**Role:**  Trustee

**Location:** The Cellar Trust, Farfield Road, Shipley, BD18 4QP

**Salary:** Voluntary (unpaid but travel and other reasonable expenses paid).

**Responsible to:** The Board of Trustees

**Time commitment:** Approximately 4 board meetings a year plus membership of a Board Committee and the AGM as a minimum. Meetings will require preparation in terms of reading the necessary papers and documents. Trustees may also need to engage in email and telephone discussions about key areas at other times. In addition trustees will also be required to undertake an induction and ad hoc training and development sessions. Trustees may be invited to attend other events and meetings. We support flexible working for all our staff, volunteers and trustees and will accommodate your availability where possible.

**Informal enquiries**

**and applications to:** Kim Shutler (Chief Executive Officer) 01274 586 474 / kim.shutler@thecellartrust.org

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There are not many people who can say that their job changes and saves lives. At the Cellar Trust we can. We are a small but growing local mental health charity based in Shipley and have been supporting people from Bradford, Airedale, Wharfedale and Craven for over 30 years. We deliver lots of brilliant services to give people a helping hand with their mental health; whatever your role is within the organisation you will have the chance to make your mark and see the impact of the work you are doing.

We already do great work (even if we do say so ourselves) but we always want to be better and that means that we constantly innovate and improve. We have lots of exciting plans for the future so that we can deliver even better services, and reach more of the people who need us.

We are looking for people to join our Board of Trustees to help provide excellent governance and direction for our dynamic and growing organisation. We are keen to attract people who have a passion for mental health and making a difference and who can also offer key skills and experience that will enhance the stability and strategic direction of our organisation.

This role is key in ensuring we carry out our activities correctly and effectively and that we comply with all our necessary legal duties as well as our governing documents and charitable objectives. Our trustees are tasked with providing strategic steer for the organisation, including involvement in developing policy, setting goals and targets and scrutinising our work. Trustees are also responsible for monitoring and overseeing our financial activity, protecting our assets and funds and appointing and managing the CEO.

We are particularly looking for people with the following skills and experience:

* Lived experience: Over 50% of our staff team are peer support and it is at the heart of what we do; it is a method of giving and receiving help based on shared experience and empathy. We would love our Board to reflect this too.
* We want to ensure that the composition of the Board reflects the charity’s commitment to equality, diversity and inclusion with everyone being able to participate and achieve their potential, irrespective of age, gender, sexuality, ethnicity, disability, marital status, religion or belief, and helping to engender a diverse approach to decision making in the boardroom. We are therefore very keen to encourage applications from people of all backgrounds.

**Values**

We are a values driven organisation; our values underpin everything that we do. They are about ‘how’ we do things and guide our behaviours and decisions. Our values are:

**Respect**

* We are all different but equal
* We value and respect each other
* We will not tolerate discrimination or stigmatisation

**Hope**

* We believe in individuals
* We don't give up
* We believe in brighter futures for all

**Dedication**

* We are passionate about our work go the extra mile
* We are committed to what we do and how we do it

**Continuous improvement**

* We build on strengths and believe things can always be better
* We promote independence
* We are relentless in our quest

**Partnership**

* We believe in great team work
* We believe in partnership and integration

**What can we offer to you?**

We think there are six big things which makes the Cellar Trust a great organisation to volunteer for:

* **We change and save lives.** How many people can say that the work they do has this sort of impact? Whatever your role here you will see the direct contribution to what we do and the difference it makes.
* **We are a lovely team.** Even if we do say so ourselves. Have a look at our website for more on what our colleagues (staff and volunteers) say about being involved with our work.
* **We invest in your success**. We are passionate about individuals and teams flourishing so we invest in ongoing personal and professional development for employed staff, trustees and volunteers alike; we look for opportunities for people to embrace their skills and passions.
* **We are innovators**. We believe in continuous improvement and are always looking for ways to be at the cutting edge of delivery – and everyone in our organisation has an opportunity to input into and drive that innovation.
* **We work in partnership.** When you work or volunteer for the Cellar Trust you are part of our team, but we have strong partnerships with lots of other organisations from the NHS and local authority to other charities and businesses. That means that you will have a chance to get a broad range of experience.

