



# Treasurer

Candidate Pack

 mind in Salford





# Welcome

**I am delighted that you are interested in joining the Board of Trustees at Mind in Salford (MiS) as Treasurer.**

Having recently joined the Board as Chair, beginning our search for the important role of Treasurer marks an exciting chapter for our organisation.

We are passionate about promoting positive mental health and are committed to supporting local people living with mental health problems to get both support and respect.

We are particularly proud of the brilliant work we have done in recent years, especially continuing to provide outstanding advocacy and support throughout the Global Pandemic, and improving psychological wellbeing within the LGBTQ+ community through our innovative Radical Self-Care programme with [Rainbow Mind](#). This is an exciting time for Mind in Salford, as we work on developing a brand-new strategic plan that will focus on how we can have an even greater impact on the local community through our services and campaigns.

The successful candidate will play an essential role in supporting the board, CEO and Senior Leadership Team by offering financial guidance and insight. You will have experience in overseeing finances at a strategic level, and will bring to the role the ability to share best practice, support effective financial management, and contribute to creating a high-performing, supportive Board.

As our Treasurer, you'll be joining a dedicated Board to help shape our approach to finance and risk, in collaboration with a talented and passionate Senior Leadership Team. We're looking for someone that is enthusiastic about sharing their time and expertise to help the charity continue to provide outstanding services and deliver an ambitious new strategy.

We hope that you'll want to join us on our mission to make a positive difference to the wellbeing and mental health of local people, and look forward to hearing from you.

**Rimpy Batta (she/her)**  
**Chair of the Board**



# About Mind in Salford

**Mind in Salford is an independent, user focused charity providing vital services to make a positive difference to the wellbeing and mental health of local people.**

We represent the voice of Salford in campaigning to dispel stigma and influence political, social and cultural change around mental health.

Above all, we put individuals first and are deeply committed to helping people struggling with their mental health get both support and respect.



**Turnover of just under £1.2 million (2021-2022)**



**65 staff  
5 trustees**

## 50 Years of Mind in Salford

Since 1972, Mind in Salford has been providing mental health and wellbeing support to the local community, working to reduce mental health stigma.

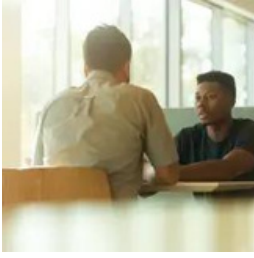
Over the last 50 years Salford has changed a lot, and so have we! Our team has grown over the years to support more people in our local area, with new services and projects offering help to thousands of people in new and innovative ways. Throughout this, we have been committed to helping people struggling with their mental health and wellbeing get the support and respect they deserve.

We have been lucky enough to have many thoughtful and generous supporters over the years, who have helped us to continue this vital work. Every volunteer, fundraiser and supporter has been a part of our movement for positive change, creating a kinder, fairer world without mental health stigma, where everyone's wellbeing is valued and taken seriously.



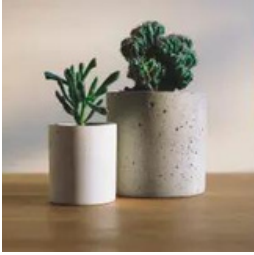


# Our Services



## Advocacy

We help people to express their views, secure their rights, represent their interests and obtain services they need. At the Advocacy Hub, we provide both statutory and non-statutory advocacy.



## Mindfulness

To be Mindful is to be aware of your thoughts and actions in the present moment, without judging yourself. We offer a variety of courses and sessions for individuals, workplaces and to become mindfulness practitioners.



## Welfare Rights & Debt Advice

We provide free, independent, impartial and confidential advice for adults in Salford who are registered with a Salford GP and who have a mental health condition.



## Training

We offer affordable mental health training for both individuals and organisations, as well as bespoke options. Our courses are a great way to get the mental health conversation started and create lasting, meaningful change.



