



Bradford District  
and Craven

# Chair Information Pack

Become the Chair of the Board of Trustees

**Closing date 27 April 2025**

**Be part of Bradford District and  
Craven Mind's ambitious future  
providing life-changing mental  
health and wellbeing support  
when people need it most.**

# About us

**Bradford District and Craven Mind is a successful and independent local charity with a rich history spanning over 30 years of delivering person-focused mental health support.**

The organisation helps build individual and community resilience, provides early intervention and advice, supports people in crisis and helps people to work towards recovery and sustained wellbeing through services for people of all ages, delivered from sites across Bradford District and Craven. Our services can be accessed over the phone, online and face-to-face. Support is free and available every day of the year to anyone who needs help with their mental health and wellbeing. We rely on our own resources to provide services which have been designed to meet the needs of our community.

We are recognised as a key provider in our local Health and Care system and an active member of the Integrated Care System. Our close relationships with all our stakeholders and our emphasis on developing and maintaining effective cross-sector partnerships and collaborations, allows us to deliver a wide range of innovative services and be recognised as a trusted partner.

We are affiliated to national Mind but rely on our own resources to provide support to local communities. Our services prioritise listening to and understanding the needs of local people and are delivered in partnership across Bradford District and Craven.



# A word from our Chair

## Welcome to our Chair Recruitment Pack.

I am delighted you are interested to learn more about the role of Chair of the Board of Trustees. We are looking for a strong and inspiring leader. This pack will tell you about us, the role and what you need to do to apply. We are here to answer any questions you may have about applying and look forward to hearing why you want to join us and what you will bring to the role.

I have been the Chair for over 3 years of this amazing organisation. I am passionate about ensuring people know where to turn to that feels safe, flexible and caring when they need support for their mental health. The fantastic staff and volunteer teams are led by our CEO Helen Davey who has more than 30 years' experience working in the charitable and local authority sector.

Being a Trustee with us is a special role, which requires commitment in terms of time, and to our belief that no one should experience a mental health problem alone.

It is incredibly rewarding as you have the opportunity to shape and support the work and direction of Bradford District and Craven Mind, ensuring we make the best possible difference to the mental health and wellbeing of the greatest number of people.

**Ruth Mulryne**

**Chair of the Board of Trustees**



# Our CEO

## **Helen Davey, Chief Executive**

Helen has been the CEO for BDC Mind since autumn 2017. Over the last 7 years Helen has led the organisation with the single vision of being able to provide people from our local communities with the best support that's right for them, in the right place and at the right time.

Helen has supported the organisation to grow its reach and impact year on year. As well as overseeing BDC Mind's strategy and operations, she plays an active role within the Mind Federation, the West Yorkshire ICB governance groups and in the Bradford and Craven Mental Health, Learning Disability and Autism board.



# Our Strategy

## Our vision

No one in Bradford District and Craven has to face a mental health issue alone.

## Our mission

To make the best possible difference to the mental health and wellbeing of the greatest number of people.

# Our Values

Our team is committed to five values which underpin everything we do:



**Caring  
always**



**Working  
together**



**Enabling  
all**



**Supporting  
everyone**



**Growing  
continually**



# Our Core Principles

- We put people at the heart of every decision that we make.
- We apply robust processes and use technology to minimise red tape.
- We work with partners who share our values.
- We use data information and research to inform our decisions.
- We develop inclusive and culturally appropriate services in partnership with people from our communities.
- We nurture a diverse workforce that reflects our people and our place.





# Our Objectives

- 1. Building capacity within our services for children and young people and increasing access to support available for them
- 2. Strengthening our support to adults and older people with a Severe Mental Illness and those with complex needs.
- 3. Reducing inequalities and increasing access to support for people from our ethnically and culturally diverse communities.
- 4. Developing and supporting an inclusive and diverse workforce to grow our impact and reach.