For more information about our organisation and the work we do visit: [www.thecellartrust.org](http://www.thecellartrust.org) and view our social media feeds: Facebook: [/TheCellarTrust](https://www.facebook.com/TheCellarTrust), Twitter: [@TheCellarTrust](https://twitter.com/TheCellarTrust)

All Board members will be required to undertake a Disclosure and Barring Service check – the cost of which is met by the Cellar Trust.

**Responsibilities:**

Formulating Strategic Aims

* To contribute actively to the formulation and approval of the strategy for TCT in giving clear strategic direction to the management, setting overall policy, agreeing goals and targets and monitoring performance against those targets.
* To preserve and protect the Values, Mission and Vision of the charity (as determined from time to time by the board).
* To use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on any issues, providing advice and guidance to the CEO and members of the Senior Leadership Team on issues in which the trustee has special expertise, and acting in accordance with the protocols existing from time to time in the role of Portfolio Trustees.
* To familiarise themselves with all aspects of TCT.
* To act in accordance with the Summary of Legal Duties of Trustees.

Ensure Policies and Practices are in Keeping with Aims:

* To follow the Code of Conduct at all times, particularly when exercising the functions of a Trustee, or when serving on any of the TCT Committees, etc.
* To attend Board meetings and general meetings of TCT and, if appointed, committee meetings.
* To safeguard the good name and ethos of TCT.

Compliance:

To take reasonable steps to:

* ensure that TCT pursues legitimate objectives and adheres to the principles and rules and objects set out in its constitution (in particular, its Memorandum of Association);
* ensure that TCT applies its resources effectively in pursuance of its objects, i.e. TCT must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;
* ensure the financial stability of TCT;
* protect the assets of the TCT and to ensure the proper investment of TCT's funds;
* appoint the Chief Executive;
* establish a constructive working relationship with, and provide support to, the Chief Executive and through him/her to the Senior Leadership Team.

**Trustee leadership competencies:**

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| 1. **Passionate communicators and ambassadors who are committed to The Cellar Trust’s mission and vision**  |
| * Demonstrates pride in The Cellar Trust (TCT)
* Is committed to providing a better service to people recovering from mental health problems
* Enthuses others about The Cellar Trust and presents a compelling vision of the future
* Helps to shape the direction of The Cellar Trust
* Has an evident passion for the mission
* Has a strong sense of what The Cellar Trust is all about; its purpose and principles
* Has a good understanding of the challenges faced by people experiencing mental ill health
* Effectively communicates The Cellar Trust’s key strategic priorities
* Is an ambassador for The Cellar Trust, positively and persuasively representing The Cellar Trust’s interests at every opportunity
* Promotes the benefits of a diverse organisation
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| **2. Strategic operators who collaborate internally and externally to deliver results** |
| * Grasps the big picture and knows how TCT operates
* Listens, shows respect for and is able to work well with all stakeholders
* Respects confidences
* Is a good sounding board
* Develops and maintains effective working relationships with the CEO and all trustees
* Is enthused by challenges, seeing them as opportunities not barriers
* Delivers on commitments
* Makes sound decisions in an uncertain and changing environment and takes calculated risks to achieve results
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| **3. Inclusive leaders who empower and mobilise others and always support clarity of management accountability** |
| * Empathises with others and is seen as caring and approachable
* Ensures people are positive about change by showing them the benefits for them
* Is enabling and respectful and makes people want to follow them
* Avoids involvement in management
* Champions the Trustee Code of Conduct
* Is not afraid to challenge the status quo or to take tough or unpopular decisions
* Initiates and drives change, acting as sponsors and champions
* Is flexible, open to new ideas and suggestions from others
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