



# **Trustee Opportunity Information Pack**



# Trustee Role

Dear Applicant,

Thank you for your interest in the **Trustee** role at Mind in Kingston.

This pack includes key information about the position, including the role description, person specification, and how to apply. We appreciate your interest in supporting our work and look forward to receiving your application.

## About Mind in Kingston

**We are Mind in Kingston. We fight for mental health.  
For support. For respect. For you.**

Mind in Kingston is a Local Mind Association and an independent, community mental health charity. We fight to make sure that everyone with a mental health or emotional issue locally has somewhere to turn for advice, respect, kindness and support.

Founded in 1972, we are well respected as a user-led organisation that delivers quality wellbeing and recovery-focused services, and campaigns on mental health issues to influence change. Lived experience is at the heart of everything we do, and we work alongside our local community to reduce mental health stigma and discrimination.

As a leading charity for mental health in the Borough of Kingston upon Thames, we work in partnership with many stakeholders to meet the needs of people with mental health issues, their families, carers, and wider support networks in the borough and beyond. Mind in Kingston is an independently funded charity affiliated to the national Mind; a partner of Southwest London Minds; and a member of Mind in London.

We provide a diverse range of community support offers - including prevention services, therapeutic interventions, advocacy, peer support, groups activities, outreach events, mental health training and campaigns to influence change. We work closely with other organisations to ensure we deliver high-quality and impactful services to people in the local area.

Our team is passionate about improving mental health and wellbeing, often due to their own experiences, whether personal or professional. We offer our team a safe and non-judgmental space to work, encourage their participation in the development of our charity, and have a strong ethos of openness, diversity, dignity, respect and inclusion for all

# Our Vision and Mission Statement

## Our Vision:

We won't give up until everyone experiencing a mental health problem gets both support and respect.

## Our Mission:

- Our mission is to advance the views, needs and ambitions of people with mental health problems and to challenge discrimination and promote inclusion.
- We will influence policy and promote equal rights through campaigning and education.
- We strive to develop innovative quality services which reflect expressed need and diversity.
- In all our work we promote our vision and core values.

## Our Aims:

Our overall aim is to improve the mental health of people in and around the Borough of Kingston upon Thames by providing a range of services that offer support, advice, information and signposting. We also promote better understanding and raise awareness of mental health issues, as well as reduce stigma.

We do this by:

**Empowering:** Enable people to make informed choices about their lives

**Improving services and support:** Involve people to have their say, be involved or lead initiatives that improve the quality of lives of those experiencing, recovering or at risk of mental health problems

**Acceptance:** Enable people to cope with, manage and improve their own mental health and allow them to be themselves

**Enabling Social Participation:** Provide access to fulfilling activities and valued roles in their community

**Trusted Networks:** Provide safe and trusted services when people are most vulnerable

**Removing Inequality of Opportunity:** Improve awareness and understanding of mental health needs in the borough

## Values:

**Open** - We reach out to anyone who needs us

**Together** - We're stronger in partnerships

**Responsive** - We listen, we act

**Independent** - We speak out fearlessly

**Unstoppable** - We never give up

We strongly believe in involving our beneficiaries in our services and adhere to these principles in all our work. Beneficiaries:

- Are involved in the development, management and improvement of our services
- Are treated with respect and dignity
- Have their strengths, as well as needs, acknowledged
- Receive support in determining their choice of services
- Are treated fairly and without discrimination

In addition, the following principles underpin all our work:

**Autonomy:** both for the charity which is independent and for those who use our services that we respect 'self-governance'

**Equality:** Embracing diversity and ensuring equality of opportunity for all

**Knowledge:** for service users to make informed choices and the charity to offer sound and up to date information as well as informing decision makers on many areas relating to mental health and what service users want and experience

**Active participation:** recognising, supporting and using the skills of people with lived experience of mental health needs

**Respect:** working with an empathetic, non-judgemental and a person-centred approach to deliver services

For further information about the charity, please visit [www.mindinkingston.org.uk](http://www.mindinkingston.org.uk).

## Trustee role description

The role of trustees is to govern the activities and affairs of Mind in Kingston and oversee the strategic and general management. Specifically, trustees ensure that Mind in Kingston has a clear purpose and direction, is solvent, well-run, and delivers its charitable and strategic objectives.

## Trustee duties

Trustees are expected to undertake duties in a manner that reflects Mind in Kingston's values and ethos.

The duties of trustees are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document, charity law, company law, and any other relevant legislation or regulations.
- Exercising a duty of care to ensure that the charity is well-run and efficient.
- Ensuring the appropriate use of Mind in Kingston's charitable funds and assets in pursuit of its objects and strategic objectives and overseeing the effective management of the resources and assets of the charity.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring that the organisation defines its goals and evaluates its performance against agreed targets.
- Safeguarding the good name and values of the organisation.
- Ensuring the financial stability of the organisation.
- Ensuring a robust risk management process is in place to identify and address any risks impacting – or potentially impacting – the organisation.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive.
- Ensuring that all delegation by the board is clearly recorded through terms of reference, minutes, and job descriptions and that reporting procedures are in place, recorded, and complied with.
- Ensuring that Mind in Kingston has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size, and stakeholders to enable trustees to fulfil their responsibilities.
- Assessing the board's own performance annually.
- Ensuring that lived experience involvement and leadership is sustained through all aspects of Mind in Kingston's work and relationships.
- Ensuring that Mind in Kingston is accountable to its members, funders, and stakeholders.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they may have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

