

# mind Rochdale and District



Chair Recruitment  
Candidate Information Pack  
June 2025

# Welcome from our CEO

This is an exciting time to join Rochdale & District Mind. Since I joined as CEO in September 2024, I have been struck by the passion, positivity, and commitment of our trustees, staff, and volunteers. It is a warm and welcoming organisation and one I'm proud to be part of.

Recently, we welcomed a Finance Manager, Fundraising and Marketing Manager, and HR Manager. These new roles are symptomatic of our Board of Trustees' commitment to investing in our infrastructure and positioning the organisation for growth.

Aligned with this trajectory, our business plan includes the development and delivery of a new business strategy to guide us through the next three years. We are looking forward to working with a visionary, dynamic, person-centred individual or Co-Chairs who will lead us on that journey.

Here are some areas that form part of this plan:

## **Organisational Sustainability**

As part of our current business plan, we aim to boost our sustainability by diversifying our income streams, particularly independent sources. This will enhance our responsiveness to new and emerging challenges facing individuals with mental health needs, as well as marginalised communities. We will grow our fundraising and communications capacity, invest in our people, systems, and assets, and expand our reach and impact through partnerships.

## **Fundraising**

We plan to increase unrestricted income by diversifying fundraising efforts and expanding brand awareness. This includes improving our website, offering more support options for corporates and individuals, and seeking charity of the year sponsors. We aim to generate £60k of unrestricted income in 2025-26 and plan to increase this in subsequent years.

## **Partnership Working**

We will continue partnering with the national Mind Federation and with our Mind partners in Greater Manchester, fostering shared learning, cooperation, and synergies. We will also strengthen our local networks and seek new partnership opportunities, including with grassroots and small organisations, to benefit our community's mental health and emotional well-being.

## **Investing in Our People and Infrastructure**

We will invest in our head office to ensure it represents a high standard of accommodation and that we can maximise its utilisation. We will also invest in key organisational functions, including an HR department and new operational roles, to provide the right support to all staff and volunteers. We will further promote the wellbeing of our workforce and further develop our positive organisational culture and morale.

These initiatives and investments showcase Rochdale and District Mind as a charity with vision and ambition. If you are passionate about mental health and have the skills and experience to lead our organisation, we would love to hear from you. Join us in making a difference and help Rochdale and District Mind shine even brighter as a beacon of hope for better mental wellbeing.

With Warm Regards,

**Philip Bramson**

Chief Executive Officer



## About us

Rochdale and District Mind is a mental health charity that supports people in the community who are facing mental health challenges. Our area of operation is Heywood, Middleton, Rochdale, Bury and N.E. Lancashire. 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, including counselling, therapeutic group workshops, advocacy, crisis support, dementia support, two wellbeing cafés, as well as other wellbeing activities such as sports sessions. To ensure our services are effective and rooted in the needs of the community, we involve people who use our services in shaping our offer. 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. Whilst our financial health is robust, we recognise the importance of continuing to diversify our income streams for long-term sustainability.



## 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 and 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





# What our clients say

*'I've realised that I'm not alone and I have somewhere to go that can help. I've learned to try and face things rather than run away.'*

*'I feel I understand more of what has happened to me, and my anxiety and how to break my goals down into bite-sized portions.'*

*'Such a friendly place where I can really be myself.'*



## Equality, diversity and inclusion (EDI)

We are committed to creating an inclusive, vibrant culture, ensuring our diverse service users receive the best possible care suited to their needs and that our diverse staff and volunteers flourish in everything they do. We are proud to represent the local community of the Rochdale borough and continue to work to enhance and progress our diversity practices further.

We continue to embed EDI in everything we do. From celebrating and commemorating various holidays, events, and occasions, having a dedicated prayer and peace room, to chairing the local Diverse Communities Emotional Wellbeing Forum. But we know more work needs to be done on this important agenda of work, and we will continue to review our practices.

We are pleased to be recognised for our work with our Black, Asian, and Minority Ethnic communities in Rochdale. We work proactively both with our service users and with other key stakeholder organisations to tackle health inequalities. Our programmes of activity are informed by the views of the community, which has led to successes such as our Black, Asian, and Minority Ethnic menopause, women's group, and dementia services. Circa 21% of our service users are non-white, and we are proud of our achievements to date, but we are committed to increasing our impact.

