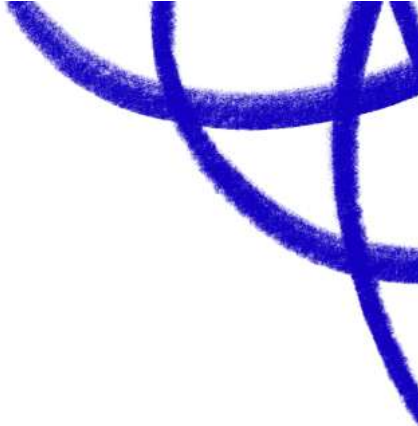




Trustee Recruitment Pack





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Welcome to Doncaster Mind!

Thank you for your interest in working with us here at Doncaster Mind.

In this pack you should find all the information you need to learn more about us and what we do. This includes:

- More about us, what we believe in and our values
- Our application process
- The job description and person specification
- What we expect from our staff
- What you can expect from us

Our Organisation

Doncaster Mind is a passionate and energetic organisation that works to promote recovery from mental ill-health, improved emotional well-being and independent living. We offer a range of both face-to-face and online services from one to one support, groups, activities, guided learning and training and volunteering opportunities. We also work with Doncaster council and Rotherham, Doncaster & South Humber NHS Foundation Trust on specialist projects and services.

Our small team really cares about making a difference to the people of Doncaster and we work hard to make a positive change for people's mental health. Last year we helped over 2427 people who are living with mental health problems.

We have been supporting people in Doncaster for over 46 years.

We are affiliated to the Mind network **BUT** we are not a branch of national Mind – we are an independent local charity that fundraises locally and applies for grants and bids in order to continue our work.

Our Core Values

Seeing Potential



Appreciating each individual for who and where they are, we use all our skills to tailor support, there is no 'one size fits all'.

Making Change



With passion and determination, we work together by focussing on what is possible, helping individuals and communities move forward.

Listening to Learn



Actively hearing the voices of our internal and external communities, we improve and adapt our learning and structures, holding ourselves to account taking ownership of our future.

Shared Confidence



Encouraging free flow of ideas and information, we nurture trust gaining a clear sense of where we stand and how to be most effective.

Our Beliefs



No one should have to face mental ill health alone



Mental health and physical health are equally important and anyone can experience mental health difficulties



Everyone deserves access to mental health support tailored to who they are; enabling them to feel listened to and heard



In constant learning from lived experience, others and our partners



We play a vital part in the mental health landscape, striving to be agile and open to change, continuously evolving

What people say about us:

"Being able to talk without judgement to my counsellor I've been able to reflect on how my past has affected me. I'm so grateful and now feel able to build my life back up and even help others. This service has been a life saver"

"Thank you Doncaster Mind staff I really couldn't be more grateful for all the amazing work and support you do"

"I wasn't sure what to expect from mentoring but I gained so much from it and my mentor was great."

"I have lost count now of how many students you have taken on as volunteers. The ones you have speak highly of Doncaster Mind and this is great for their development. Thank you"

A note from our Chair



Thank you for showing an interest in becoming a Trustee of Doncaster Mind.

Mental health is not hidden anymore, it's on the front pages of newspapers, it's high on the political agenda and is spoken about by royalty. The environment and landscape of mental health services in Doncaster is improving and Doncaster Mind is at the forefront of this improvement.

The Board requires caring, enthusiastic strategic thinkers, including those with lived experience, to set the strategy, deliver strong governance and ensure Doncaster Mind's legal requirements are met.

If you think this for you, I look forward to meeting with you to discuss further.

A note from our CEO



We are really pleased that you are interested in working with us!

Applying for a job can be a big step for a whole range of reasons and we want to make Doncaster Mind a potential work option for as wide a range of people as possible. A diverse staff team creates the value in our services that we want all those we help to experience.

