



Trustee

Job description & person specification

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| Job title | Trustee |
| Salary | This is an unpaid voluntary role. Reasonable travel expenses can be claimed |
| Time commitment | 4 hours per month |
| Reporting to | Chair of the Board of Trustees |
| Location | West Kent, with meetings in Sevenoaks |

Purpose of the role

West Kent Mind provides a growing range of services with and on behalf of people with mental health needs.

To be a trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a trustee is to ensure that West Kent Mind fulfils its legal and statutory obligations and delivers on its vision, mission and values.

Main duties

Contribution to the Board of Trustees

- Act in the best interests of West Kent Mind and contribute to effective, balanced and informed Board decision making.
- Contribute actively to the Board's role in giving strategic direction to the organisation, including defining its goals.
- Act at all times with reasonable care and skill, making use of your skills and experience and taking advice as appropriate.
- Give sufficient time, thought and energy to your role, for example by preparing for, attending and actively participating in Board meetings.

Governance

- As a member of the Board of Trustees, to take joint and several responsibility for developing the organisation's aims, objectives and goals.
- Make sure the organisation is carrying out its purposes for the public benefit and as defined in its governing document.
- To take joint and several responsibility for the overall governance and strategic

direction of the charity, its financial health, and the integrity of its activities.

- Ensure that the organisation complies with its governing document and its statutory and legal responsibilities.
- Have an awareness and understanding of the individual and collective trustee responsibilities, making sure that there is no overreliance on one or more individual trustees in any particular aspect of the governance of the organisation.

Representing West Kent Mind

- To act at all times as an effective and proactive ambassador for the organisation.
- To safeguard the good name and values of the organisation.
- To ensure that where any personal interests or loyalties conflict with your duty to the organisation, that these are declared to the Chair. }.

Organisational management

- To ensure that there is effective delegation and respect the difference between management which is delegated to the Chief Executive and his or her management team, and governance.
- To hear appeals for disciplinary hearings and grievances.

Organisational performance

- Contribute to the responsible management of the West Kent Mind's resources, including evaluating performance against high-level targets and the ongoing financial integrity.
- Ensure that the organisation is accountable and able to demonstrate this, for example by complying with statutory accounting requirements, the law and ensuring that the organisation is well run and effective.

The above list of duties is indicative only and not exhaustive. The trustee will be expected to perform additional duties which are reasonably required of the role.

Person specification

All experience may be paid or voluntary, full or part-time, in the UK or overseas.

Essential experience

- A proven track record of operating at strategic level in an organisation.
- Experience in one or more specific areas, such as legal, financial, fundraising, HR, IT systems, marketing, digital media and PR, experience of engaging diverse communities and mental health through professional or lived experience.
- Demonstrable experience of building and sustaining relationships with key

stakeholders and colleagues to achieve organisational objectives.

Essential skills and competencies

- Good, independent judgement and effective decision making.
- An ability to work effectively as a member of a team.
- Good IT skills including use of Microsoft Office.
- Empathy and understanding of people with mental health problems and to be responsive to the hopes, needs and aspirations of people with mental ill health.

Essential attributes

- Professional, enthusiastic, self-motivated and proactive with a commitment to the aims of West Kent Mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An understanding of the respective roles of the chair, trustees and Chief Executive. A willingness to devote the necessary time and effort to the role.
- Ability to work impartially and with fairness.
- Ability to be flexible and adaptable.
- Discretion and judgment when dealing with sensitive and/or confidential information.
- Understanding and commitment to equal opportunities.

Desirable experience

- Experience in a charitable or mental health setting.
- Successful experience of operating within a Board in a charitable, public sector or commercial organisation.