



Chair and Vice Chair Recruitment Pack





At Health in Mind, we've been promoting positive mental health and wellbeing in Scotland since 1982. We do this by providing a wide range of services to support people and enable them to make a positive difference in their lives.

We strive for people in Scotland to live in a supportive and resilient community where mental health is understood and people lead fulfilling lives. We work together to positively impact people's mental health and wellbeing. We create awareness and understanding of mental health and wellbeing within communities.

We currently provide services across Edinburgh, the Lothians, and the Scottish Borders and we also have a number of national services. We provide a continuum of support through a range of models such as peer support, supported self-management and trauma support.

It's an exciting time for us as we celebrate our 40th birthday and develop our strategy from 2023 onwards. We are currently seeking a Board Chair and Vice Chair who share our vision and ambition to support people's mental health and wellbeing across Scotland.

Board Directors are responsible for the charity's governance and strategy, and for making sure that the charity is administered effectively. They have ultimate accountability for its activities and outcomes. Health in Mind Board of Directors currently comprises 13 members, with two members (our Chair and Vice Chair) retiring at the end of 2022.

We are currently seeking applications from people who have health and social care or other relevant expertise and experience. We offer a full induction and ongoing learning and development opportunities.

Health in Mind Board meets six times a year, currently via a mix of video conferencing and in person meetings, usually in our city centre office in Edinburgh. The Board is supported by three focussed committees, currently meeting quarterly by video conference.

Closing date for applications is 9 August at noon, and interviews will take place on 16 August 2022

If shortlisted, there will be an opportunity to meet informally with Health in Mind Chief Executive prior to an interview conducted by small panel of current Board Directors.

Successful applicants will be expected to provide two references and be prepared to join the PVG scheme.

If you would like any further information, you can contact Wendy Bates, Chief Executive, at wendy.bates@health-in-mind.org.uk, 0131 225 8508, or you can complete the Board Director application form directly.

1. Board Chair Role Description

Leadership	<ul style="list-style-type: none"> • Be willing and able to lead in partnership with the Chief Executive • Represent the Organisation externally as required
Purpose	<ul style="list-style-type: none"> • Ensure the Purpose, Vision, Mission and Values of the organisation are clear • Ensure the Board discusses, agrees, and regularly reviews the above • Together with the Board, ensure decisions made advance the vision, mission, and values of the organisation
People	<ul style="list-style-type: none"> • Develop and maintain a productive working relationship with the Chief Executive • Together with the Board, ensure Board Directors are aware of, and comply with, their duties • Together with the Board, ensure succession plan is in place
Governance	<ul style="list-style-type: none"> • Steer the Board in identifying the key governance decisions to be made • Ensure governance structures and processes are appropriate by ensuring the Board review, evaluate and revise them as required • Ensure well founded decision-making which is democratic and fully participative • Manage potential conflicts of interest to ensure probity is maintained and there is appropriate transparency
Procedure	<ul style="list-style-type: none"> • Contribute to preparation of Board agenda in consultation with the Chief Executive and other Board Members • Take a lead in ensuring that Meetings are run effectively, efficiently and that accurate minutes are recorded • Ensure that all Meetings comply with the Articles of Association
Committees	<ul style="list-style-type: none"> • Ex-officio member of Board Committees: <ul style="list-style-type: none"> ○ Finance Committee ○ Risk and Compliance ○ People Committee <p>with option to attend as desired/ appropriate</p>

2. Board Vice Chair Role Description

Leadership	<p>In absence of Chair:</p> <ul style="list-style-type: none"> • To act on behalf of the chair in circumstances where the chair is unavailable • Be willing and able to lead in partnership with the Chief Executive • Represent the Organisation externally as required
Purpose	<p>Help the Chair:</p> <ul style="list-style-type: none"> • Ensure the purpose, Vision, Mission and Values of the organisation are clear • Ensure the Board discuss, agrees and regularly reviews the above • To support the Chair together with the board, ensure decisions made advance the vision, mission and values of the organisation
People	<ul style="list-style-type: none"> • Develop and maintain a productive working relationship with the Chair. <p>Support the Chair to:</p> <ul style="list-style-type: none"> • Develop and maintain a productive relationship with the Chief Executive • Together with the Board to ensure Board Directors are aware of and comply with their duties • Together with the Board, ensure succession plan is in place
Governance	<p>Support the Chair to:</p> <ul style="list-style-type: none"> • Steer in identifying the key governance decisions to be made • Ensure governance structures and processes are appropriate by ensuring the Board review, evaluate and revise them as required • Ensure well founded decision-making which is democratic and fully participative
Procedure	<p>Provide and support the Chair:</p> <ul style="list-style-type: none"> • Contribute to preparation of Board agenda in consultation with the Chief Executive and other Board Members • Take a lead in ensuring that Meetings are run effectively, efficiently and that accurate minutes are recorded • Ensure that all Meetings comply with the Articles of Association
Committees	<p>In absence of Chair:</p> <ul style="list-style-type: none"> • Option to attend Finance, Risk and Compliance and People Committee, as desired/ appropriate

