



Recruitment of Treasurer

Candidate information pack

November 2023 - January 2024

About us

Rochdale and District Mind is a mental health charity that supports people in the community who are facing mental health challenges. As part of the Mind Federation and the Mind in Greater Manchester partnership, our goal is to ensure that individuals do not face mental health issues alone and can live free from stigma and discrimination.

Our team consists of over 70 dedicated staff members and volunteers who provide a wide variety of services and activities, such as counselling, group sessions, advocacy, and dementia support. We also have two cafes in the borough of Rochdale where local people can drop by for a hot drink or a bite to eat. To ensure our services are effective and rooted in the needs of the community, we involve the Service Users Forum in shaping our offerings. Our focus is on promoting recovery and wellbeing, empowering individuals to lead meaningful lives.

In recent years, Rochdale and District Mind has experienced significant growth, with both our annual turnover and staff numbers doubling. We are in a healthy financial position whilst acknowledging the need for further diversifying our income streams for long-term sustainability. Currently, our interim CEO, Mike Ruiters, is guiding us through a period of consolidation and transition whilst we begin the recruitment process for a new CEO who will work together with the board to shape our strategic plan for the coming years.

We look forward to welcoming a new Treasurer who is passionate about our cause and excited to be part of setting out our future plans.



Our vision, mission and values

Our Mission

We exist to ensure that people do not face mental health issues alone and can lead their lives free from stigma and discrimination.

Our Vision

We provide information and support to empower anyone experiencing mental health issues to improve and maintain their wellbeing. We campaign to improve services, raise awareness, and promote understanding. We promote and protect good mental health and wellbeing for everyone in Heywood, Middleton, Rochdale, Bury and N.E. Lancashire. We will not give up until everyone experiencing a mental health issue gets both support and respect.

Our Values

Our values reflect those of Mind nationally and inform all aspects of our work and support:

- Open: We reach out to anyone who needs us
- Together: We're stronger in partnerships
- Responsive: We listen, we act
- Independent: We speak out fearlessly
- Unstoppable: We never give up

Diversity

We value equity, diversity and inclusion. We value and respect all the differences that make us who we are, including age, cultural background, ethnicity and race, disability and mental health, neurodiversity, gender, gender identity and expression, sexual orientation, social background and lived experience.

We believe that a diverse board membership, coupled with a culture of listening to and acting on diverse perspectives, is crucial for effective leadership and good decision-making. Our board members are expected to demonstrate behaviours that embody respect, openness, and constructive challenge. We encourage applications from suitably qualified candidates who can bring fresh perspectives.

We are fully set up for hybrid meetings so remote attendance at our board meetings is supported.

Recruiting a Treasurer

Background to the role

Rochdale and District Mind has a diverse, friendly and committed Board comprising seven Trustees, including Co-Chairs Kate Davies-Poole and Paul Sinclair. We are seeking a dedicated individual to take on the role of Board Treasurer as our current Treasurer, Ryan Orchard, has come to the end of his term. We would like to express our heartfelt gratitude to Ryan for his invaluable contributions and commitment to the organisation.

For this role, we are looking for a qualified accountant with a passion for mental health advocacy and a desire to make a positive impact in our community. Your expertise and leadership will play a vital role in shaping the future of our organisation. If you feel you are the right person for the Treasurer role, we would be delighted to hear from you!

Being a Charity Trustee – what's involved

Every charity has a board – a group of volunteers who ensure that the organisation is effective in carrying out the purpose for which it was set up. Trustees have responsibility for overseeing the work of Rochdale and District Mind, ensuring that the organisation has a clear purpose and direction, is solvent, well run and delivers its charitable and strategic objectives.

Trustees are expected to undertake duties in a manner that reflects the organisation's values and ethos; which are open, non-oppressive, respectful, led by lived experience and committed to equality of opportunity.

Boards govern effectively by:

- Focusing on their governance responsibilities.
- Being clear about the role of the board vs the role of the executives and fostering good relationships between both.
- Ensuring the board itself operates effectively.

As a Rochdale and District Mind trustee, you'll be an ambassador for the organisation and its work. You'll share our vision of creating a society where everyone experiencing a mental health issue gets both support and respect.

What we can offer you

Becoming a trustee is a fascinating way to engage in the charity sector. It's a role which will give back just as much as you put in and often much, much more. A board role will reward the ambitious with a wealth of personal and professional skills which are valuable for both work and personal life. It will empower you with a new sense of contribution in the pursuit of a wider purpose.

Contributing to a great cause

There is no doubt that being a board member in a not-for-profit organisation is one of the most powerful ways in which you can contribute to a cause you really care about. As the Rochdale and District Mind Treasurer, you will have an opportunity to have a real impact on our work using your accountancy skills and experience to provide strategic financial oversight and guidance, making sure we get things right.

Strategic experience

Strategic experience can be hard to come by. It can often take decades to find yourself in a role which requires strategic oversight. A charity trustee role is a fantastic way of getting a head start on this, at once allowing you to develop and hone your critical thinking, problem-solving and analytical skills as well as developing vital strategic sensibilities and team working skills.

Equally, for those who have already had some strategic responsibilities, a trustee role provides an opportunity to use those skills in a significantly different context.