We have included as much information as possible in our pack. If you are interested in a vacancy but are unsure if you should apply, then I strongly recommend you give us a ring. It is equally important that you find out about us as well as us finding out about you!

We are always keen to hear from people who are passionate about mental health and about working to support those who are experiencing mental ill health. Perhaps you have had your own experience of mental ill health and feel that your own learning and journey may help you to support others.

We are proud to be able to celebrate the diversity of our existing team and welcome interest in from all cultures and backgrounds that make up Doncaster's community – whether that's for support, for employment, for volunteering or for partnership. We recognise our responsibility to be a force for good and aspire to being a great example of equality, diversity and inclusion in action.

We look forward to hearing from you!



Trustee Role at Doncaster Mind

Demand for mental health support has never been higher. Across Doncaster, more people are reaching out for help and local charities like Doncaster Mind are at the heart of that response. At the same time, the funding landscape is increasingly complex and competitive, making strong governance and strategic leadership more important than ever.

Mental health is no longer hidden. It's on the front pages, in political debate, and spoken about by public figures and royalty. For millions, it's now something to be acknowledged with honesty and authenticity not met with shame.

At Doncaster Mind, our vision is clear: *no one should face a mental health problem alone*. We are a trusted voice for those experiencing mental health challenges, and we actively promote wellbeing across the Doncaster borough.

We are now seeking passionate, skilled individuals to join our Board of Trustees and help shape the future of Doncaster Mind. As a Trustee, you'll play a strategic role in guiding our direction, strengthening our governance, and ensuring our services remain inclusive, ethical, and impactful.

We're especially keen to hear from people with expertise in:

- Digital strategy, websites, and marketing
- Corporate Engagement & Strategic Partnerships
- Legal practice
- Financial governance and oversight
- IT and information governance
- Human resources and people development
- Mental health policy, legislation, and lived experience

Who we're looking for:

We welcome applications from dynamic individuals who are committed to improving mental health and wellbeing in Doncaster. If you're a strategic thinker with strong communication skills, integrity, and a values-led approach, we'd love to hear from you.

Whether you bring professional expertise, lived experience, or a deep connection to our community, your voice matters. This is an opportunity to help shape a future where everyone in Doncaster can enjoy good mental health and live their best lives.

For more information or to apply, please visit www.doncastermind.org.uk or contact Laura at laura@doncastermind.org.uk.

Trustee Role Description

The statutory duties of a Trustee:

Main duty

Under charity law Doncaster Mind Trustees have and must accept the ultimate responsibility for directing the affairs of Doncaster Mind, and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up. In law trustees of Doncaster Mind have three particular duties — care, compliance and prudence — which are set out below following the wording given by the Charity Commission.

Duty of care — Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that Doncaster Mind is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to Doncaster Mind, or where the trustees may be in breach of their duties.

Duty of compliance — Trustees must:

- Ensure that Doncaster Mind complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that Doncaster Mind does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators which govern the activities of Doncaster Mind.
- Act with integrity, and avoid any personal conflicts of interest or misuse of Doncaster Mind funds or assets.

Duty of prudence - Trustees must:

- Ensure that Doncaster Mind is and will remain solvent.
- Use Doncaster Mind's funds and assets reasonably, and only in furtherance of Doncaster Mind's objects.
- Avoid undertaking activities that might place Doncaster Mind's endowment, funds, assets or reputation at undue risk.
- Take special care when investing Doncaster Mind's funds, or borrowing funds for Doncaster Mind to use.

