



# BLG Mind

Chair of Trustees  
Recruitment Pack

Bromley,  
Lewisham  
& Greenwich





## Welcome

I am delighted that you are interested in leading the Board of Trustees at Bromley, Lewisham and Greenwich (BLG) Mind.

We are passionate about promoting good mental health and are committed to supporting local people living with mental health problems and dementia. Having thoroughly enjoyed my time as a trustee and Chair for the last nine years, it is time for me to hand over to a new Chair to lead us on the next stage of our journey.

This is an exciting time to join BLG Mind as our new Chair following a period of significant growth and change. As we continue to embed new and innovative services and newly forged partnerships, our focus continues to be on providing excellent quality whilst being responsive to new opportunities and changing needs.

As we embark upon the development of our new strategy, growth will continue to be on our agenda, and in our new Chair we are therefore seeking a leader who has led an organisation through growth or change. We are open to where your professional skills and experience lie but you will bring Board experience and must share our values which are lived and breathed by the whole organisation. We are particularly proud of the award-winning work we have done over recent years to improve the diversity and inclusivity of the organisation, although we recognise that there is still more to do, and welcome applications from culturally diverse and underserved communities.

As our Chair, you will be joining an ambitious Board to help shape our vision and the way we work, in collaboration with a skilled and experienced Senior Leadership Team. We want to harness your experience and skills as we drive forward on our mission together.

If you are excited by our vision and commitment to improving the mental health of everyone in our three Boroughs, and believe you bring the skills and experience we need, we would love to hear from you.

**Rebecca Jarvis**  
**Outgoing Chair**



# About BLG Mind

BLG Mind is a highly respected provider of support for people living with mental health problems and dementia in **South-East London**. With a history going back to **1953**, the charity now covers three London Boroughs with a diverse population of over **900,000** people.

We are an independent local charity, and one of the largest organisations in the **Mind network**.



**A turnover  
of £7m  
(2022-23)**



**200 staff and  
250 regular  
volunteers**

Bromley,  
Lewisham  
& Greenwich



MindCare  
Dementia Support

**Annual  
Review  
2022**

For more information about our activities and finances, please see our **2022 Annual Report here**.

Our current **Strategy can be viewed here**, and our new Chair will play a key role in the development of our next Strategy (2024-27).

Working to be an ever more inclusive organisation is a high priority for us, and you can read more about our commitment and approach to **inclusion here**.

# Our Values

Our core values underpin everything we do, as we look to achieve our purpose of helping people to be mentally healthy, and working together with those experiencing mental health problems and dementia to improve their quality of life:

**Inclusive** in our approach and all we do, so that we effectively meet the needs of our diverse communities

**Responsive** to each individual we support and their unique needs, histories and aspirations

**Evolving**, demonstrating continuous improvement, agility, innovation and effectiveness

**Together**, working with our partners and people with lived experience of mental health problems & dementia and their support networks

# Our Services

We provide support to approximately 10,000 people a year, through a wide range of services, which are summarised below. Many of our services are delivered in partnership with NHS Mental Health Trusts and/or with other charities.



## Mental Health Services

A wide range of community based mental health services, including recovery-focused 1-1 support, employment support, peer support, counselling, a Recovery College and South-East London's Suicide Bereavement Service.



## Dementia Services

Support for people living with dementia and their support networks, including post-diagnosis dementia support hubs, a respite at home service and activities for those with Young Onset Dementia.



## Wellbeing & Resilience Services

Services to help people stay well and prevent mental health problems from developing, including for expectant & new parents and young people in secondary schools.



