

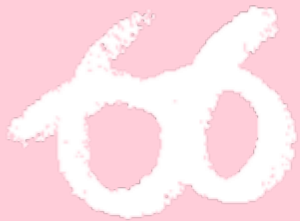


Bradford District
and Craven

Information Pack

Become the Chair of the Board of Trustees at Bradford
District and Craven Mind

June 2025



**Could you be part of
our ambitious future,
providing life-changing
mental health and
wellbeing support when
people need it most?**



About us

Bradford District and Craven Mind is a successful and independent local charity with a rich history spanning over 30 years of delivering person-focused mental health support.

The organisation helps build individual and community resilience, provides early intervention and advice, supports people in crisis and helps people to work towards recovery and sustained wellbeing through services for people of all ages, delivered from sites across Bradford District and Craven. Our services can be accessed over the phone, online and face-to-face. Support is free and available every day of the year to anyone who needs help with their mental health and wellbeing. We rely on our own resources to provide services which have been designed to meet the needs of our community.

We are recognised as a key provider in our local Health and Care system and an active member of the Integrated Care System. Our close relationships with all our stakeholders and our emphasis on developing and maintaining effective cross-sector partnerships and collaborations, allows us to deliver a wide range of innovative services and be recognised as a trusted partner.

We are affiliated to national Mind but rely on our own resources to provide support to local communities. Our services prioritise listening to and understanding the needs of local people and are delivered in partnership across Bradford District and Craven.



A word from our Chair

Welcome to our Chair Recruitment Pack. I am delighted you are interested to learn more about the role of Chair of the Board of Trustees. We are looking for a strong and inspiring leader. This pack will tell you about us, the role and what you need to do to apply. We are here to answer any questions you may have about applying and look forward to hearing why you want to join us and what you will bring to the role.

I have been the Chair for over 3 years of this amazing organisation, and am disappointed, due to changed personal circumstances, to be stepping down from this role. I am passionate about ensuring people know where to turn to that feels safe, flexible and caring when they need support for their mental health. The fantastic staff and volunteer teams are led by our CEO Helen Davey who has more than 30 years' experience working in the charitable and local authority sector.

Being a Trustee with us is a special role, which requires commitment in terms of time, and to our belief that no one should experience a mental health problem alone. It is incredibly rewarding as you have the opportunity to shape and support the work and direction of Bradford District and Craven Mind, ensuring we make the best possible difference to the mental health and wellbeing of the greatest number of people.

Ruth Mulryne



Our CEO

Helen has been the CEO for BDC Mind since autumn 2017. Over the last 7 years Helen has led the organisation with the single vision of being able to provide people from our local communities with the best support that's right for them, in the right place and at the right time. Helen has supported the organisation to grow its reach and impact year on year.

As well as overseeing Bradford District and Craven Mind's strategy and operations, she plays an active role within the Mind Federation, the West Yorkshire ICB governance groups and in the Bradford and Craven Mental Health, Learning Disability and Autism board.

Helen Davey



Our Strategy

Our vision

No one in Bradford District and Craven has to face a mental health issue alone.

Our mission

To make the best possible difference to the mental health and wellbeing of the greatest number of people.

Our Values

Our team is committed to five values which underpin everything we do:



**Caring
always**



**Working
together**



**Enabling
all**



**Supporting
everyone**



**Growing
continually**

Our Core Principles



- We put people at the heart of every decision that we make.
- We apply robust processes and use technology to minimise red tape.
- We work with partners who share our values.
- We use data information and research to inform our decisions.
- We develop inclusive and culturally appropriate services in partnership with people from our communities.
- We nurture a diverse workforce that reflects our people and our place.

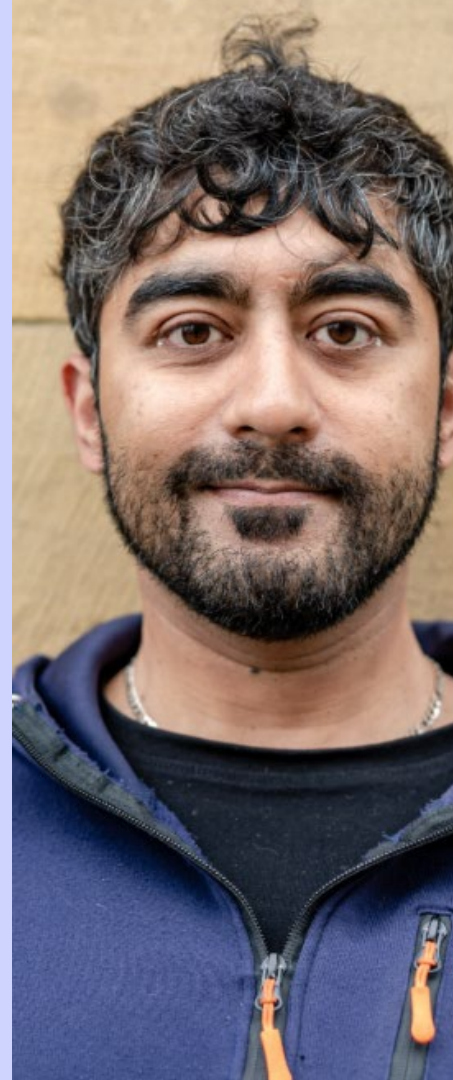
Our Objectives

1. Building capacity within our services for children and young people and increasing access to support available for them
2. Strengthening our support to adults and older people with a Severe Mental Illness and those with complex needs.
3. Reducing inequalities and increasing access to support for people from our ethnically and culturally diverse communities.
4. Developing and supporting an inclusive and diverse workforce to grow our impact and reach.