## Expectations of trustees

- To ensure equality of opportunity is promoted and sustained through all aspects of Mind in Kingston's work and relationships.
- To commit to ensuring that stakeholders have a say and that equalities issues are addressed.
- To represent the board as necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
- To be aware of and accept the responsibilities of a charitable trustee and director of a charitable company.
- To act properly at all times, declaring any conflict of interests or perceived conflict of interests which may have a bearing on their role as a trustee.
- To act in good faith with due care and diligence for the best interests of Mind in Kingston and working within Mind in Kingston's vision, mission and values.
- To attend and actively participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To undertake training and attend induction.
- To respect the confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the board in relation to the agreed objectives.
- To sit on appraisal, recruitment and disciplinary panels as required.
- To engage with the wider work of Mind in Kingston and the Mind network.

The trustee role is voluntary with expenses paid. Time commitment will vary but it is expected to require approximately 4-8 hours per month. There is maximum of one board meeting every six weeks taking place, typically in the evening - currently online via Teams. Sub-committees meet every six weeks, times for these meetings vary depending on trustee availability.

## Person specification

All trustees need to demonstrate the following competencies to become a member of the board:

- A commitment to Mind in Kingston's vision, mission and values.
- Knowledge and/or interest in mental health issues.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to analyse information and think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- A willingness to seek constructive debate and dialogue over confrontation.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## How to apply

Thank you for your interest in the Trustee role at Mind in Kingston.  
We're grateful for your commitment to supporting our work and look forward to receiving your application.

### To express your interest, please submit:

1. **Your CV** – This should outline your relevant experience, qualifications, and key achievements. Please ensure your full name & contact details are included.
2. **A short expression of interest** (max 500 words) stating why you are interested in the role and what skills and attributes you aim to bring.

### Please send your CV, short expression of interest to:


Harry Wilkinson, CEO @ : [harry@mindinkingston.org.uk](mailto:harry@mindinkingston.org.uk)

Successful applicants will be expected to undergo an Enhanced level Disclosure and Barring Service check, as well as company director and charity trustee disqualification checks.

If you have any questions or would like more information about the role before applying, please contact @ : [alexandra@mindinkingston.org.uk](mailto:alexandra@mindinkingston.org.uk)

### Wondering what it's like to be a Trustee at Mind in Kingston?

Hear first-hand from current Trustees about their journeys, the challenges, and the rewards of helping shape our local mental health services.

 Watch these inspiring stories:

 [Trustee Insights – Video 1](#)

 [Trustee Experiences – Video 2](#)

Discover the impact you could make and why joining our board might be the right step for you.



# BECOME A TRUSTEE

Help shape the future of mental health in the Royal Borough of Kingston



## WE'RE LOOKING FOR PEOPLE WHO CAN:

- ✓ Think strategically and creatively
- ✓ Lead the organisation towards fully achieving its commitment and ambition
- ✓ Scrutinise the impact we're having
- ✓ Communicate clearly and sensitively in large group discussions
- ✓ Use independent judgement to make decisions on behalf of the organisation
- ✓ Be committed to our [mission, vision and values](#).

## ROLE HIGHLIGHTS:

- 🕒 Time Commitment: 4–8 hours per month (meetings held online)
- 💼 Voluntary role with expenses paid
- 💼 Trustees receive: Induction, training, expenses, and skill-building opportunities.

## HOW TO APPLY:

📧 Send your CV and a short expression of interest (max 500 words) to:  
[harry@mindinkingston.org.uk](mailto:harry@mindinkingston.org.uk)



Successful applicants must complete an Enhanced DBS check and director/trustee disqualification checks.

## Join mind in Kingston 's Board of Trustees

### Could you help shape Mind in Kingston's future and support more people with mental health needs?

We are an independent local charity, working across the Royal Borough of Kingston and affiliated to national Mind. Our vision is that we won't give up until everyone experiencing a mental health problem gets both support and respect. We have excellent reputation in our area and deliver varied and impactful services that are truly transformational for those who access them and the wider community. We have a turnover of around £1m and are in the process of consolidating and developing our service offer.

### The opportunity:

Trustees are our most senior leaders. They set our strategic direction, make sure we're using our resources effectively and ensure we're having the greatest possible impact on our community. Trustees are expected to undertake duties in a manner that reflects Mind in Kingston's values and ethos. We're looking for dedicated, empathetic and ambitious candidates to help make our mission a reality and lead us closer towards our ultimate ambition: a society where everyone experiencing a mental health problem gets both support and respect. We value diverse voices and welcome applications from all backgrounds, especially those with lived experience of mental health. Whether you're new to governance or experienced, if you share our values, we'd love to hear from you.

**More details, including the role description and person specification, can be downloaded from our website:**

[mindinkingston.org.uk/volunteering](http://mindinkingston.org.uk/volunteering)