



Cambridgeshire,
Peterborough and
South Lincolnshire



Chair: Board of Trustees

Information Pack

January 2024



Welcome to CPSL Mind

We are Cambridgeshire, Peterborough and South Lincolnshire (CPSL) Mind, a values-based mental health charity. We are an independent charity, affiliated to (but not funded by) national Mind. We are a highly collaborative organisation, providing a range of strengths-based services and projects that support recovery from mental health problems and promote positive mental health across our diverse communities. We directly support more than 4,800 people a year on their recovery journeys – and connect with thousands more via our campaigns and training activities.

We value the individual skills, talent and lived experience that everyone brings to CPSL Mind – and co-production plays a key part in everything we do.

Vision, Mission and Goals

Our **vision** is a society in which everyone has positive mental health and feels part of a connected community.

Our **mission** is to:

- Support those with poor mental health to live well, whatever that means for them.
- Enable people to maintain positive mental health, especially those who are going through tough times.
- Inspire connections and eliminate stigma within our diverse communities, for the benefit of everyone's mental health.

Our values define us as an organisation: They are:

Compassion, Inclusivity, Empowerment, Integrity, Respect and Courage

Our Strategic Goals 2022 - 2025

- Increase the reach and accessibility of community-based mental health support across the diverse populations of Cambridgeshire, Peterborough and South Lincolnshire
- Use strength-based, holistic and trauma-informed approaches to support people with mental health problems to connect to others, enhance their wellbeing and facilitate peer to peer support
- Challenge the attitudes and behaviours that prevent open conversations around our mental health
- Support local employers to create mentally healthy workplaces

To read our 2022-25 strategy, please see www.cpslmind.org.uk/about-us/

Our Services



At CPSL Mind we deliver a wide range of mental health and wellbeing support across Cambridgeshire, Peterborough and South Lincolnshire:

Community Connector Service:

Support to people with moderate to severe mental health challenges, for whom social interaction is key to living well.

Community Personality Disorder

Service: Peer-support sessions for individuals identifying with a personality disorder.

Good Life Service:

- One-to-one strengths-based specialist mental health support
- Open access Good Mood Cafes
- Self-help grounding activities through Calm Spaces
- Peer support groups and time-limited workshops
- Good Life Fund grants of up to £1500 to people in our local communities in Cambridgeshire and Peterborough to help set up groups that connect people and benefit wellbeing.

Perinatal Projects: Holistic community-based support for new mums, mums to be and their partners

Sanctuary: A non-clinical safe place for individuals experiencing an emotional or mental health crisis.

South Lincolnshire Projects: Open access Good Mood Cafes and Night Light Cafés for those experiencing mental health challenges.

Victim and Witness service: Mental health support for individuals whose mental health has been negatively impacted by crime.

STOP Suicide Campaign: Community-based suicide prevention campaigns and training

Training and Consultancy: Training and consultancy services to support individuals, organisations and businesses around mental health knowledge, skills and workplace wellbeing.

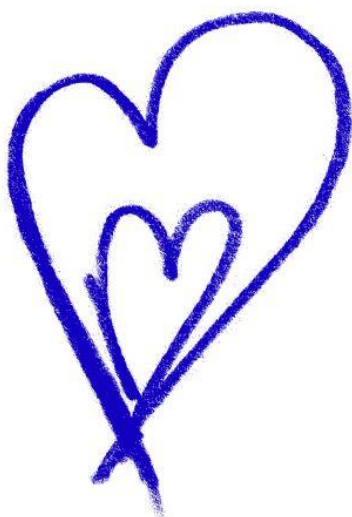
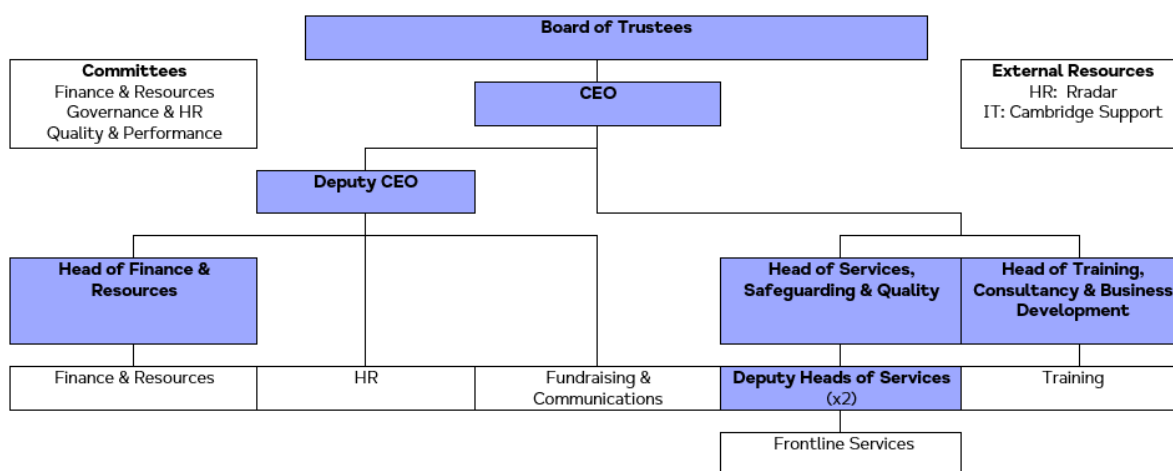
Our Team

