



Croydon's Mental Health Service Users Group

**HEAR US**

[www.hear-us.org](http://www.hear-us.org)

[AQS@hear-us.org](mailto:AQS@hear-us.org)

020 8681 6888

# Hear Us

## QUALITY MANUAL



### Section C: Running the Organisation

#### C.1.2 Trustee Application Pack

Agreed Date: 13/03/2021

Review Date: 13/03/2024

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#### **Hear Us**

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Website: [www.hear-us.org](http://www.hear-us.org)

Registered in England No. 6891337

Charity No.1135535

## **Job Description**

**Post:** Trustee

**Responsible to:** Board of Trustees

**Hours:** 3 Hours Bimonthly

**Length of Contract:**

### **Purpose:**

Hear Us is the Mental Health Service User group for the London Borough of Croydon. The aims of Hear Us are to ensure the voices of service users are represented to bring about improvements in mental health services and the de-stigmatization of mental illness. Hear Us is managed by a group of Trustees who appoint a Co-ordinator. Part of the role of the Co-ordinator is to supervise paid and voluntary staff to ensure that staff have effective guidance and support. Supervision is part of the line management system and communication of the organisation.

This job description may be reviewed by the Hear Us Trustee. The job description is not an exhaustive document and may be subject to change or revision in the future.

### **A. The duties of a trustee are:**

1. to ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations
2. to ensure that the organisation pursues its objectives as defined in its governing document
3. to ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
4. to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining

goals, setting targets and evaluating performance against agreed targets

5. to safeguard the good name and values of the organisation
6. to represent the company at functions and meetings as appropriate
7. to declare any conflict of interest while carrying out the duties of a trustee
8. to be collectively responsible for the actions of the organisation and other trustees
9. to ensure the effective and efficient administration of the organisation
10. to abide by the equal opportunities policy
11. to ensure the financial stability of the organisation
12. to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
13. to make sure the organisation is properly insured against all reasonable liabilities
14. to appoint and support the employees and monitor their performance
15. in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
16. to attend meetings, and to read papers in advance of meetings
17. to attend sub-committee meetings as appropriate
18. to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising

19. to keep informed about the activities of the organisation and wider issues which affect its work

## **PERSON SPECIFICATION**

### **The following are Essential:**

- A broad knowledge of mental/emotional distress
- Some understanding of how the mental health system works
- Able to challenge in a supportive and sensitive way

### **The following are desirable:**

- Personal experience of mental/emotional distress
- Experience of working in the voluntary sector

### **B. Trustee person specification**

Each trustee must have:

1. integrity
2. a commitment to the organisation and its objectives
3. an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
4. a willingness to devote the necessary time and effort to their duties as a trustee
5. strategic vision
6. good, independent judgement
7. an ability to think creatively
8. willingness to speak their mind
9. an ability to work effectively as a member of a team

The Board of Trustees would value skills and experience in the following areas:



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1. setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
2. financial management
3. the type of work being done by the organisation
4. legal matters
5. fundraising
6. recruitment and personnel management, including a knowledge of employment legislation
7. public relations
8. marketing
9. computers and information technology
10. campaigning
11. education and learning

Training would be made available



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### APPLICATION FORM

Please complete and return to above address

**Application for the post of:**      **Hear Us Trustee**

**SURNAME** (or family name): \_\_\_\_\_

**FORENAME:** \_\_\_\_\_

**ADDRESS:**

**POST CODE:** \_\_\_\_\_

**HOME TEL NO:** \_\_\_\_\_

**OTHER CONTACT NO:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_



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RELEVANT QUALIFICATIONS AND COURSES		
TITLE OR NAME	DATE	PLACE

**Please feel free to elaborate on this in your personal statement**



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<b>RELEVANT EMPLOYMENT</b>				
<b>Include any Voluntary Work or Experience that may be relevant</b>				
<b>Name &amp; Address of Employer</b>	<b>Position and Duties</b>	<b>Date From</b>	<b>Date To</b>	<b>Vol / Paid</b>

**Please feel free to elaborate on this in your personal statement**





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### **POTENTIAL CONFLICTS OF INTEREST**

If you consider that you have any conflicts of interest in applying for this post, please identify what these are and how you would manage them.



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### PERSONAL STATEMENT

Please use the Person Specification and Job Description to tell us what specific experience you have that will be helpful for this post (in no more than 500 words, please use additional pages if necessary)



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### REFEREE

*Please give contact details for 2 people who will be willing to give you a reference. We would prefer one to be your last or present employer but if this is more than 2 years ago, it may be more relevant to give us details of someone who knows you well. Referees will be contacted after interview.*

REFEREE 1		REFEREE 2	
Name		Name	
Position		Position	
Address		Address	
Tel No		Tel No	

Please state any dates that you are not able to attend for interview:

How much notice do you need to give before commencing work with us?

Where did you hear about this post? \_\_\_\_\_

As a mental health service user group, we are interested in employing people who have dealt with their own emotional distress, or have coped with their own mental illness. Have you, either currently, or in the past, had a mental illness, or experienced a period of acute emotional distress with which you have needed help? Yes/No

If yes, then please describe

***Thank you for applying for the post. You will be notified in writing if you are selected for interview.***



## **Confidential** Equal Opportunities in Employment Monitoring Form

Hear Us has a commitment to equal opportunities and would appreciate it if you could fill in this form. However, it is entirely optional. The information will help us with monitoring of equal opportunities. This form is not used in the selection of candidates and the information is treated as confidential and is separated from the application form on receipt.

### ***1) How would you describe your ethnic background?***

Asian or Asian British: Bangladeshi ☐ Indian ☐ Pakistani ☐

Any other Asian background .....

Black or Black British: Caribbean ☐ African ☐

Any other Black background.....

Chinese or Chinese British ☐ Other ethnic group.....

Mixed: White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ Any other Mixed background.....

White: British ☐ Irish ☐ Other White background.....

### ***2) Gender: Female ☐ Male ☐ Transgender ☐***

### ***3) How would you describe your sexuality?***

Bisexual ☐ Gay Man ☐ Heterosexual ☐ Lesbian ☐ Other.....

***4) Have you experience of mental distress and/or of using mental health services? Yes ☐ No ☐***

***5) Are you a friend, carer or relative of a mental health service user? Yes ☐ No ☐***

***6) Do you have a disability? Yes ☐ No ☐ If yes please specify:***

***7) Please add anything else here that you think is relevant or that we have missed out.***

*Thank you for completing this form.*



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Version #	Author	Date	Version Notes