3. Board Role Description

The Board is responsible for governing Health in Mind in line with its vision, aims and charitable objectives and providing overall policy direction whilst safeguarding its values and good name.

Health in Mind is a charity registered in Scotland and a company limited by guarantee. Trustees are responsible for ensuring compliance with the legal and statutory requirements of a Scottish Charity as set out by OSCR (Scottish Charity Regulator), and of a UK company as set out in relevant company law including Companies Act 2006.

The role and responsibilities of the Board are to:

1. Act in the interests of the charity: operate in a manner consistent with the charity's purpose, with care and diligence and manage any conflict of interest between the charity and any person or organisation who appoints trustees

- Determine the mission and strategic direction, and ensure that Health in Mind stays within its remit and within the law
- Ensure that Health in Mind meets all its statutory and legal requirements, and that it acts in accordance with the Articles of Association and its Code of Conduct
- Ensure that appropriate safeguarding measures are in place to prevent and protect people using Health in Mind services
- Drive strategic planning and review in accordance with Health in Mind's Articles of Association and defined values
- Ensure that the activities of Health in Mind, and the policies to support those activities, are in line with the purpose, mission, vision, values, and approach, and that these arrangements are kept under continuous review
- Provide leadership and oversee the delivery of results
- Involve and consider the views of all stakeholders as appropriate when defining strategic direction and managing risk
- Approve and ensure effective corporate governance arrangements are in place, and that these are fit for purpose
- Ensure that Health in Mind follows governance best practice
- Review and assess the effectiveness and impact of governance arrangements on an ongoing basis
- Ensure that board members have the appropriate skills and knowledge to comprehend and use financial and governance information they are asked to review. The board should enable this through appropriate recruitment, induction, and development processes
- Select and remunerate the Chief Executive, and ensure good management
- Ensure a high standard of corporate governance and personal behaviour throughout Health in Mind, including approving policies and procedures, and overseeing an appropriate risk management system
- Be clear about the most significant strategic risks facing Health in Mind and ensure mitigation steps are in place through input to and regular reports on risk management
- Review and approve strategic partnerships with other organisations

2. Comply with the Charities and Trustee Investment (Scotland) Act 2005 (specific duties):

Charity details on the Scottish Charity Register and Companies House

- Through delegation to the Chief Executive, ensure that OSCR and Companies House hold the latest information about Health in Mind

Reporting to OSCR and Companies House

- Through delegation to the Chief Executive, ensure that Health in Mind complies with the statutory duty to supply annual monitoring, charity accounts and notification of changes to OSCR and Companies House

3. Financial records and reporting: Health in Mind must keep proper accounting records, prepare a statement of account, including a report on its activities, at the end of each financial year, have the statement of account independently examined or audited, send a copy of the accounts, along with the annual return, to both OSCR and Companies House and keep accounting records must be kept by the charity for a minimum of 6 years from the end of the financial year in which they were made.

- Ensure effective planning and control takes place, approve the annual business plan and budget, agree targets, including financial, and monitor performance against these
- Develop and approve clearly defined financial management, control and expenditure policies and procedures for the purposes of ensuring transparent and authorised use of resources. This will necessarily include the setting of appropriate expenditure limits, which will be subject to periodic review
- Appoint external auditor and tender for auditor no less frequently than every seven years
- Ensure that effective audit takes place, approve the annual accounts prior to publication, and take on board any recommendations of the auditors
- Ensure that adequate finance is in place, and that productive relationships are maintained with representatives of financial support organisations

4. Fundraising: Trustees are responsible for taking control of how their charity fundraises

- Ensure Health in Mind has an effective Ethics Policy, which informs fundraising within the organisation
- Ensure oversight of how Health in Mind fundraises, through the development and implementation of a fundraising strategy

5. Providing information to the public: Trustees must make sure that their charity meets legal requirements when referring to their charitable status, for example in advertisements, and in their duty to provide information about their charity to the public

- Ensure that the public is adequately informed of the work of Health in Mind, through the development and implementation of a Communications Strategy



4. Terms of Office

Board Directors are appointed for a three-year term and may be re-appointed for a second three-year term and subsequent one year term.