Specific duties of Trustees of Doncaster Mind:

Vision, values and strategic direction

- To contribute actively to the board of trustees' role in giving firm strategic direction to Doncaster Mind, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that Doncaster Mind seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of Doncaster Mind
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, Doncaster Mind vision and values
- To be aware of current issues relating to recovery from mental ill-health

Performance management

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders
- To appoint the Chief Executive and monitor his/her performance
- To safeguard the good name and values of Doncaster Mind

Compliance

- To ensure that Doncaster Mind complies with all legal and regulatory requirements
- To ensure that key risks to Doncaster Mind are identified and effectively managed and that professional advice is sought and considered where appropriate

Prudent management of assets

- To ensure the financial stability of Doncaster Mind through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management

Good governance

- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies
- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making
- To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity

Trustee Person Specification

Doncaster Mind works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. Doncaster Mind Board vacancies are normally advertised. Application is normally by written application, followed by interview. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

Personal competencies

Doncaster Mind Trustees are expected to demonstrate the following personal competencies:

ESSENTIAL

Commitment

1. Ability to understand and accept the duties and liabilities of being a charity Trustee.
2. Empathy with the vision, mission and aims of Doncaster Mind
3. A willingness and ability to devote the necessary time and effort

Focus

4. Ability to think and apply knowledge strategically
5. Ability to think creatively
6. Ability to keep mission-focused
7. Ability to analyse and evaluate management information and other evidence
8. Willingness to listen and learn

Communication and team working

9. Ability to communicate clearly and sensitively and to take an active part in discussions
10. Ability to influence and engage
11. Ability to work effectively in a group
12. Willing to express their own opinion in a reasoned way, while also listening to the views of others
13. Ability to challenge constructively and ask questions appropriately

Accountability

14. Ability to exercise sound and independent judgement
15. Willingness to make and stand by collective decisions, including those which may be unpopular
16. Ability to manage difficult and/or challenging situations
17. Ability to maintain confidentiality on confidential and/or sensitive information

Skills and experience

DESIRABLE

Doncaster Mind wishes to see the following knowledge, skills and experience represented on its Board. All Trustees will be expected to meet at least one of these criteria. During a particular recruitment one or more of the following may be identified as priorities, depending on the needs of the Board at the time as identified through a skills audit.

- Senior level strategic management experience within a third sector, commercial or public sector organisation.
- Recent experience (within the last 5 years) of fundraising for, or in, a third sector organisation.
- Experience at senior level of financial management
- Experience at senior level of strategic human resources or organisational development.
- A professional qualification and significant practitioner experience in an area of relevance to Doncaster Mind such as accountancy, charity law, project or programme management.
- Knowledge and experience of public policy formulation and influencing techniques across local, regional or national government.
- Knowledge and experience of marketing or public relations in the third sector.
- Experience as a trustee in a similar size or larger organisation, together with implementation of best practice in corporate governance.
- Experience of service provision at a senior level to people recovering from mental ill-health in a health, education or social care setting.
- Experience at a senior level of developing and delivering services to people recovering from mental ill-health which promote inclusion, equal opportunities and diversity.

Trustees Code of Conduct

Introduction

At Doncaster Mind, the Trustee Board, having regard to our core values and examples of best practice within the sector have created this code to set out a framework in which its trustees and governing body will operate.

We use our values to describe the way we want to be, and how we want to be seen by everyone who comes into contact with us.

We believe in providing **care** for people who come to us. We will **accept** them as individuals and **respect** their beliefs, needs and wishes.

We aim to provide a **happy** environment in which to **encourage** recovery and progression.

Accountability

Everything Doncaster Mind does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within Doncaster Mind and equally when dealing with individuals and institutions outside it.

Transparency

Doncaster Mind strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break charity law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission and consider myself its guardian.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break charity law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

Protecting the organisation's reputation

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the Chief Executive or Chair.
- When prior consent has not been obtained, I will inform the Chair or Chief Executive at once when I have spoken as a trustee of this organisation to the media or in a public forum.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by (organisation).
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.
- I will work to avoid conflict in the boardroom and seek external support to do this when necessary.

Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support the Chief Executive in his/her executive role and, with my fellow board members, seek development opportunities for him/her.

Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

*This Code of Conduct was adapted from NCVO's publication **Best Behaviour: Using trustee codes of conduct to improve governance practice***

Our application process

We know that applying for a trustee role can feel daunting—and we want to make it as welcoming and accessible as possible.

