

South East
London



South East London Mind Trustee Recruitment Pack

selmind.org.uk



Welcome

I am delighted that you are interested in joining the Board of Trustees at South East London (SEL) Mind.

We're committed to supporting local people living with mental health problems and dementia, and to promoting good mental health across South East London. We are looking for new Trustees who share that passion to join our Board.

This is an exciting time to join SEL Mind which, following recent growth (including a merger in 2024), covers five boroughs: Bromley, Greenwich, Lambeth, Lewisham and Southwark. As we continue to develop new and innovative services and newly forged partnerships, our focus remains on providing excellent quality, inclusive services, whilst being responsive to new opportunities and changing needs.

This year we will be working to develop a new organisational strategy, and we are seeking people to help ensure we get our priorities right and then make it a meaningful reality.

You will be joining an ambitious Board that values diversity of thought, expertise and experience. You will help shape our vision and the way we work, in collaboration with a skilled and experienced Senior Leadership Team.

If you are excited by our vision and commitment to improve the mental health of people across our five boroughs, and believe that you bring the skills and experience we need, we would love to hear from you.

Sarah Holloway, Chair of Trustees

About us

We are a well established and highly regarded mental health and dementia charity in South East London.

We work to be there when it matters for people living with mental health problems and dementia in Bromley, Greenwich, Lambeth, Lewisham, and Southwark.

For more information about our activities and finances, please see our website: selmind.org.uk



**£8.3M turnover
(2024-25)**



**250+ staff
230+ regular
volunteers**

Our vision, values and purpose

Our vision

Everyone with mental health problems and dementia in our local communities gets the support and respect they deserve.

Our purpose

We will help people to be mentally healthy and work together with those experiencing mental health problems and dementia to improve their quality of life.

Our values

- **Inclusive** in our approach and all we do, so that we effectively meet the needs of our diverse communities
- **Responsive** to each individual we support and their unique needs, histories and aspirations
- **Evolving** – demonstrating sustainable and ethical continuous improvement, agility, innovation and effectiveness
- **Together** – working with our partners and people with lived experience of mental health problems and dementia and their support networks.



Community-based services

We provide support to over 11,000 people a year, through a wide range of services, many of which are delivered in partnership with NHS Mental Health Trusts and/or with other charities.



Mental Health Services

A range of community-based mental health services, including 1-1 support, employment support, peer support, counselling, the Recovery and Wellbeing College and Suicide Bereavement Service.



Dementia Services

Support for people living with dementia and their support networks, including dementia support hubs, a respite at home service and activities for people with Young Onset Dementia.



Wellbeing and Resilience Services

Services to help people stay well and prevent mental health problems from developing, including for expectant and new parents and young people in secondary schools.



Training and Consultancy

Expert, specialist training and consultancy in both mental health and dementia.

Board of Trustees

Quality and Performance Committee

People and People Strategy Committee

Finance and General Purposes Committee

Developments Committee

Governance in SEL Mind

We are recruiting an additional 2 or 3 Trustees to strengthen our Board and replace those reaching the end of their final term. [Our Trustees](#) bring a wide range of skills and experience from lived experience of mental health problems to professional expertise in areas including health and social care services, law, governance and communications. Our experienced Chair is well supported in leading the Board by two Vice-Chairs and a Treasurer

In addition to the Board meetings (bi-monthly), SEL Mind has four Board sub-committees, each of which meets every 2-3 months. Trustees are required to join at least one, and ideally two, sub-committees.

Role summary

Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Key Responsibilities

1. Set, review and maintain the purpose, vision, values and aims of the charity
2. Develop strategy and keep the organisation on track with delivering it
3. Establish and monitor policies, practices, quality standards and culture of the organisation, ensuring they are in keeping with its values, aims and objectives
4. Ensure that the charity functions within the legal and financial requirements of a charitable company, is accountable and strives to achieve best practice
5. Ensure that the organisation complies with its governing document, charity law, company laws and any other relevant legislation or regulations
6. Protect and manage the resources of the charity and ensure the proper investment of the charity's funds in pursuance of its objects
7. Provide leadership and oversight in the area of equity, diversity & inclusion
8. Provide leadership in the area of safeguarding
9. Appoint the Chief Executive and monitor their performance
10. Ensure that a culture of risk management is embedded throughout the charity
11. Maintain effective Board performance, including by making an individual contribution
12. Promote the organisation and enhance its reputation by being a good ambassador.

Additional Responsibilities

13. Maintain good relations and effective communications with the Senior Leadership Team
14. Participate in opportunities to engage directly with and hear from staff, volunteers, service users and carers
15. Take part in training sessions provided for the benefit of trustees
16. Fulfil such other duties and assignments as may be required from time to time by the trustee body to further the work of the organisation and ensure compliance with its policies and procedures. This may include involvement in the investigation and decision making relating to complaints, grievances and staff disciplinary issues
17. Take responsibility for keeping up to date and well informed regarding issues affecting the charity.
18. Sit on at least one Board subcommittee