Remuneration

The positions are voluntary and not remunerated. Out of pocket expenses will be paid in line with our policies.

Training and Development

Board Directors will receive full induction, along with access to further training / learning. Board Directors will also be offered an annual review to support personal learning and growth and also that of the Board as a whole

Equal Opportunities

We are committed to creating an inclusive environment where all people can contribute to reach their full potential, regardless of individual characteristics or circumstances.

We welcome applications from all suitable candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Time Commitment

The Board currently meets six times a year, on Mondays from 6.00pm with an informal meeting from 5.45pm. Our meetings are currently conducted remotely, via Zoom. We expect to continue to offer a hybrid meeting model. When attending in person, meetings are held in our offices at 40 Shandwick Place Edinburgh. We expect Directors to be able to attend the majority of our meetings.

Health in Mind Board of Directors currently also has three Committees which meet quarterly:

- Risk and Compliance Committee
- Finance Committee
- People Committee

We have an agreed Scheme of Delegation and Terms of Reference which inform the work of Committees.

Additional communication may be required between meetings via email, and Board Directors will also be required to set time aside in advance of meetings to read all papers relating to meetings.

5. Information about Health in Mind

Our values are at the core of everything we do.

- We work with **compassion**; ensuring people feel valued and empowered to live the life they want to live.
- We demonstrate **integrity** in our work; doing the right thing at all times even when this takes great courage.
- We show **respect** for everyone we work with, work for and support through our services.
- We are passionate about **realising potential**; of the people using our services, our staff and our volunteers.
- Our approach is **inclusive**; we are keen to break down the barriers which prevent people from accessing resources that could improve their mental health and wellbeing.

Our approach is built on three main principles:

- We are Person Centred
- We are Trauma Informed
- We are Strengths Based

Our main principles are further compliment by the following beliefs:

- We believe in working with communities
- We believe in positive and hopeful communication and outlook
- We believe in collaborating and co-producing
- We believe in creativity
- We believe in being reflective.

We support around 3,800 people every year, across Edinburgh, the Lothians and the Scottish Borders. We are also a key partner within the In Care Survivors Alliance, delivering Future Pathways and Redress Support which has supported an additional 1,600+ people.

Governance and Leadership

Health in Mind is a Charity and Company Limited by Guarantee, governed by a Board of Directors who are also Trustees of the Charity. The day-to-day management is delegated to our Chief Executive.

Health in Mind operates a clearly defined line management structure. Each of the service teams is managed by a Service Manager who in turn is accountable to the Chief Executive and Depute Chief Executive. Our Core Services Team provide financial and administrative support.



Staff and volunteers

Health in Mind has around 135 members of staff and 150 volunteers at any one time and are proud to hold the Investing in Volunteers Award and Gold Investors in People accreditation.

Funding

The services we deliver are commissioned by a range of statutory bodies. We also generate our own income through fundraising, training, enterprise and self-funded service provision. In 2020 - 2021, our turnover was £6m.

The most recent annual accounts are available on our website.

6. Overview of Health in Mind services

Trauma Support and Training

- **Trauma Counselling Line Scotland**
Telephone and video counselling for adult survivors of childhood abuse living across Scotland.
- **Trauma Support**
Practical and emotional support for survivors of childhood trauma
- **In Care Survivors Alliance**(delivered as part of an Alliance together with Penumbra, NHS Greater Glasgow and Clyde and the Scottish Government)

Future Pathways: support for people who experienced abuse and/ or neglect in care in Scotland

Redress Support: supporting people going through the redress application process

- **Bridge to Support**
Support for survivors of childhood sexual abuse, who were abused by a Jesuit, their staff or volunteer. This service is funded by the Jesuits.
- **Trauma Training Service**
Delivers a range of trauma training in order to generate income for Health in Mind

Early Intervention and Community Based Support

- **Online mental health and wellbeing information**

Four websites providing online mental health and wellbeing information which can be helpful to individuals, carers, families and friends of people experiencing mental health difficulties; employees of service providers across the statutory, voluntary and private sectors or anyone with an interest in mental health and wellbeing.