## Training & Consultancy

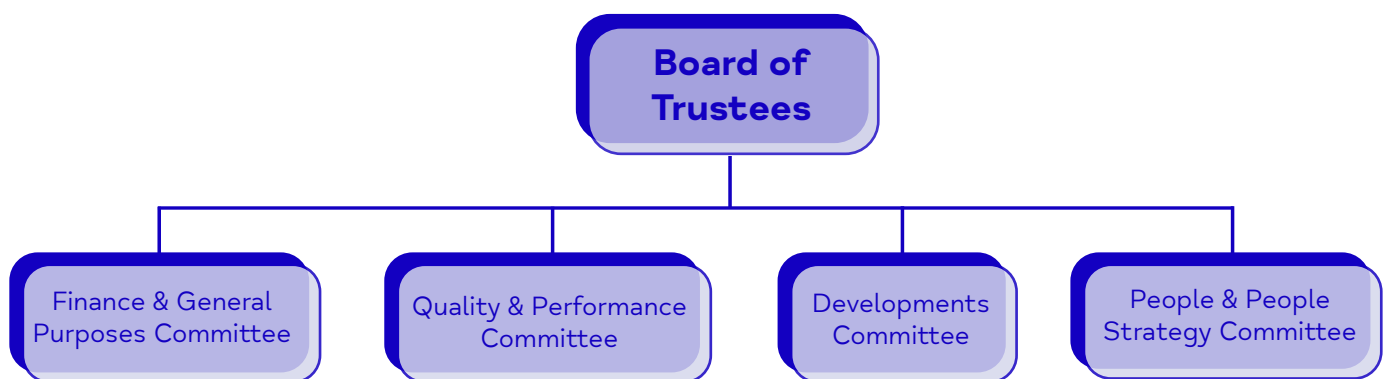
Expert, specialist training and consultancy in both mental health and dementia.

# Governance in BLG Mind

BLG Mind currently has **10 Trustees**, of whom two (including the Chair) will be stepping down in November 2023. Following the recruitment of the Chair, we will be seeking to recruit some more Trustees in the Autumn.

Current Trustees bring a wide range of skills and experience including lived experience of mental health problems and as a dementia carer and professional expertise in health services, HR, law, finance, risk and communications.

In addition to the Board meetings (bi-monthly), BLG Mind has four Board sub-committees, each of which meets every 2-3 months:



# Role Summary

The Chair will hold the Board and Senior Leadership Team (SLT) to account for delivery in accordance with the Charity's purpose, vision and values. They will provide leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the Charity. The Chair will support, and where appropriate challenge, the Chief Executive and ensure that the Board functions as a unit and works closely with the SLT to achieve the agreed objectives. They will also act as an ambassador and the public face of the Charity in partnership with the Chief Executive.

## Specific Responsibilities

### 1. Strategic Leadership

- 1.1** Lead the development of a high-performing Board, including developing existing Trustees and recruiting and inducting new Trustees
- 1.2** Ensure the Trustees fulfil their duties and responsibilities for the effective governance of the Charity, enabling the Charity to maximise its impact
- 1.3** Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Charity rather than involvement in operational matters
- 1.4** Facilitate decision-making, encourage constructive challenge and manage conflict within the Board
- 1.5** Ensure there is awareness of organisational risks and that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- 1.6** Ensure that diverse voices, including lived experience voices, are influential in Board decision-making
- 1.7** Provide leadership to ensure a positive organisational culture that reflects BLG Mind's values and promotes transparency
- 1.8** Collaborate with the Chief Executive to lead the development of BLG Mind's strategy, including reviewing the purpose, vision, values and aims

## 2. Governance

- 2.1** Lead on the review of governance structures and processes as required
- 2.2** Effectively manage potential conflicts of interest for Trustees
- 2.3** Lead the process of biennial individual Trustee Reflection Meetings, along with the Vice-Chair
- 2.4** Attend Board sub-committees as an ex-officio member as needed
- 2.5** Plan the annual cycle of Board meetings
- 2.6** Set agendas for Board meetings and annual Board Away Day, in conjunction with the Chief Executive
- 2.7** Chair and facilitate Board meetings, ensuring that all Trustees are able to contribute and that there is collective responsibility for all decisions
- 2.8** Monitor that decisions taken at Board meetings are implemented

## 3. External Relations

- 3.1** Promote the organisation and enhance its reputation by being a good ambassador
- 3.2** Represent BLG Mind and the Board at meetings and events, where appropriate acting as a spokesperson

## 4. Working with the Chief Executive

- 4.1** Establish and build a strong, effective and constructive working relationship with the Chief Executive, ensuring they are held to account for achieving the strategic objectives
- 4.2** Liaise with the Chief Executive to maintain an overview of organisational issues and challenges, providing support as appropriate
- 4.3** Conduct an annual appraisal for the Chief Executive (in conjunction with the Vice-Chair) and undertake remuneration review in consultation with the People and People Strategy Committee