We value and respect people from different backgrounds and communities, as we know diversity brings a wealth of innovation, ideas and approaches which ultimately will support us with our long-term ambition of creating a better world for people with mental health problems.

We want to represent our local diverse community which includes 27% of Black, Asian and Minority Ethnic people, 50% of people who identify as male, 50% of our community identifies as female, 19% people have a disability and 10% are from the LGBT community.

We believe that a diverse staff, volunteer, and board team, coupled with a culture of listening to and acting on diverse perspectives, is crucial for effective leadership and good decision-making. All our team members are expected to demonstrate behaviours that embody respect, openness, and constructive challenge.

Come and join our team and help us make a difference in the lives of our local diverse population. We encourage applications from suitably qualified candidates who bring fresh perspectives.





# Recruiting a Chair or Co-Chairs

We are flexible in our approach and are open to a single Chair or Co-Chair arrangement. The Chair/Co-Chairs will provide strategic leadership to the Board, CEO and staff, ensuring that Rochdale and District Mind achieves its mission while maintaining high standards of governance, integrity, and effectiveness. They will lead the Board in supporting and challenging the executive team, fostering a culture of inclusivity, innovation, and sustainable growth.

Rochdale and District Mind have undergone significant growth and transformation in recent years. We have successfully integrated our offerings into the strategic framework of our local Integrated Care Board, adapting our services to address the evolving mental health needs of our community. We are currently engaged in a phase of reflection and consolidation, and are poised to embark on the next chapter of our journey from a solid foundation. The new Chair/Co-Chair will support us on this journey.

As the future Chair/Co-Chair, you will find yourself surrounded by a dedicated and experienced support network that includes our CEO, the wider Board of Trustees, as well as our committed staff members and volunteers. Together, we share a steadfast commitment to advancing the mission of Rochdale and District Mind and making a lasting impact on the well-being of our community.

Our new Chair/Co-Chair will be an experienced Trustee or Board member with the ability to lead and experience in chairing. We are looking for people with energy and drive who can bring both knowledge and connections to the organisation.

Sitting on a Board can be an absorbing experience, not least because it allows you to adapt and apply your skills, knowledge and experience in a different setting. Even for people with previous experience of leading a Board, a Chair role can continue to provide opportunities to learn 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 while challenging you to push the boundaries of your expertise.

# Job description

## Key Information

<b>Job Title:</b>	Chair or Co-Chair – Board of Trustees
<b>Remuneration:</b>	The role of Chair is not accompanied by any financial remuneration.  Reasonable expenses may be claimed.
<b>Location:</b>	All meetings are held on a hybrid basis with the option to join online or in person.
<b>Time commitment:</b>	There are 6 full Board meetings and quarterly Committee meetings. The Chair is expected to participate in the Audit and Finance Committee and any others, according to experience and interest. The Chair is also expected to have regular meetings with the Chief Executive, participate in internal events, and represent the Charity at various events and meetings with key stakeholders on an ad hoc basis. The overall time commitment is approx. 2-3 days per month.  Trustees are appointed for an initial term of three years. Two further terms of three years can follow, up to a maximum of 9 years.

## Main Purpose Of The Role

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Rochdale and District Mind is a registered charity and a company limited by guarantee. The Board are the Trustees, Members and Directors of the charity. The Trustees are responsible for the overall governance and strategic direction of the charity, in accordance with the terms of its constitution, legal and regulatory requirements and best practice.

The Chair or Co-Chair of Trustees leads the Board, ensuring that it governs Rochdale and District Mind effectively, in service of the charity's vision and mission. They lead inclusively, supporting the Board to work together well and provide support and constructive challenge to the Chief Executive.

**In addition to the general responsibilities of a Trustee, the duties of the Chair include the following:**

- Providing leadership to the organisation and the Board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit.
- Chairing and facilitating Board meetings, ensuring decisions made advance the purpose and values of the organisation.
- Bringing impartiality and objectivity to decision-making and checking that decisions taken at meetings are implemented.
- Creating productive relationships with and among individual Board members.
- Attending events and forums when needed to help raise awareness of the charity and its work and support fundraising initiatives.
- Stakeholder engagement locally, and more occasionally regionally / nationally.

**With the Chief Executive:**

- Planning the annual cycle of Board meetings and other general meetings where required, for example annual general meeting.
- Setting agendas for Board and other general meetings.
- Ensuring the development of trustees including induction, training, appraisal and succession planning.
- Addressing conflict within the Board and within the organisation, and liaising with the Chief Executive to achieve this.
- Managing potential conflicts of interest to ensure probity is maintained and there is appropriate transparency.