Edinburgh: www.iThrive.org.uk
Midlothian: www.midspace.co.uk

East Lothian: www.eastspace.org.uk
West Lothian: www.westspace.org.uk

- **Befriending and Peer Connecting**
Support to help people to make connections within their local community through the support of volunteers, many of whom offer peer support
- **Anxiety and Depression Peer Support Group**
Peer led open support group meeting on a monthly basis
- **Equal Access**
One to one and group mental health and wellbeing support for people from minority ethnic communities
- **Guided Self-Help**
Support based on the principles of Cognitive Behavioural Therapy for people with mild to moderate anxiety or depression, stress or insomnia.
- **One to one and group support**
Support to help people understand more about their mental health and wellbeing and develop coping strategies to self manage in order to maintain a positive sense of mental health and wellbeing
- **Listening Space**
Drop-in service providing a listening ear; sharing coping strategies and tools for wellbeing.
- **Peer Support**
Facilitate the development of peer work within Edinburgh, Borders, East and Midlothian in addition to providing a range of peer support services
- **Art Psychotherapy**
Support for people to work with their mental, emotional and physical wellbeing using art materials alongside talking.
- **Thrive Welcome Teams (Edinburgh) and Midlothian Access Point**
Work as part of multi-disciplinary teams to provide open access mental health support, short term interventions and supported access to wider community services and support
- **CLEAR: Community Lived Experience for Alcohol and Drug Recovery**
Peer support for people with substance use issues who want to work towards positive mental wellbeing.
- **Wellbeing College**
Mental health and wellbeing learning opportunities across the Scottish Borders
- **Spring Social Prescribing**
Social prescribing service working across the Scottish Borders offering holistic support for those experiencing mental health difficulties



Counselling and Talking Therapies

- **Counselling Services**
Trauma Counselling, Counselling in North East and South East Edinburgh
- **Lothian Deaf Counselling Service**
Counselling for Deaf, deafened and hard of hearing adults across Lothian
- **Wellbeing Services and Training**
Income generation through providing counselling and a variety of mental health and wellbeing training courses

Fundraising

Health in Mind has a vibrant fundraising offer, raising much needed unrestricted funds for the organisation. If you would like to raise money for Health in Mind, we can put the 'fun' into your fundraising efforts!

Health in mind website

Health in Mind's website provides more information about the organisation, services, training and job opportunities. Visit www.health-in-mind.org.uk.

7. Information about current Board Directors

Christina Naismith (Chair)

Christina has worked in a range of policy, planning, and management posts in local authorities and in joint posts with the NHS, mostly in mental health and adult services. She also worked for the Social Work Inspection Agency and for the Care Inspectorate.

Prior to joining the Scottish Government Health and Social Care Directorate in 2015, she led national work on development and support for strategic commissioning in the Joint Improvement Team (JIT) and was a JIT lead for a number of Health and Social Care Partnerships. Currently, Christina is the Head of Strategic Commissioning for Scottish Government. In her spare time, Christina enjoys travel, art, reading and being with her family and friends.

Be Morris (Vice-Chair)

Be is a retired Community Development Worker, having spent 27 years working in the mental health field in both development and managerial roles. Be has always worked in the Third Sector – initially for the Edinburgh Association for Mental Health (now Health in Mind) where she played a pivotal role in developing service user-led initiatives. For the last 20 years, she worked for Penumbra, managing and progressing their short breaks and respite service.



Be has always been committed to facilitating service user empowerment and leadership in advancing the services they find useful. She has extensive, past and present experience of sitting on Third Sector Boards. Be is pleased to have the opportunity to join the Board of Health in Mind – She has always admired the organisation's diverse and creative approaches to contributing towards mental health for all.

Jeneen Gill-Graham (Chair of Risk and Compliance Committee)

Jeneen moved to Edinburgh from London in 2016 and joined Standard Life as a test team manager, responsible for managing the testing of all actuarial model developments. More recently she has moved to work within the customer proposition area of the business, creating a governance framework across the Pensions and Savings business to ensure that we continue to meet customer needs. Jeneen joined the life actuarial graduate scheme at Ernst and Young in 2010 and spent four years focusing on actuarial audit and product remediation.