# Our Strategies

- 1. Promoting a positive understanding of mental health.
- 2. Providing early intervention advice and support.
- 3. Providing specialist support to help people manage their mental wellbeing.
- 4. Being there for people in crisis.
- 5. Enhancing our robust and respected organisation.





In line with our commitment to continuous improvement, Bradford District and Craven Mind operates to the guidelines set out by Mind nationally and in recognition of this we have received the Mind Quality Mark.

We recognise that experiences of mental health problems vary across different groups and communities. We have a clear commitment to Equity, Diversity and Inclusion. Our mission is to champion equity, diversity, inclusivity and anti-discrimination in every nook and cranny of our organisation and beyond.

#### Read about our EDI work

We have also been very successful over the last few years at diversifying where our funding comes from. We generate income through a breadth of statutory sources, trusts & foundations, community and corporate fundraising. In the last three years alone we have increased our annual income by 90%; this is vital to help us meet the increasing demand from people who want our support.

# Looking forward

The new Chair of the Board of Trustees will be joining us at an exciting time as we move into year two of our strategy, respond to the changes in NHS priorities and funding and adapt to the new governments priorities and approach.

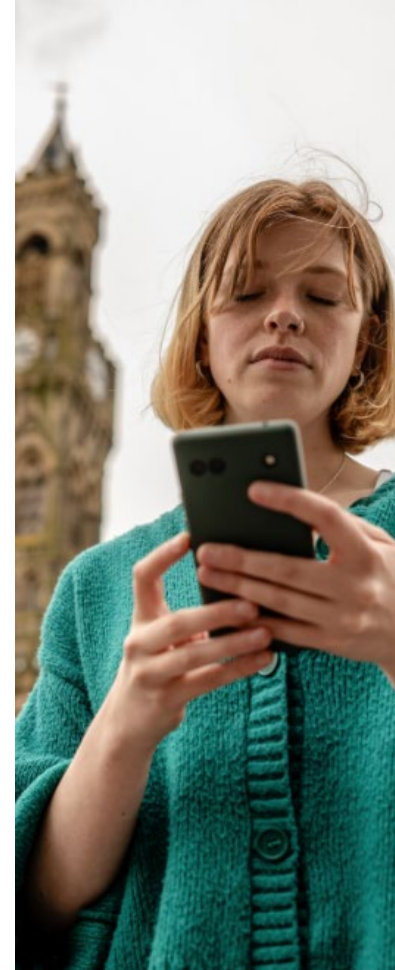
You can read about what we have been achieving through our Impact Reports and Annual Reports on our [website](#).

It is clear however there is still much more to do. We launched our new strategy in August 2024 and during 2024-2028 we will focus on delivering our four key objectives to help drive our reach and impact.

## **Please take time to learn more about us:**

- Information on the charity's activities can also be found on the [Charity Commission's website](#).
- We employ over 120 people who provide our extensive and award-winning services to support people of all ages. We currently have 80 amazing volunteers who help provide services and support in the office. You can read about our [current Trustees and the staff team here](#).
- You can also find us on social media:

[Facebook](#) [Instagram](#) [Youtube](#) [TikTok](#) [LinkedIn](#) [BlueSky](#)



# What is the role of the Chair of the Board of Trustees?

## Play 2-minute video:

 mind  
Bradford District  
and Craven

**Meet our Trustees**



**Ruth**



# Overall Purpose of the Chair Role

The Chair and Chief Executive in a voluntary organisation are the top team who need to have a shared vision and shared objectives. The Chair provides strategic direction, guidance and support to the Chief Executive, who is responsible for advising the Board and the day to day running of the organisation. You will join a committed and friendly Trustee team, who collectively have overall accountability for the charity and are responsible for making sure it is doing what it was set up to do.

