

Chair of the Board Role Description

Role:	Non-executive, voluntary role for a minimum period of three years (renewable)
Commitment:	4 x board meetings annually, additionally meetings and events where necessary
Working with:	Board of Trustees and Charity Director

About Arts and Minds

We are a micro-charity which uses the arts to support positive mental health. We believe that access to and participation in all forms of the creative arts are good for people's mental health and wellbeing. For over 10 years, we have been providing arts-based workshops to support people with mental health conditions. We run artist-led workshops across Cambridgeshire, Peterborough and beyond and contribute to the national conversation about the positive role the arts play within mental health care. Our work comes under the initiatives of Arts on Prescription and arts-based Social Prescribing.

Vision Mission and Values

Our **vision** is to live in a creative society where people have the confidence and self esteem to lead fulfilling lives.

Our **mission** is simple: to use the arts to support the positive mental health of individuals and communities.

We hold the following **values**:

- **Creative:** that arts and creativity is interwoven in all that we do;
- **Collaborative:** all our programmes and our ethos are centred around partnership working to ensure the best opportunities for beneficiaries;
- **Inclusive:** that we are accessible to all, open in our sharing of knowledge and expertise;
- **Compassionate:** that we care for those around us, taking the time to support those around us;
- **Respectful:** recognising and treating each other equally and with respect.

Our core programmes include:

- **Arts on Prescription** - a 12-week programme of arts workshops for people experiencing anxiety and / or depression
- **Michaelhouse Singers** - a weekly drop-in choir for people experiencing mental health challenges, their family, friends and carers
- **Pottery 4 Dementia** - weekly pottery workshops for younger people with dementia (who have been diagnosed under the age of 65)
- **Creative Cafe** - a monthly drop-in for everyone to enjoy coffee, conversation and creativity (based at Cambridge Junction)

Structure and Governance

Arts and Minds is a registered charity (1122845) and limited company (06339920). The charity is managed by a non-executive Board of Trustees which oversees and supports the Charity Director and staff of the charity.

We currently employ one part-time member of staff: Charity Director (3 days); and two part-time freelance office staff: Programme Manager (2 days); and Finance and Office Administrator (2 days). We work with a number of Freelance Artists / Counsellors who facilitate our creative sessions. Many other activities including social media, marketing and communications, website management, research and evaluation - are undertaken with the help of volunteers, trustees and some specialist ambassadors of the charity.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.

Chair of the Board of Trustees

Principle Responsibilities:

- To provide strategic leadership to the charity
- To maintain the performance and commitment of the Board, including review, renewal and succession planning
- To ensure high levels of governance
- To achieve effective board performance including management of meetings, clear policy and decision-making, firm implementation plans and regular performance review
- To build and maintain positive relationships with all potential relevant stakeholders, acting as ambassador, representative and spokesperson for the charity as appropriate
- To build a positive relationship with the Charity Director, agreeing clear strategic objectives, supporting through regular contact, liaison and appraisal, encouraging professional development and participating in appointment of key senior staff
- To chair Board meetings effectively and efficiently, working with the Charity Director to ensure board papers are prepared in advance and minutes are circulated promptly after the meetings
- To appoint the Charity Director and monitor their performance
- To fulfil other duties as may be required by the Board

Person specification:

Individuals are sought who have a strong empathy and commitment to the vision, mission and values of the charity.

Experience:

- Demonstrable experience of leading on the implementation of strategic plans
- Demonstrable experience of performance / people management
- Financial management expertise, including an understanding of finance challenges within the charity sector
- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity
- Experience of chairing meetings and events and delivering presentations

Knowledge, skills and understanding:

- Strong leadership skills, including the ability to motivate staff and trustees
- Knowledge of the importance of the role which the arts play in supporting people's lives
- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make recommendations to the board, and a willingness to speak their mind
- Willingness to be available for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Director of Arts and Minds

The Chair's role is to support the development of strategic and delivery partnerships; champion the benefits of the arts in supporting mental health and to lead the Board of Trustees in setting the direction of the organisation and finding the necessary resources to deliver against our future plans.

You will have a key role in helping us to achieve our ambitions.

Our plans include:

- extending our services to Ely and Fenland;
- maintaining and developing online services as well as face to face activities;
- increasing the art forms available to our clients;
- providing a service to employers in the area to support the mental health of their workforce;
- increasing capacity by recruiting high quality staff to support growth.

We are looking for someone who can bring people together and be a credible ambassador for arts and health, locally, regionally and nationally.

This is a unique opportunity to make a real difference in the local community and to support people, particularly post pandemic, who are finding life challenging.

More information about Arts and Minds can be found at: www.artsandminds.org.

Application process

Arts and Minds is committed to inclusion, diversity and equality in our workplace and all of our activities. We value both life experience and professional experience and welcome applications from people of all backgrounds. To improve diversity within our organisation, we particularly encourage applications from people with disabilities and / or Black, Asian and minority ethnic candidates.

For an informal discussion, please contact:

Helen McCallum (Current Chair) - helenmccallum@live.co.uk / 07970 132812

Emily Bradfield (Charity Director) - emily@artsandminds.org.uk / 07783 756910

Your Application

Your application should include:

- a copy of your CV
- a covering letter detailing your interest in becoming the Chair of Trustees for Arts and Minds, what you would bring to the role and evidencing how you meet the role requirements
- Name, email address and relationship of 2 referees (please indicate if you are happy for us to contact them prior to interview)
- a completed Equality and Diversity form

Anticipated schedule

Closing date:	Monday 31 January 2022
Notification to shortlisted applicants:	Friday 4 February 2022
Interviews:	Between 9-11 February 2022

Interviews will be held at Cambridge Junction, Cambridge or via zoom (Covid restrictions dependent).

To apply, please email application documents (listed above) for the attention of Emily Bradfield (Charity Director): admin@artsandminds.org.uk by 5pm on 31 January 2022.

If there is anything we can do to support your application, please let us know by emailing admin@artsandminds.org.uk or calling our Charity Director (Emily) on 07783 756910.