Our Strategies

1. Promoting a positive understanding of mental health.
2. Providing early intervention advice and support.
3. Providing specialist support to help people manage their mental wellbeing.
4. Being there for people in crisis.
5. Enhancing our robust and respected organisation.





In line with our commitment to continuous improvement, Bradford District and Craven Mind operates to the guidelines set out by Mind nationally and in recognition of this we have received the Mind Quality Mark.

We recognise that experiences of mental health problems vary across different groups and communities. We have a clear commitment to Equity, Diversity and Inclusion. Our mission is to champion equity, diversity, inclusivity and anti-discrimination in every nook and cranny of our organisation and beyond.

Read about our EDI work

We have also been very successful over the last few years at diversifying where our funding comes from. We generate income through a breadth of statutory sources, trusts & foundations, community and corporate fundraising. In the last three years alone we have increased our annual income by 90%; this is vital to help us meet the increasing demand from people who want our support.

Looking forward

The new Chair of the Board of Trustees will be joining us at an exciting time as we move into year two of our strategy, respond to the changes in NHS priorities and funding and adapt to the new governments priorities and approach.

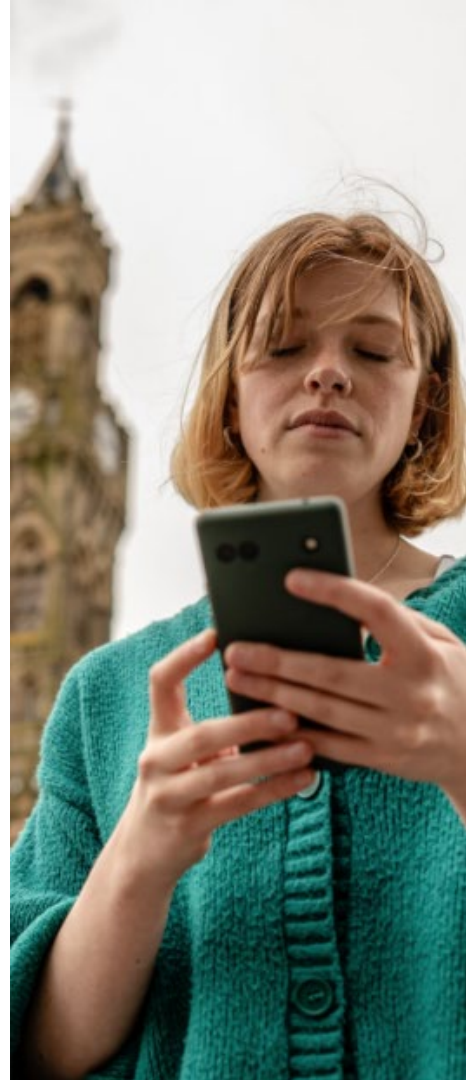
You can read about what we have been achieving through our Impact Reports and Annual Reports on our [website](#).

It is clear however there is still much more to do. We launched our new strategy in August 2024 and during 2024-2028 we will focus on delivering our four key objectives to help drive our reach and impact.

Please take time to learn more about us:

- Information on the charity's activities can also be found on the [Charity Commission's website](#).
- We employ over 120 people who provide our extensive and award-winning services to support people of all ages. We currently have 80 amazing volunteers who help provide services and support in the office. You can read about our [current Trustees and the staff team here](#).
- You can also find us on social media:

[Facebook](#) [Instagram](#) [Youtube](#) [TikTok](#) [LinkedIn](#) [BlueSky](#)



What is the role of the Chair of the Board of Trustees?

 **mind**
Bradford District
and Craven

Meet our Trustees



Ruth



Overall Purpose of the Chair Role

The Chair and Chief Executive in a voluntary organisation are the top team who need to have a shared vision and shared objectives. The Chair provides strategic direction, guidance and support to the Chief Executive, who is responsible for advising the Board and the day to day running of the organisation.

You will join a committed and friendly Trustee team, who collectively have overall accountability for the charity and are responsible for making sure it is doing what it was set up to do. .

Chair Responsibilities

- Provide purposeful leadership - creating a strong and sustained connection to purpose, steering strategy development and leading the Board.
- Be a constructive partner to the CEO - building a trusting, cohesive relationship as the 'top leadership team', providing advice, challenge and support to architect and orchestrate the progression of the organisation.
- Develop a highly effective Board – creating the environment for a high performing team, evaluating and facilitating improvement of individual and collective capability and performance.
- Facilitate and sustain good governance - ensuring delivery of the organisation's purpose in line with its governing document, ensuring appropriate allocation of resources, decision-making and accountability.
- Influence and collaborate with stakeholders - understanding the environment and systems that the organisation operates within and collaborating with others to collectively achieve the biggest positive impact.
- Engagement and Visibility – being visible and engage well across the workforce, attending key events and maintaining communication.