## Chair Responsibilities

- Provide purposeful leadership - creating a strong and sustained connection to purpose, steering strategy development and leading the Board.
- Be a constructive partner to the CEO - building a trusting, cohesive relationship as the 'top leadership team', providing advice, challenge and support to architect and orchestrate the progression of the organisation.
- Develop a highly effective Board – creating the environment for a high performing team, evaluating and facilitating improvement of individual and collective capability and performance.
- Facilitate and sustain good governance - ensuring delivery of the organisation's purpose in line with its governing document, ensuring appropriate allocation of resources, decision-making and accountability.
- Influence and collaborate with stakeholders - understanding the environment and systems that the organisation operates within and collaborating with others to collectively achieve the biggest positive impact.



# Who are we looking for?

Our Board benefits from having a wide range of Trustees with their own experience and skills. We have worked hard to become more diverse and are fully committed to continuing this journey and to equality of opportunity and diversity to ensure that we reflect the full breadth of the people we aim to support.

We also know that there are inequities in the way that people access mental health support and information. Diversity is critical for our Board to be effective, enabling valuable discussions, active debate and careful decision making so that Bradford District and Craven Mind can have the greatest impact.

To help us ensure the best support we welcome applications from people with lived experience of a mental health problem. We encourage interest from people of age 18+, people living with disabilities and/or any neuro-diverse conditions, people from Black, Asian or Minority Ethnic backgrounds, people who identify as LGBTQI+ and people from a wide range of socio-economic and educational backgrounds.



# The successful candidate for our new Chair will be somebody who:

- is personally motivated to make a positive difference to others
- is a strategic thinker who can see the big picture and navigate complex and contentious issues
- is able to engage and collaborate effectively with people at all levels from different backgrounds and organisations
- is progressive and innovative, capable of stimulating, challenging and influencing others to contemplate and consider different solutions
- is able to facilitate others and develop effective team working, with experience of planning, preparing and chairing meetings at senior levels
- is experienced in financial, people and/or operational management
- is well organised and willing to devote time to the organisation
- understands the role of societal inequalities in mental health and has a commitment to challenging these inequalities

## Desirable:

- Has experience of working as part of a Board or leading a Board
- Experience of working within or in partnership with the Voluntary, Community and Social Enterprise
- An understanding of financial issues and legislations applicable to charities
- Experience of the health commissioning environment in our region
- Knowledge/experience of mental health provision in the UK
- Knowledge/experience of developing cross-sector partnerships & collaborations
- An understanding of the current and changing Health & Social Care landscape in the UK



# Time commitment

Trustees undertake an initial 3-year term and are can be re-appointed for up to two additional terms of 3 years. A Chair is elected for an initial term of three years and may be re-elected.

The role is voluntary and the time commitment will vary. As a guide however, we expect you to commit to the following:

- Attend induction sessions and read induction information across the first 3 – 6 months, (approx. 25 hours with flexible timings, mixture of in-person, online, reading in own time)
- Attend any additional annual training/development for all Trustees or to support you as an individual in your role (in person or online/flexible timings)
- As Chair you will meet with the CEO on a regular basis to provide support and guidance as well as staying connected to progress beyond the formal Board meetings and development sessions
- You will need to pre read the Board papers and attend four evening Board meetings (on Thursdays 5.30 – 8pm) and a Board development half-day (on a Saturday) across the year. These are held in person, at a central Bradford location.
- The Chair should be available for ad hoc conversations with the CEO as and when needed.

## In addition

All Trustees are expected to contribute to additional virtual working groups a few times a year when needed, or provide adhoc support to staff decision making, when the topic is linked to the expertise they bring to the role.

We have two half day Staff Engagement Events per year which are invaluable for Trustees to attend to engage with the staff team, in addition to any opportunities to meet clients. There may also be adhoc external events or meetings we ask the Chair to attend.

We have consolidated the information at the end of this pack (**Appendix 1**) about the role of being the Chair and skills and experience useful for the role.

Don't worry if you think you don't meet all the criteria – we work as a team on the Board pulling our individual knowledge and expertise together to make decisions.

We will provide a full induction to support you to successfully take on this role.

As our Chair you will have access to membership of the Association of Chairs, a fantastic resource of peer support and guidance for your role.