She qualified in 2014, shortly after moving to Prudential Group to join the Group Insurance Risk team focused primarily on managing the risks in the Asia business followed by a year looking at Longevity risk in the UK business. As well as being on the Board of Trustees at Health in Mind, Jeneen is a Director of MY Adventure, a social enterprise based in Muirhouse that offers outdoor adventure activities.

Barry Johnstone (Chair of People Committee)

Barry is the Director of People of Caledonia Housing Association, a large and complex social housing charity providing homes and services primarily to people in housing need.

As Director of People, Barry provides strategic leadership in the development of people, organisation and culture. His remit includes human resources, organisational development, internal communications, and health, safety and wellbeing.

Barry has significant executive and non-executive experience in governance roles. He also had leadership roles managing significant organisational change and transformation.

Working for over 20 years in social housing has highlighted to Barry how improved mental health awareness and support is vital to help people fulfil their potential and create resilient communities.

Hazel Robertson (Chair of Finance Committee)

Hazel started her career in the NHS as a finance trainee and progressed to Director of Finance roles in several Health Boards in the NHS. She spent a short time at an Edinburgh charity that provided service to vulnerable people, followed by two years at the University in the development and alumni department. She returned to the NHS in Orkney and was a key player in gaining funding approval, and for



commercial management of the contract for a new rural general hospital, an ambition of the island health board for many years.

In 2018 Hazel moved to the further education sector in the Borders. Her portfolio over the years has included not just finance but also procurement, IT, Risk and Compliance, Corporate Services, Information Governance and Data Protection, performance management, Transformational change and programme management. She has been a volunteer Samaritan since 2013 and the lead trainer for new volunteers and ongoing training and mentoring. She is committed to making an impact for the local community and working in partnership

Barbara Osborne

Barbara is Chief Executive of Music in Hospitals & Care (MiHC) and has an extensive experience within Fundraising, Marketing and Health. With over 20 years of working in the voluntary sector in roles including Director of Income Generation & Marketing at Myeloma UK, Head of Volunteer Fundraising (Scotland/Northern Ireland) at British Heart Foundation (BHF), and Regional Fundraising Manager at Children's Hospice Association Scotland (CHAS), she is also an active member of the Institute of Fundraising.

James Jopling

James has worked almost exclusively in the charity sector for the past 25 years for organisations such as Cancer Research UK, Oxfam, Shelter, Breast Cancer Now, Samaritans and British Heart Foundation. He is currently Scotland Director with Parkinson's UK. His experience ranges from fundraising to external relationships as well as developing and leading partnerships. He has also recently been a trustee at the Scottish Refugee Council.

His four years as Executive Director at Samaritans cemented an interest in mental health and wellbeing and the role we can all play in supporting one another through whatever life throws at us.

Brian Young

Brian has been working in the field of health and social care for 20 years, in both the public and voluntary sectors. He recently decided to take early retirement from Inverclyde Health and Social Care Partnership, where he was latterly their lead for organisational development.

Brian has held previous roles with Stirling and District Association for Mental Health (SDAMH), where he was a volunteer befriender, their information manager (InTouch Stirling/Forth Valley) and Suicide Prevention Co-ordinator.

In 2006, he moved to Inverclyde Council, initially in a lead role for improving mental health and suicide prevention. Brian progressed into a wider health improvement policy role in 2010, before moving to his most recent post in July 2019.



Brian has a passion for behavioural change, reducing inequalities and helping organisations and individuals to be the best they can possibly be, which is all augmented by his drive for professional and personal development.

Jennifer Donnelly

Jennifer is a member of the Institute of Chartered Accountants of Scotland, having qualified as a CA with KPMG in Glasgow, as well as an affiliate member of the institute of Internal Auditors. Her first move away from practice was with Shell, where she designed financial controls, before moving into FMCG industry as an Internal Auditor with William Grant & Sons.

She has continued to work with iconic Scottish brands as Head of Internal Audit for Distell International, C&C Group plc and is now the Group Head of Internal Audit for Baxters Food Group in Edinburgh, where she continues her passion for compliance, assurance and drive for financial excellence.

New Board Directors

A further four Board Directors are in the process of being appointed to the Board.

8. An application form

Attached as separate document.

Please complete and return to recruitment@health-in-mind.org.uk