## Rainbow Mind LGBTQ+ Project

Rainbow Mind is our collaborative project with Mind in the City, Hackney and Waltham Forest that aims to support the mental health of the LGBTQ+ community through tailored services and support.



## Online Support Resources

Our free online support resources are designed to provide help and support whenever and wherever it is needed. They provide information and help on a variety of topics and issues related to mental health.

[Find out more about our services](#)

# Governance & Partnerships

Mind in Salford currently has 6 Trustees and, in addition to the Chair, is looking for two Trustees to join the Board to replace others that are soon to step down, bringing particular experience as mental health service users.

Following the recruitment of the Chair, we will also be seeking to recruit a Treasurer in the Autumn.

Current Trustees bring a wide range of skills and experience including lived experience with mental health problems, professional expertise in health and social care, health service commissioning, HR, law, risk, and operations.

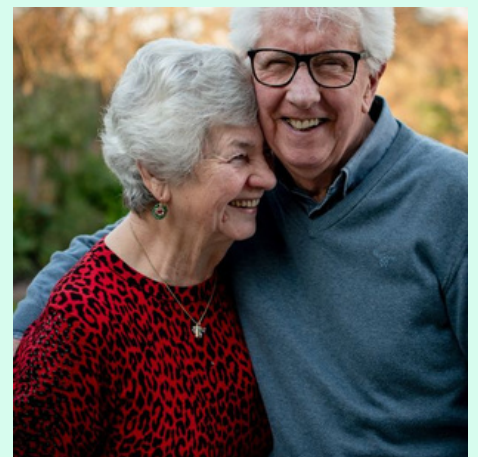
The Board currently meets bi-monthly, and we also have a Finance sub-committee, which meets four times a year.

## **Our Relationship with Mind**

We are one of 133 Local Mind Associations (LMA's), affiliated to National Mind, but responsible for our own funding and local service delivery. Being affiliated to Mind allows us to exchange ideas and information with similar organisations throughout the country, and to participate in wider campaigns promoting mental health awareness.

## **Mind in Greater Manchester**

We are also part of a partnership of five local Minds called Mind in Greater Manchester, working together to ensure people across our region experience better mental health. We empower individuals to develop their potential, and want people to live well both in their communities and at work. We believe no one should face a mental health problem alone.



# About the Treasurer Role

The role of our trustees is to govern the activities of Mind in Salford and oversee the strategic and general management. Our trustees ensure that the organisation has a clear purpose and direction, is well-run and in a strong financial position, and delivers its charitable objectives. Additionally, our Treasurer is responsible for leading the board in its oversight of our finances and offering financial guidance to the wider board, the CEO and Senior Leadership Team.

## Treasurer duties

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice.
- Oversee efficient record-keeping.
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/returns, accounts and audits.
- Review periodically the charity's financial control procedures to ensure they are up to date and adequately protect the charity and its assets.
- Lead the Finance Committee, working with the CEO, Chair of the Board and Senior Leadership Team to set appropriate agendas, reporting to the board and ensuring that action points are monitored and taken forward

## General Trustee Responsibilities

- Set, review and maintain the purpose, vision, values and aims of the charity.
- Develop strategy and keep the organisation on track with delivering it.
- Establish and monitor policies, practices and quality standards of the organisation, ensuring they are in keeping with its values, aims and objectives.
- Ensure that the charity functions within the legal and financial requirements of a charitable company, is accountable and strives to achieve best practice.
- Ensure that the organisation complies with its governing document, charity law, company laws and any other relevant legislation or regulations.
- Protect and manage the resources of the charity and ensure the proper investment of the charity's funds in the pursuit of its objects.
- Provide leadership and oversight in the area of equity, diversity & inclusion.
- Provide leadership in the area of safeguarding.
- Appoint the Chief Executive and monitor their performance.
- Maintain effective Board performance, including by making an individual contribution.