## General Responsibilities (of all Trustees)

- Set, review and maintain the purpose, vision, values and aims of the Charity
- Develop strategy and keep the organisation on track with delivering it
- Establish and monitor policies, practices and quality standards of the organisation, ensuring they are in keeping with its values, aims and objectives
- Ensure that the Charity functions within the legal and financial requirements of a charitable company, is accountable, and strives to achieve best practice
- Ensure that the organisation complies with its governing document, charity law, company laws, and any other relevant legislation or regulations
- Protect and manage the resources of the Charity and ensure the proper investment of the Charity's funds in pursuance of its objects
- Provide leadership and oversight in the area of equity, diversity & inclusion
- Provide leadership in the area of safeguarding
- Appoint the Chief Executive and monitor their performance
- Maintain effective Board performance, including by making an individual contribution





# Person Specification

## Experience

- Experience of operating at a senior strategic leadership level within an organisation or as non-executive
- Significant experience of Chairing meetings and events
- Organisational development and growth, including change management
- Experience of navigating complexity and able to forge strong relationships across organisations and with key stakeholders
- Charity governance and working with or as part of a Board of Trustees, or a willingness and appetite to get up to speed with this very quickly

## Knowledge

- Understanding of the legal duties, responsibilities and liabilities of Trustees
- Understanding of the needs of diverse communities
- Financial literacy
- Broad knowledge and understanding of the health and social care sector (desirable)

## Skills

- Excellent communication skills, including active listening skills
- Ability to build and manage good relationships
- Ability to work effectively with, empower and provide leadership to a team
- Strategic vision and ability to inspire others
- Good, independent judgement
- Ability to analyse information effectively and challenge appropriately
- Ability to make decisions and facilitate good decision-making

## Qualities & Behaviours

- Strong and visible passion and commitment to the organisation and its purpose, vision, values and aims
- Highly inclusive; fostering trust and valuing difference perspectives
- Curious, proactive and adaptable
- Solution-focused, with an ability to see the big picture and be pragmatic
- Authentic, with a high level of integrity
- Collaborative
- Empathetic, with good emotional intelligence
- Tact and diplomacy

# Time Commitment

The role of Chair is expected to take an average of approximately 15 hours per month. This includes attendance at an average of one Board or Committee meeting, regular meetings with the Chief Executive and occasional events.

The Chair will be appointed for a 3-year term, with the potential for serving up to a maximum of three terms.

# Further information

This is a voluntary role. BLG Mind will pay out of pocket expenses.

We are always seeking to ensure there is a diversity of experience, thought and background on the Board, and would particularly welcome applications from people from culturally diverse and LGBTQ+ communities.

The successful applicant will be required to sign the Trustee Code of Conduct and to undergo an enhanced DBS check.

# Recruitment process

If you would like to be the next Chair of BLG Mind, please submit a CV and covering letter (maximum two pages), detailing how you meet the criteria laid out in the person specification to:

**<https://starfishsearch.com/jobs/blg-mind-chair/>.**

If you would like to find out more about the role before applying, please contact Szymon Podgorski **[szymon.podgorski@starfishsearch.com](mailto:szymon.podgorski@starfishsearch.com)** to arrange an informal discussion with the team.

**Closing Date:** Friday 28th July

**First Interviews with Starfish:** Across August (online)

**Informal Meetings:** With key people at BLG Mind w/c 4th September (online)

**Final Interviews:** w/c 11th September (in person)

First and final interviews are expected to last about an hour each, with informal meetings taking no more than 3 hours in total.

Please inform us if any of the dates above are likely to be a problem for you.

The preferred candidate will be invited to attend the Board of Trustees meeting in late September, with a view to being confirmed as Chair Elect in October, and taking up the role in November 2023 when the current Chair steps down.

The successful candidate will receive a thorough induction and handover from the outgoing Chair. They will also be expected to complete mandatory training for BLG Mind Trustees and will be offered other training relevant to the Chair role.

**We look forward to hearing from you.**





[blgmind.org.uk](http://blgmind.org.uk)

@blgmind



Registered Charity No. 1082972

Registered company No. 4071152

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