

## Trustee Role

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

### **About the role:**

We are looking for a Trustee to join the Board to provide support to the Charity Director and the Board of Trustees in developing and delivering our strategic plan.

In a small charity such as ours, trustees are expected to offer their time and expertise where possible to assist the organisation in achieving its objectives. We have recently formed a number of working groups, which trustees are invited to join. We offer training opportunities throughout the year.

### **Person specification:**

Individuals are sought who have a strong empathy with our mission.

### **Experience:**

- 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

### **Knowledge, skills and understanding:**

- 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 Charity Director

More information about Arts and Minds can be found at:

[www.artsandminds.org](http://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 (Chair of Trustees) - [helenmccallum@live.co.uk](mailto:helenmccallum@live.co.uk) / 07970 132812

Emily Bradfield (Charity Director) - [emily@artsandminds.org.uk](mailto: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 a trustee 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 in 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](mailto:admin@artsandminds.org.uk) by 5pm on Monday 31 January 2022.**

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