Continued personal development

Joining a board can be a very interesting experience, not least because it allows you to adapt and apply everything you have learned to date into an entirely new context. Through a not-for-profit board role, you can gain a clearer idea of your professional strengths and weaknesses whilst simultaneously learning altogether new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your

versatility, giving you confidence in your existing abilities whilst challenging you to push the boundaries of your expertise.

Teamworking

As a board member at Rochdale and District Mind, you are part of a team and will have the opportunity to apply your unique skills and experience, while also learning from others. Working closely with a passionate team of people who have different perspectives is often one of the most enjoyable aspects of the role.

The ability to collaborate effectively with others and to challenge constructively the ideas of fellow trustees as well as those of the Senior Leadership Team is essential to ensuring the board's strategic decisions are fully informed, reasonable and effective. Negotiating, empathising, listening, and communicating ideas and concerns are key factors in this process and often help to set the tone and culture of board meetings.

How you will be supported in the role

You will receive a full induction which will include meeting with the Co-Chairs, outgoing Treasurer and CEO, and informal support by other board members to help you settle into the role. You will also be provided with written information about the charity and the role and requirements of a trustee with useful links to support resources. Rochdale and District Mind encourages trustees to undertake ongoing training to enable them to perform the role to the best of their abilities. Where a need for training is identified and agreed upon, the cost of training is met by the charity.



About the Treasurer role

The role of our trustees is to govern the activities and affairs of Rochdale and District Mind 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 and our CEO and Senior Leadership Team.

Treasurer duties

The duties of the Treasurer role are to:

- 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 Audit and Finance Committee, working with the CEO and Finance Manager to set appropriate agendas, reporting to the board and ensuring that action points are monitored and taken forward.

The Treasurer's general duties as a Trustee are to:

- Ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensure that the organisation complies with its governing document, charity law, company law, and any other relevant legislation or regulations.
- Exercise a duty of care to ensure that the charity is well-run and efficient.
- Ensure the appropriate use of Rochdale and District Mind's charitable funds and assets in pursuit of its charitable objects and oversee the effective management of the resources and assets of the charity.

- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure that the organisation defines its goals and evaluates its performance against agreed targets.
- Safeguard the good name and values of the organisation.
- Ensure the financial stability of the organisation.
- Ensure a robust risk management process is in place to identify and address any risks impacting – or potentially impacting – the organisation.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Chief Executive.
- Ensure that all delegation by the board is recorded through terms of reference, minutes, and job descriptions and that reporting procedures are in place, recorded, and complied with.
- Ensure that Rochdale and District Mind has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size, and stakeholders to enable trustees to fulfil their responsibilities.
- Assess the board's own performance annually.
- Ensure that Rochdale and District Mind is accountable to its funders and stakeholders.

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they may have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

Expectations of trustees

- To ensure equality, diversity and inclusion is promoted and sustained through all aspects of Rochdale and District Mind's work and relationships.
- To commit to ensuring that all stakeholders have a say.
- To represent the board as necessary on internal disciplinary and complaint panels or other panels and on external bodies by agreement.
- To be aware of and accept the responsibilities of a charity trustee and director of a charitable company.

- To act properly at all times, declaring any conflict of interests or perceived conflict of interests which may have a bearing on their role as a trustee.
- To act in good faith with due care and diligence for the best interests of Rochdale and District Mind and working within the charity's vision, mission and values.
- To attend and actively participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings.
- To undertake training and attend induction.
- To respect the confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the board in relation to the agreed objectives.
- To engage with the wider work of Rochdale and District Mind and its network.
- Willingness to commit to a minimum of three years in the role.

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

- Attending six board meetings per year (lasting approximately 3 hours).
- Attending six Audit and Finance Committee meetings per year (lasting 2 hours).
- Supporting the finance team through the audit/Independent Examination including meeting with the auditors, agreeing and supporting the audit plan, and considering the audit report.
- Attending the Annual General Meeting.
- Attending the Annual Away Day.
- Dedicating time to preparing for each meeting by reading the papers provided.

Meetings are typically hybrid.

Trustee terms outlined in our Constitution are 3 years per term, with a maximum of two additional terms.

Person specification

- Certified accountancy qualification and experience of running audits, ideally involving substantial budgets/turnover of £1mln+.
- Skills to analyse financial and non-financial information and approach matters strategically.
- Ability to combine good independent judgement and team working within the board.
- Ability to work in a supportive and collaborative way with the Chair, CEO and Finance Manager, being available to them as reasonably required by email or phone between board meetings.
- A willingness to understand and accept the duties, responsibilities and obligations associated with being a trustee of a charity, including attending appropriate training, especially if a first-time Treasurer.



How to apply

[Eastside People](#) is supporting [Rochdale and District Mind](#) in the recruitment of this role. Please [click here to apply](#) by submitting your CV and a cover letter which should indicate **why you are interested in applying for the Treasurer role and how you meet the person specification**. If you would like a call to discuss the role in more detail, please email Marlijn Wijkhuizen at our recruitment partners [Eastside People](#) to arrange a convenient time marlijn@eastsidepeople.org. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability, and potential. Please contact us if you require any assistance or adjustments so that we can help with making the application process work for you.

The closing date for applications is the 18th of December 2023. Interviews will take place in the week commencing 8th or 15th of January.





Eastside People

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