# Person Specification

## Knowledge & Experience

- Experience of managing and overseeing the financial management of an organisation, ideally involving substantial budgets/turnover of £1m+.
- Able to demonstrate knowledge of good practice in charity finance.
- Experience operating at a senior strategic leadership level within an organisation or as a non-executive.
- Experience working with or as part of a Board of Trustees or its sub-committees.

## Skills & Abilities

- Skilled in analysing financial and non-financial information at a strategic level.
- Able to chair sub-committee meetings confidently and effectively, ensuring productive, relevant discussion and effective decision-making.
- Able to combine good independent judgement with collaborative leadership and decision making.
- Able to provide effective oversight of financial management, organisational risk and people and culture.
- Ability to lead with inclusive values, whilst providing challenge, support and feedback to ensure a high-performing Trustee Board and Senior Leadership Team.
- Capable of motivating high standards of financial management and to promote and share best practice.
- Capable of supporting both the Board and Senior Leaders to understand financial information and risk, and make recommendations.

## Values, Behaviours and Qualities

- Commitment to MiS' mission and charitable objects, and able to demonstrate a passion for putting individuals first.
- A strong commitment to Equity, Diversity and Inclusion, and to promoting inclusion across MiS' Board, staff and volunteer teams, and in how it delivers its services.
- Able to demonstrate a connection to Salford and its communities.

# About the Role

## Time Commitment

Time commitment will vary but it is expected to require approximately 5 hrs/month including:

- To attend six board meetings per year (lasting approximately 2.5 hours).
- Attending six Finance Committee meetings per year (lasting 2 hours).
- Working alongside our Finance Consultant to support the CEO and Senior Leadership Team through the annual audit, including meetings with the auditors, agreeing and supporting the audit plan, and considering the audit report.
- Attending the Annual General Meeting.
- Attending Board development days and away days.
- Dedicating time to preparing for each meeting by reading the papers provided.
- Meetings are typically online (via Zoom) or hybrid.
- Trustee terms outlined in our Constitution are 3 years per term, with the option to serve a maximum of 3 terms.

## Our Commitment to Diversity

**In order for us to be able to help more people in Salford struggling with their mental health and wellbeing to get the support and respect they deserve, we need to continue to innovate and ensure an inclusive approach to everything that we do. This means having a commitment to supporting a diverse and inclusive Trustee Board.**

The ACEVO and Voice for Change Home Truths report in 2020 highlighted a significant lack of representation of Black and Asian individuals in senior roles within the charity sector and the huge lack of opportunity for Black and Asian individuals to begin, develop and succeed in their careers in the sector, including as trustees.

We also recognise that this lack of opportunity is compounded for Black and Asian people with intersecting identities, including individuals from the LGBTQ+ community and disabled people, including those with lived experience of mental health problems. We'd therefore particularly welcome applications from candidates from these communities.

We are committed to ensuring that people with a diverse range of skills and experience are encouraged to apply and contribute fully as trustees. We will strive to remove the barriers that prevent people from applying to become trustees and ensure that our application and selection processes are inclusive of and accessible to people with a wide range of skills and lived experience.





# Expressions of Interest

We are seeking Expressions of Interest throughout December and January.

We'd love to hear from you if you'd like to support Mind in Salford and become part of our dedicated Trustee Board.

Please contact [eleanor@mindinsalford.org.uk](mailto:eleanor@mindinsalford.org.uk) by 31 January 2025 if you are interested. We'll get in touch to arrange an informal chat to help you learn more about our charity, the role, and what we are looking for. This will also be an opportunity for you to ask any questions, and we'll share details about the application process and next steps.

The selection process will involve some short application questions and an interview with the Chief Executive and members of the Trustee Board.

Once appointed, the successful candidate will be invited to observe a Board meeting before being formally appointed to the role. You will receive a thorough induction from the Senior Leadership Team and Board, and will be required to sign a Declaration of Eligibility and our Trustee Code of Conduct.

**We look forward to hearing from you!**

# mind in Salford



[mindinsalford.org.uk](http://mindinsalford.org.uk)

Registered Charity No. 1156625