Thinking about it? Let's talk first.

If you're unsure whether this role is the right fit, or you'd simply like to learn more before applying, we'd be happy to have a conversation. We understand that time is precious and that you might be wondering whether your skills or experience align with what we're looking for.

To arrange an informal chat with our CEO or Chair, just email Laura Arthur at laura@doncastermind.org.uk. These conversations are a chance to ask questions, explore how your strengths could contribute, and get a clearer sense of the recruitment process.

Ready to apply?

If you already know this opportunity is right for you, brilliant! Please send your CV, a covering letter, and the completed application form to bethany.shouk@doncastermind.org.uk

What to expect from the Interview Process...

We recognise that recruitment can be an anxious time, so we aim to be open, transparent, and supportive throughout. Here's what happens once you apply:

1. **Initial review** – We'll look at your CV and assess how your experience aligns with what we're looking for.
2. **Informal interview** – If there's a potential match, we'll invite you to a relaxed conversation with two members of our Board of Trustees.
3. **Board meeting observation** – If you're still interested, we'll invite you to attend a board meeting as a guest. This gives you a real sense of how we work and whether it feels right for you.
4. **Follow-up call** – You'll have a one-to-one conversation with our Chair to reflect on the experience and confirm your interest.
5. **Final steps** – If all feels aligned, we'll complete references and governance paperwork including seeking references to welcome you on board.

What we expect from our people

Our clients and colleagues are really important to us. We want Doncaster Mind to be a great place to work and to receive services from, so we have some expectations of our staff.

You will:

Put our clients at the heart of your work: Our clients are always front and centre of the decisions we make, and all the work we do is to enhance their lives, progress mental health awareness and reduce stigma. As part of the Doncaster Mind team, we will expect you to put clients at the centre of your work

Be empathetic and compassionate: You feel able to walk alongside someone else and appreciate what they are going through, even if this is different to your own experience. You do this with compassion and kindness

Value difference: Whether this is a protected characteristic or a different point of view, you will embrace diversity and value the differences and contributions we all bring

Champion equity: Whenever you are representing Doncaster Mind, we expect you to be championing equity in mental health services, and equity across all communities for good quality mental health services

Be non-judgmental: Mental health and wellbeing can be sensitive and challenging subjects. Everyone experiences mental health differently and we all bring a non-judgmental approach to our work. You may also need to challenge others stigmatizing views in a gentle and non-judgmental way.

Be open and transparent: You're honest with our clients about what help we can give, and open about our expectations of them. You give your views generously and equally listen to others.

Be prepared to muck in! : We're a team and sometimes the unexpected happens. We expect all of our people to support each other, and this might mean you end up doing something you didn't expect to do, within reason!

What our people can expect from working with us

We're a friendly team who are passionate about improving mental health for everyone. So, you'll be joining a group of like-minded people working together for a common cause. Whether it's tea and cake in our staff room, or a quick catch up on Teams you can be assured of joining a welcoming organisation with wellbeing in mind.

We offer a range of benefits:

- **Hybrid working:** Most of our roles offer hybrid working arrangements, with the exception of a few fully office-based roles. There is a usual expectation of some office-based work in our hybrid roles but this depends on the role. Please check the role requirements at interview. If you prefer to be fully office based, you also have this option.
- **Professional body membership fees:** Where this is an essential part of your role, you can claim these back.
- **Working in a values-based organisation:** We are constantly trying to evolve and find ways to live our values. This means sometimes we will all get it wrong, and we will all learn together.
- **Personal development:** We are a small but ever developing organisation, always seeking to work in new areas and on new projects. As such there are plenty of opportunities to work across service boundaries, learn new roles and work on new projects.
- **Casual uniform:** We want our staff to feel comfortable at work and encourage casual but respectful clothing to be worn.