

Our key objectives going forward are to:

- **extend the reach of our services to help more people:** Provide mental health support to ALL ages, inclusive of ALL communities and areas of need through both direct and indirect delivery, outreach and advocacy.
- **maximise the positive impact of our services for people:** Apply a data-informed approach across our services to focus evidence-based support– using uniform frameworks (co-production, quality assurance) to carry the voice of our service users and demonstrate the most impact.
- **build positive partnerships to maximise our collective impact:** Be connected and have influence across the wider system – with statutory, VCS, wider community and key organisations of interest (media, Mind network etc).

Our CEO – Helen Davey



Helen has more than 30 years' experience working in the charitable and local authority sector, most recently as COO and Deputy CEO for UK Coaching, a medium-sized charity which champions and helps develop sports coaches throughout the UK.

As well as overseeing Mind in Bradford's strategy and operations, she is currently co-chair of the Mental Health Providers Forum (a collaboration of statutory and voluntary organisations), a member of the Bradford and Craven Health and Care Partnership Board for Mental Health, Learning Disabilities and Neurodiversity, and a member of the Mind Network Committee.

Our Purpose

It is our purpose to make the best possible difference to the mental health and well-being of the greatest number of people.

Our Mission

Our mission is to support those in crisis, help people on the road to recovery, build community and individual resilience and provide early intervention advice and support.

The Context

People across Bradford, Airedale, Wharfedale and Craven need Mind in Bradford more than ever. Bradford district has lower levels of self-reported well-being, higher levels of anxiety and more hospital admissions for self-harm than England as a whole. There is growing inequality in the determinants of mental health (poverty, housing, education, work) and serious mental illness is increasing. Bradford has the youngest population in the UK (35% are under 35) and the needs of young people, and young women especially are escalating dramatically. 12% of children in Bradford district aged 5 to 17 have a mental health disorder, 30% higher than England as a whole. The COVID-19 pandemic is already having significant negative short and longer-term impacts on mental health and wellbeing, increasing trauma, isolation and demand for help.

Our Values

We live our values through our behaviours - as key principles we are committed to:

Caring always

Being kind and compassionate
Listen to and value people

Working together

Working together for a shared purpose
Work together to make the biggest positive difference

Supporting everyone

Understand, celebrate uniqueness and respect all
Reach out, engage and help people feel safe

Enabling all

Making things possible
Give hope and resources to make positive change

Improving continually

Making the biggest positive difference
Listen and be creative to make the biggest positive difference

We've been awarded the Mind Quality Mark, which means we work to the high standards set out by the national charity.

More information on the charity's activities can be found on our [website](#) and on the [Charity Commission's website](#). You can also find us online or follow us on [Facebook](#), [Twitter](#) and Instagram.

To find out more about our Trustees, please have a look at their [biographies](#).

BOARD CHAIR ROLE DESCRIPTION

Location:	Kenburgh House, 28 Manor Row, Bradford, BD1 4QU
Remuneration:	Unpaid, expenses covered in line with policy

Over the past 4 years, current Board Chair, John Vincent, has provided strategic guidance to CEO Helen Davey and the Board to ensure that Mind in Bradford went from a place of surviving to thriving. With the new strategy agreed, now is a good time to hand over the reins to a passionate successor with the skills and appetite to guide the charity through its next phase of growth.

Overall purpose of the role

The Chair and Chief Executive in a voluntary organisation are the top team who need to have a shared vision and shared objectives. The Chair provides strategic direction, guidance and support to the Chief Executive, who is responsible for advising the Board and for the day to day running of the organisation.

Responsibilities

- Provide purposeful leadership - creating a strong and sustained connection to purpose, steering strategy development and leading the Board.
- Be a constructive partner to the CEO - building a trusting, cohesive relationship as the 'top leadership team', providing advice, challenge and support to architect and orchestrate the progression of the organisation.
- Develop a highly effective Board team – creating the environment for a high performing team, evaluating and facilitating improvement of individual and collective capability and performance.
- Facilitate and sustain good governance - ensuring delivery of the organisation's purpose in line with its governing document, ensuring appropriate allocation of resources, decision-making and accountability.
- Influence and collaborate with stakeholders - understanding the environment and systems that the organisation operates within and collaborating with others to collectively achieve the biggest positive impact.

PERSON SPECIFICATION

The successful candidate will be somebody who...

- is personally motivated to make a positive difference to others,
- is a strategic thinker who can see the big picture and navigate complex and contentious issues,
- is able to engage and collaborate effectively with people at all levels from different backgrounds and organisations,
- is progressive and innovative, capable of stimulating, challenging and influencing others to contemplate and consider different solutions,
- is able to facilitate others and develop effective team working, with experience of planning, preparing and chairing meetings at senior levels,
- is experienced in financial, people and/or operational management,
- is well organised and willing to devote time to the organisation,
- has experience of working as part of a Board or leading a Board,
- understands the role of societal inequalities in mental health and has a commitment to challenging these inequalities.

Desirable

- Experience of working within/in partnership with the Third Sector
- An understanding of financial issues and legislations applicable to charities
- Experience of the health commissioning environment in our region
- Knowledge/experience of mental health provision in the UK
- Knowledge/experience of developing cross-sector partnerships & collaborations
- An understanding of the current and changing Health & Social Care landscape in the UK

Mind in Bradford is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the people we aim to support.

The Board of Trustees embraces diversity in the broadest sense of the word and recognises the value of a diverse board composed of people with the relevant blend of differing skills, experience, perspectives and characteristics.

The Board believes that effective leadership and good decision-making is enabled through a diverse board membership, a culture of listening to, and acting on, diverse perspectives and, having board behaviours that embody respect, openness and constructive challenge.

We warmly welcome applications from *all* suitably-qualified candidates.

Time Commitment

- Up to four Board meetings per year, plus one Board development day.
- Additional engagement activities:
 - Two company days per year
 - Quarterly client engagement activities
 - Opportunity to shadow one of our services once every year
- The Chair should be available for ad hoc conversations with the CEO as and when needed.
- Prereading of all Board/Committee papers is essential.

Meetings are currently held online due to the ongoing pandemic.

Location of meetings

Meetings are held at Mind in Bradford, Kenburgh House, 28 Manor Row, Bradford, BD1 4QU

Terms

Trustees serve an initial 3-year term and are eligible for re-appointment for two additional terms of 3 years.

TIMETABLE & INTERVIEW PROCESS

Applications must be submitted by Friday the 25th of June.

We aim to contact candidates in the week commencing the 5th of July to confirm whether or not you have been invited for an interview.

First interviews with Mind in Bradford staff will be held in the **week commencing the 12th of July.**

Second interviews with a Board panel and the CEO will be held in the **week commencing the 19th of July.**

To be considered for the role

To express an interest in the role and to be considered, please submit the following:

- An up-to-date CV.
- A covering letter explaining how you feel you meet the criteria for the role and highlighting your knowledge of or passion for our cause.

Completed expressions of interest should be submitted to:

Marlijn Wijkhuizen at Eastside Primetimers, marlijn@ep-uk.org

Further information

If you have any queries about any aspect of the appointment process, require additional information or wish to have an informal and confidential discussion then please contact Marlijn Wijkhuizen at Eastside Primetimers, marlijn@ep-uk.org