The successful candidate for our new Chair will be somebody who:

- is personally motivated to make a positive difference to others,
- is a strategic thinker who can see the big picture and navigate complex and contentious issues,
- is able to engage and collaborate effectively with people at all levels from different backgrounds and organisations,
- has the experience and/or personal qualities necessary to bring the best out of people through a 'coaching style' approach to leadership,
- is progressive and innovative, capable of stimulating, challenging and influencing others to contemplate and consider different solutions,
- is able to facilitate others and develop effective team working, with experience of planning, preparing and chairing meetings at senior levels,
- is experienced in financial, people and/or operational management,
- is well organised and willing to devote time to the organisation,
- understands the role of societal inequalities in mental health and has a commitment to challenging these inequalities,
- has experience of working as part of a Board or leading a Board,

Time commitment

Trustees undertake an initial 3-year term and are can be re-appointed for up to two additional terms of 3 years. A Chair is elected for an initial term of three years and may be re-elected.

The role is voluntary and the time commitment will vary. As a guide however, we expect you to commit to the following:

- The overall time commitment is approximately 2 to 3 days per month.
- Attend Induction sessions and read induction information across the first 3 – 6 months, (approx. 25 hours with flexible timings, mixture of in-person, online, reading in own time)
- Attend any additional annual training/development for all Trustees or to support you as an individual in your role (in person or online/flexible timings)
- As Chair you will meet with the CEO on a regular basis to provide support and guidance as well as staying connected to progress beyond the formal Board meetings and Development sessions
- You will need to pre read the Board papers and attend four evening Board meetings (on Thursdays 5.30 – 8pm) and a Board development half-day (on a Saturday) across the year. These are held in person, at a central Bradford location.
- The Chair should be available for ad hoc conversations with the CEO as and when needed.

In addition

All Trustees are expected to contribute to additional virtual working groups a few times a year when needed, or provide adhoc support to staff decision making, when the topic is linked to the expertise they bring to the role.

We have two half day Staff Engagement Events per year which are invaluable for Trustees to attend to engage with the staff team, in addition to any opportunities to meet clients. There may also be adhoc external events or meetings we ask the Chair to attend.

Don't worry if you think you don't meet all the criteria to be a Chair – we work as a team on the Board pulling our individual knowledge and expertise together to make decisions.

We will provide a full induction to support you to successfully take on this role.

As our Chair you will have access to membership of the Association of Chairs, a fantastic resource of peer support and guidance for your role.

If you'd like to learn more about chairing you can access A Chair's Compass, a useful guide focusing on the challenges and opportunities of being a Chair.



Ready to apply?



[Eastside People](https://eastsidepeople.livevacancies.co.uk/#/job/details/123) is supporting Bradford District & Craven Mind in recruiting for this role. Please apply by submitting your CV and a short expression of interest to this website:

<https://eastsidepeople.livevacancies.co.uk/#/job/details/123>

Please use the expression of interest (max 500 words) as an opportunity to add to the information you have shared in your CV.

We are interested to hear why you want to be the Chair of the Board of Trustees with Bradford District and Craven Mind and what experience and skills you will bring to the role, from reading this Information pack. This might come from paid work, study, community or voluntary work or other experience.

You are welcome to send your short expression of interest in writing, or as a video or audio clip, alongside your CV. Any video or audio submissions should be emailed to:

johns@eastsidepeople.org

If you would like a call to discuss the role in more detail, please email John Sanger, johns@eastsidepeople.org, to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application. If preferred, John can arrange for you to have a conversation with Helen Davey (CEO) or Ruth Mulryne (outgoing Chair).

What happens next

The closing date for applications is Monday 14th July.

Longlisting interviews with Eastside People will take place shortly after and shortlisted candidates will have an interview with the panel at Bradford District and Craven Mind during the **week beginning 28th July**.

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

We would be grateful if you can also complete and send this equal opportunities monitoring form. This is not used as part of the selection process, but it helps us understand whether we are reaching all parts of our community equally.

Just so you know in advance...

If you are invited to join the Board of Trustees you will undergo an Enhanced level Disclosure and Barring Service check, as well as company director and charity Trustee disqualification checks. There will be some paperwork to sign which includes a Trustee Declaration of Eligibility – we have included this at **Appendix 2** below.

You do not need to return this with your Expression of Interest and CV, but please do read it so you understand what you will need to sign if invited to join the Board. **This is all common practice with charities for new Trustees, but may be new to you, and we can explain any of this to you and answer any questions you may have.**

Finally,

If you know anyone else who might be interested, then please pass this Information Pack on as we would be very pleased to hear from them.

Thanks for reading about Bradford District and Craven Mind and our work. We look forward to hearing from you if you would like to express interest in becoming our new Chair of the Board of Trustees.

Appendix

Appendix 1: Equal Opportunities and Monitoring Form

Appendix 2: Trustee Declaration of Eligibility





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Bradford District and Craven Mind

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Registered charity number 1142357