Our Board of Trustees comprises 11 Trustees, all of whom bring a range of different skills and experiences which contribute to our work.

We currently have a team of around 100 staff and more than 40 volunteers,



Organisational Structure



Our commitment to quality

We are committed to providing quality services that anticipate, meet and exceed the expectations of people using our services and stakeholders. We have been awarded the Mind Quality Mark (MQM) by national Mind which provides assurance that a local Mind is healthy, ambitious and strong in providing the highest quality support to people experiencing, or at risk of developing, mental health problems.

The Role of the Chair

This voluntary role provides strategic leadership and oversight of the charity, as follows:



- Working in partnership with the Chief Executive to ensure that CPSL Mind has a clear vision, mission and strategic direction - and that the charity, the Trustees and the Chief Executive are focused on achieving these.
- To ensure that the Board of Trustees fulfils its governance duties and responsibilities and meets its statutory responsibilities.
- To support the Chief Executive to achieve the charity's mission.

This is an unpaid, voluntary role. CPSL Mind will pay reasonable out of pocket expenses, including travel expenses within Cambridgeshire, Peterborough and South Lincolnshire.

We are looking for a Chair to lead the Board of Trustees for a three-year term. The Chair will also be a Trustee and Company Director of CPSL Mind and, ideally, we would like them to stay on for at least an additional year as a Trustee, to facilitate continuity and a handover with the next Chair.

This role is subject to criminal records check with the Disclosure and Barring Service, and checks against the Disqualified Trustees, Disqualified Directors and Insolvency registers.

Specific Duties and Responsibilities

Vision, Mission and Strategic Direction

It is the Chair's role to ensure that:

- the Trustees govern the charity in the long-term interests of CPSL Mind.
- CPSL Mind has a clear vision, mission and strategic plan and there is a common understanding of these by the Chief Executive and the Trustees.
- the goals set by CPSL Mind support our vision, mission and strategic priorities and objectives.
- CPSL Mind considers and approves methods for objectively measuring the progress of the charity in relation to its vision, mission, strategic goals/priorities, business plans and annual targets.
- the Executive Team reports regularly to the Board of Trustees on progress towards the strategic goals and annual business plans.
- the Chief Executive's annual objectives support the achievement of the strategic goals.
- the Chief Executive receives regular, constructive feedback on their performance in managing the charity and in meeting their annual and longer-term objectives.

Supporting the Chief Executive

It is the Chair's role to:

- provide support to and line management of the Chief Executive on behalf of the Board.
- ensure that the Board focuses on its strategic/governance role and does not venture into operational matters.
- in partnership with the Chief Executive, check that the Board agenda items are both prioritised and relevant.
- in partnership with the Chief Executive, ensure that the Board receives sufficient and timely information to make informed decisions.
- hold the Chief Executive responsible for the quality of the Board papers.
- ensure that there are monthly one-to-one meetings with the Chief Executive when the chair and Chief Executive can talk openly, discuss progress and challenges.
- ensure that the Chief Executive's performance is reviewed informally at monthly one-to-one meetings throughout the year and more formally annually.

Charity Governance

From a Charity Governance perspective, it is the Chair's role to ensure that:

- the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development and its charitable objects.
- the Board's delegated authority is recorded in writing by means of terms of reference for Board committees and sub-committees, role/job descriptions for honorary officers and key staff, reporting procedures etc.
- CPSL Mind's financial dealings are systematically accounted for, audited and publicly available.
- the major risks to which the charity is exposed have been reviewed and systems have been established to mitigate these risks, without the charity becoming totally risk averse.
- Board decisions are made in the best, long term interests of the charity and that the Board takes collective ownership of these decisions.
- in partnership with the Chief Executive and Governance/Compliance Lead an annual programme of Board and Working Group meetings is developed including the Annual General Meeting and Trustee Away Days – ensuring that relevant agendas and papers are prepared in good time for all the above, and that they are appropriately chaired and recorded
- there is a systematic, open and fair procedure for the recruitment or co-operation of Trustees, future Chairs of the Board and future Chief Executives (with a view to succession).
- all Board members receive appropriate induction, advice, information, training and review (both individual and collective).
- that Trustees have a code of conduct (known as the Trustee Charter) and comply with it.