**On staff employment, alongside the People and Culture Committee:**

- Liaising with the Chief Executive to keep an overview of the organisation's affairs and to provide support as appropriate.
- Leading the process of supporting and appraising the performance of the Chief Executive.
- Optimising the relationship between the Board and staff and/or volunteers working in the organisation.
- Sitting on appointment and disciplinary panels.



## What we are looking for

- Experience being on a Board and leading Board or Committee meetings.
- Good understanding of effective governance.
- Wider involvement with the voluntary sector, community and/or other networks.
- Leadership skills and a keen sense of strategic purpose.
- Independence of thought and judgement, a willingness to speak your mind and make decisions whilst also operating with sensitivity, tact and diplomacy.
- An inclusive leadership style, the ability to inspire and support everyone to participate on an equal footing.
- Understanding of and commitment to working with diverse groups.
- The ability to listen and engage effectively. Comfortable with constructive debate and can encourage that in others whilst fostering a collaborative Board environment.
- Excellent communication and interpersonal skills.
- A genuine interest and passion in mental health and our vision and mission.
- Willing to use connections or build relationships to advance the organisation.



## How to apply?

[Eastside People](#) is supporting Rochdale and District Mind in the recruitment for this role.

Please click [here](#) to apply by submitting your CV and a cover letter.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in a Chair or Co-Chair role with Rochdale and District Mind?
- How can you contribute to Rochdale and District Mind as our Chair or Co-Chair?
- Please highlight relevant experience and demonstrate how your skills match the specific requirements of the role as set out in the role description.

If you would like a call to discuss the role in more detail, please email Bernice Rook at our recruitment partners, [Eastside People](#) to arrange a convenient time at [bernice@eastsidepeople.org](mailto:bernice@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 make the application process work for you.

The closing date for applications is **Monday 28<sup>th</sup> July**, and our candidate assessment schedule is as follows:

- EP interviews and informal conversations carried out through the recruitment process with final interviews taking place by Thu 31 July.
- Formal interviews with Rochdale and District Mind Board, in the week commencing 4<sup>th</sup> August.
- The successful candidate or candidates will be asked to attend two Board meetings as an observer (the first one of which is on 13 Aug), after which the appointment will be confirmed via a trustee vote.

Eastside People is fully committed to equality of opportunity and diversity and we work with our clients to ensure that we recruit inclusively, seeking to address the underrepresentation of some groups of people in leadership teams. We warmly welcome applications from all suitably qualified candidates.

## Finally

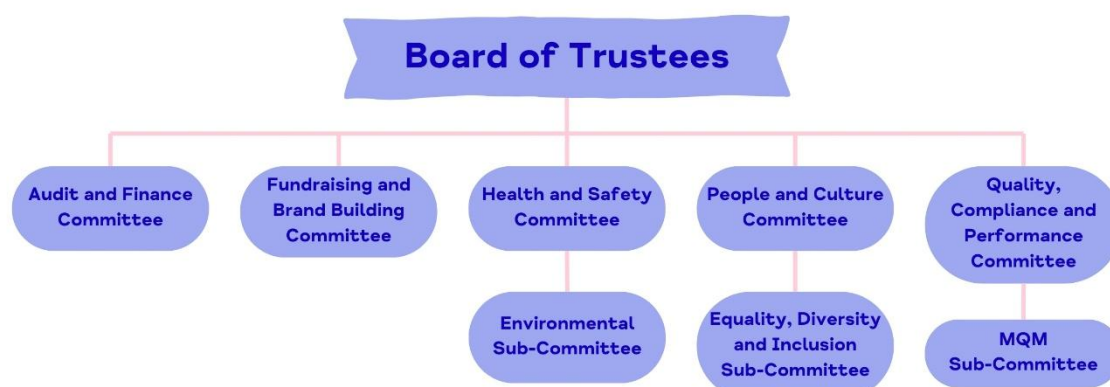
We understand AI can be a helpful tool, but please use it with caution and ensure your application is personalised and accurate.

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.

## Additional information

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Please find below a diagram representing our Board Committee structure. The Chair/Co-Chairs are expected to participate in the Audit and Finance Committee and any others, according to experience and interest.







Eastside  
People

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