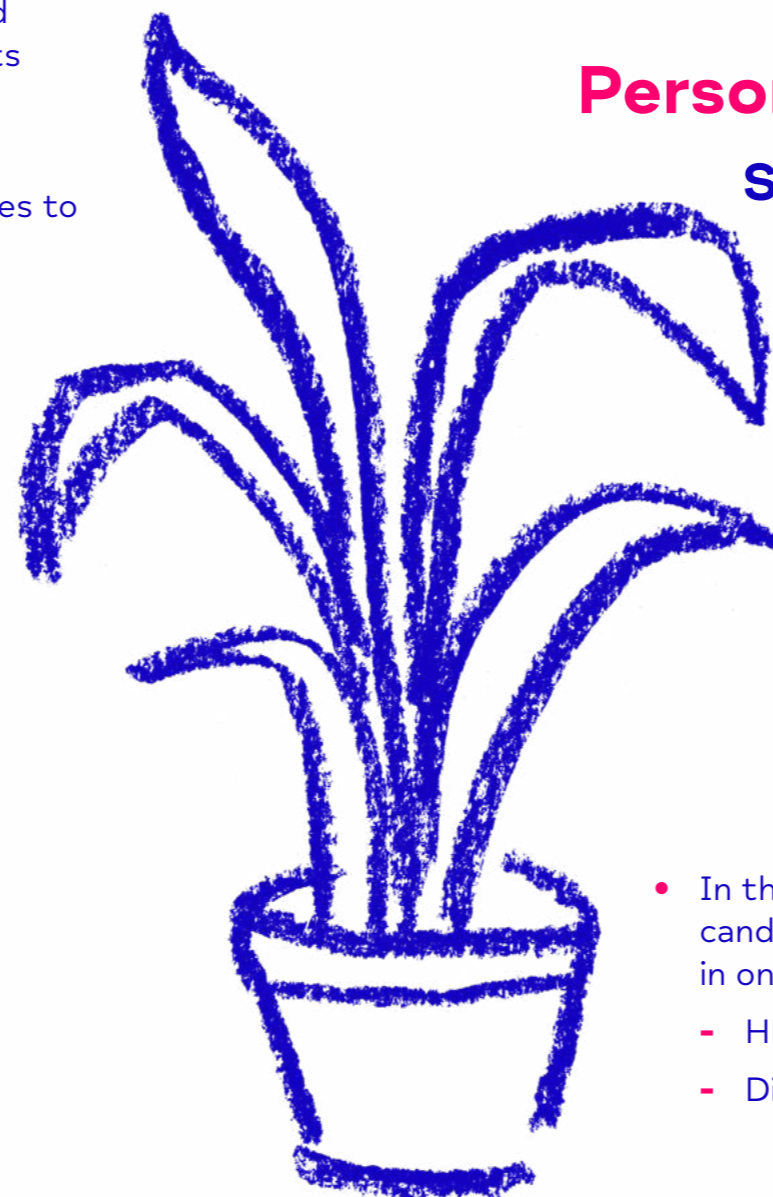
Person Specification

Skills

- Excellent communication skills, including active listening skills
- Ability to work effectively as part of a team
- Strategic vision
- Good, independent judgement
- Ability to analyse information effectively and challenge appropriately.

Experience

- Live in, and/or have a good understanding of the diverse local communities in Bromley, Greenwich, Lambeth, Lewisham and Southwark
- In this recruitment, whilst we will consider all strong candidates, we are particularly seeking people with experience in one or more of the following areas:
 - HR
 - Finance
 - Digital: IT and Data
 - Lived experience as a dementia carer.



Knowledge

- Understanding of the legal duties, responsibilities and liabilities of Trustees.

Qualities and Behaviours

- Commitment to the organisation and its purpose, vision, values and aims
- Collaborative and open to listening and learning
- Honest and with a high level of integrity
- Willing and able to devote the necessary time and effort to the role
- Willing to share relevant skills, expertise and experience
- Tact and diplomacy.

Time Commitment

The role of Trustee is expected to take an average of approximately 6 hours per month. This includes preparation for and attendance at an average of one Board or Committee meeting per month, as well as occasional events. Board meetings take place in London Bridge on Wednesdays starting at 4pm or 5pm. Trustees are encouraged to attend in person, but we do have a hybrid option. Most Committees meet online.

All Trustees are appointed for a 3-year term, with the potential for serving up to a maximum of three terms.

Further information

Inclusion is one of our core values and we see great benefits in having a diverse Board. We are keen to sustain and build on our heritage in providing culturally specific services to under-served communities and to ensure we have a diverse Board. We value the perspectives of those with lived experience of mental health problems on our Board.

This is a voluntary role. SEL Mind will pay out of pocket expenses.

The successful applicants will be required to sign the Trustee Code of Conduct and to undergo an enhanced DBS check. They will also be expected to complete mandatory training for SEL Mind Trustees.



Recruitment Process

If you would like to join the Board of SEL Mind, please complete your application using our online recruitment portal at <https://selmind.current-vacancies.com/Careers/South-East-London-MIND-Vacancies-3327>

If you would like to find out more about the role before applying, please contact HR@selmind.org.uk to arrange an informal discussion.



Closing date: Sunday 21 June 23.59

Likely interview date: Monday 06 July

Preferred candidates will be invited to attend the Board of Trustees meeting on 23 September, with a view to being elected onto the Board.

The successful candidates will receive a thorough induction, led by the Chair and Chief Executive.

We look forward to hearing from you.



South East London mind



selmind.org.uk

@selmind



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