Time Commitment

The Chair role is multi-faceted and requires a personal time commitment for the following:

- Quarterly Board meetings held either face-to-face at an agreed venue or by video call. Other meetings will also be a mix of face-to face-and video call.
- Preparation and attendance at a minimum of four Committee meetings per year.
- Monthly one-to-one meetings with the Chief Executive and annual one-to-one meeting with Trustees.
- 1-2 Senior Leadership Team/Board Away Days per year.
- Occasionally representing CPSL at external events and other occasional national Mind events and occasional ad hoc activity including emails and telephone calls as required.

This equates to an estimated **90 -110 hours** spread throughout the year.

Who are we looking for?



We are looking for a strategic level leader who has a strong interest in mental health and wellbeing. Ideally, you will have experience of the charity sector and preferably an understanding of the role of the VCSE sector in health and social care.

Applicants should be able to demonstrate, through examples, how they meet the Person Specification criteria either through their paid or voluntary work experience.

We are an equal opportunities employer and welcome applications from all sections of the community.



Person Specification

Knowledge and Experience	
Strategic leadership experience	Essential
A broad understanding of charity governance obligations as defined by the Charity Commission	Essential
In depth knowledge of the mental health and wider health and social care system	Desirable
Skills and Abilities	
Strong leadership skills, and able to motivate people and bring them together	Essential
A proven ability to drive organisational strategy	Essential
Ability to build cohesive, collaborative and inclusive relationships with the Board and Senior Leadership Team valuing the diverse set of skills and perspectives	Essential
Willing and able to form an effective partnership with the Chief Executive	Essential
Excellent communication and interpersonal skills	Essential
Able to handle contentious issues in line with CPSL Mind values	Essential
Attitude and Approach	
Willing and able to devote time and energy necessary to fulfil the Chair role	Essential
Well organised and reliable	Essential
An interest in and commitment to mental health and wellbeing in Cambridgeshire, Peterborough and South Lincolnshire	Essential
Committed to leading in line with CPSL Mind's organisational values of respect, inclusivity, empowerment, compassion, courage and integrity	Essential
Other	
Lives and/or works in Cambridgeshire, Peterborough or South Lincolnshire	Essential
Willing to proactively contribute to and participate in the work of the wider Mind federation	Desirable
Has connections and influence with key people in mental health and/or Cambridgeshire, Peterborough and South Lincolnshire	Desirable

Induction, Training and Support

CPSL Mind is keen to support the ongoing development of all our Trustees, staff and volunteers. Our Chair and Board of Trustees are provided with regular opportunity to expand their knowledge of the operations of CPSL Mind and the wider Mind Federation. They are also given regular opportunities to attend training opportunities relevant to their roles.

The successful applicant will be provided with a detailed induction which includes our mandatory training for Trustees. There will also be the opportunity to attend national Mind induction training for Chairs and CEOs, and you will have access to Mind network information through our Connecting Minds resource.

You will work closely with the Chief Executive to develop an appropriate level of experience and knowledge of the organisation, for example by attending sub-committee meetings, meetings with management team members and/or visiting services or projects where appropriate. The new Chair will be able to observe a Board meeting as part of their induction process, before beginning to chair the meetings themselves.

Sound interesting?

To apply, please email your CV, with a covering letter detailing why you feel you would be a good fit for this role, and demonstrating, with evidence, how you meet the criteria described in the Person Specification, to Kayleigh.paske@cpslmind.org.uk.

Your covering letter should be no more than **750 words**. Please quote the role title "Chair" and your name in the subject line of the email.

Closing date: 15 February 2024

Recruitment process:

- Shortlisting will take place w/b 19 February 2024
- Shortlisted candidates will then be invited to an informal conversation with members of the Board and Senior Leadership Team on 7 March 2024
- Formal interviews will then take place w/b 18 March 2024

If you would like more information about this role, please contact Kayleigh Paske - Kayleigh.paske@cpslmind.org.uk

To find out more about CPSL Mind, please visit our website: www.cpslmind.org.uk