If you'd like to learn more about chairing you can access A Chair's Compass, a useful guide focusing on the challenges and opportunities of being a Chair.





**Ready to apply?**

# Making an application

## CV & Expression of Interest

Please send your CV and a short expression of interest (max. 500 words).

We are interested to hear why you want to be the Chair of the Board of Trustees with Bradford District and Craven Mind and what experience and skills you will bring to the role, from reading this information pack. This might come from paid work, study, community or voluntary work or other experience.

You are welcome to send your short expression of interest in writing, or as a video or audio clip, alongside your CV.

Please ensure that you provide us with an email and contact number when you submit your CV and Expression of Interest.

## Equal Opportunities Monitoring

We would be grateful if you can also complete and send this [equal opportunities monitoring form](#). This is not used as part of the selection process, but it helps us understand whether we are reaching all parts of our community equally.

Please return the information by email to [kathy@mindinbradford.org.uk](mailto:kathy@mindinbradford.org.uk) or by post to Chair Recruitment, Bradford District and Craven Mind, Kenburgh House, 28 Manor Row, Bradford, BD1 4QU by **27 April 2025**.

## Informal Chat with Ruth or Helen

If you would like to have an informal and confidential conversation with our current Chair, Ruth Mulryne or the CEO, Helen Davey, before applying then please contact Kathy Stenton, [kathy@mindinbradford.org.uk](mailto:kathy@mindinbradford.org.uk) or on [07742876151](tel:07742876151) who will set up a call or online meeting.



# What happens next?

## 1. Making an application

Applications must be submitted by **27 April 2025**. We reserve the right to close the recruitment process should we receive an appropriate pool of candidates.

We will review the CVs and expressions of interest and invite the candidates who most closely fit the interest in the role, experience and skills we need for the Chair role to meet with us. We aim to contact candidates by **Friday 2 May** to confirm whether or not you have been invited to interview.

## 2. Invitation to interview

If you are selected for interview we plan to meet with candidates face to face the week of **12 May 2025**, but with flexibility to support meeting online if this is necessary due to individual circumstances.

We look forward to discussing your interest in Bradford District and Craven Mind and will be really keen to hear about you and your ideas about how you can contribute as Chair to our Board's role.

There will also be an opportunity to speak with current Trustees about their experience of being a Trustee and observe a Board meeting on **5 June 2025** from 5.00pm - 7.30pm as part of the recruitment process.

Due to capacity, we will not be able to feedback to candidates who we do not invite to meet with us. If you come to an interview, but we do not invite you to join the Board, we will be pleased to offer feedback.

## Reasonable Adjustments

Please make contact via [kathy@mindinbradford.org.uk](mailto:kathy@mindinbradford.org.uk) or on 07742876151 if you have any requests for reasonable adjustments or support we can implement in our recruitment process, in completing your application or if you are invited to attend an interview.

We commit to considering all such requests. If you have any queries about any aspect of the appointment process or require additional information please contact Kathy.

## Checks and Eligibility

Just so you know in advance, if you are invited to join the Board of Trustees you will undergo an Enhanced level Disclosure and Barring Service check, as well as company director and charity Trustee disqualification checks. There will be some paperwork to sign which includes a Trustee Declaration of Eligibility – we have included this at **Appendix 3** below.

You do not need to return this with your Expression of Interest and CV, but please do read it so you understand what you will need to sign if invited to join the Board.

**This is all common practice with charities for new Trustees, but may be new to you, and we can explain any of this to you and answer any questions you may have.**

# Appendix

## **Appendix 1**

Role Description and Person Specification

## **Appendix 2**

Equal Opportunities and Monitoring Form

## **Appendix 3**

Trustee Declaration of Eligibility

# Finally...

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.

Thanks for reading about Bradford District and Craven Mind and our work. We look forward to hearing from you if you would like to express interest in becoming our new Chair of the Board of Trustees.





# mind Bradford District and Craven

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