



# mind Derbyshire

**Trustees Information Pack**



# Welcome to Derbyshire Mind

## About Derbyshire Mind:

Derbyshire Mind is a local independent charity within the national Mind federation, with over 50 years' experience of supporting people in Derby and Derbyshire to maintain good mental health.

We provide a range of community mental health and wellbeing services designed to support people with mental health problems, and improve and promote mental health and wellbeing for all throughout the population of Derby and Derbyshire.

Derbyshire Mind (formerly Derby Mind) was established as a local mental health group in 1967 and is a registered charity and company limited by guarantee.

## Our Vision, Values and Purpose:

Our Vision is:

**“For everyone in Derbyshire to have good mental wellbeing and to live their best life.”**

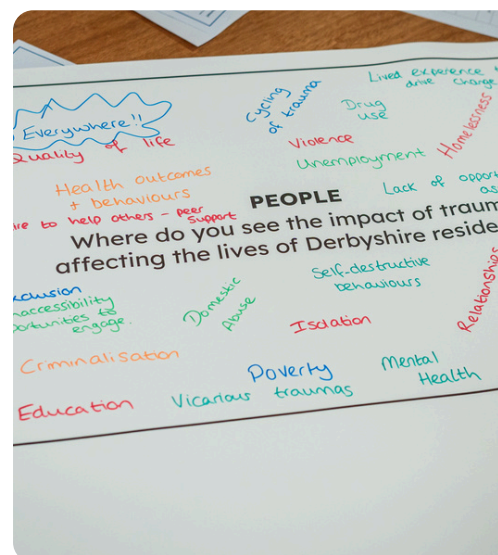
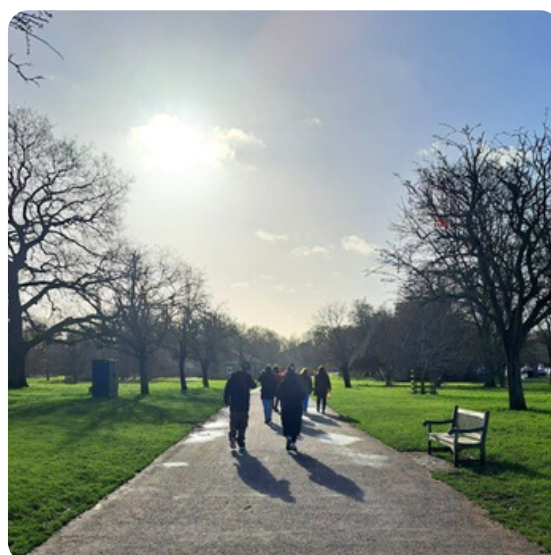
Our Purpose is:

**“To work with people in Derbyshire to deliver services and support, build awareness of mental health and promote mental wellbeing”**

Our Organisational Values are:

**Working Together  
Learning Together  
Empowering  
Respectful  
Positive**

We work alongside others for the greater good.  
We always aim to do things better.  
We support people to fulfil their potential.  
We do not judge, we treat others as equals.  
We are progressive and focus on solutions.



## Our Strategy 2021 – 2025:

At Derbyshire Mind, we believe in empowering people to fulfil their potential. Everyone in Derbyshire can have good mental wellbeing with the right support. But there's so much to be done, and that's why we're here.

With the support of our staff, trustees, funders and sector partners, and the people of Derbyshire, we've developed six strategic priorities for our work between 2021 and 2025. And we're in the process of developing a new strategy for 2026-2030 which will build on this work.

### Services and Support

#### 1. Providing Early Help and Support:

We will develop and deliver services that provide help and support for people experiencing mental health problems – as soon as they need it.

#### 2. Empowering Individuals to Understand their Rights:

We will deliver high quality advocacy services, empowering people to understand their rights and supporting them to ensure their voice is heard.

### Building Awareness of Mental Health

#### 3. Providing Good Information:

We will provide high quality information to build awareness of mental health, promote prevention, and to enable people to access the right help and support, through a range of communication channels.

### Promoting Mental Wellbeing

#### 4. Rebuilding Individual and Community Resilience:

We will support individuals and communities to promote and re-build good mental wellbeing following the Coronavirus pandemic.

#### 5. Equality, Diversity and Co-Production:

We will promote equality and diversity and involve people with lived experience in the development of our work.

#### 6. Ensuring Derbyshire Mind is Financially Sustainable:

We will increase both the diversity of our income streams and the proportion of our income that is unrestricted.

## Our Commitment to Quality:

At Derbyshire Mind we are committed to delivering safe, high quality and effective services, as well as to high standards of operational delivery across all aspects of our work. We currently hold the following quality marks:

- **Mind Quality Mark (MQM)** which involves a rigorous assessment process undertaken every three years which covers all aspects of charity governance and operations.
- **Cyber Essentials accreditation** which is a Government-backed, industry-supported scheme to help organisations protect themselves against common online threats.



## Our Services:

- **Crisis Support Drop-in Services** – we deliver friendly and supportive non-clinical out of hours drop-in services for adults experiencing mental health crisis or emotional distress, in Buxton, Swadlincote and Ripley.
- **Derbyshire Recovery and Peer Support Service and Living Well Service** – Derbyshire Mind delivers this service in the district of Erewash, working alongside our VCSE partners Rethink, P3 and Derbyshire Federation for Mental Health. We support people to improve their mental health through wellbeing coaching and peer support.
- **Supported Self-Help** – Our short-term guided programme that empowers individuals with low to moderate mental health needs to discover tools to support and improve their mental health. An early intervention service aimed at anyone starting to experience symptoms of worsening mental health, such as stress, low mood, bereavement, worry, low self-esteem, and anger.
- **Community Mental Wellbeing Services** – our community programme that offers a varied menu of community based activities, groups and courses all designed to achieve the same aim of boosting mood, reducing isolation and loneliness, and connecting individuals to their community.
- **MindSpace** – supportive community ‘walk-and-talk’ groups that create space for people to get together, meet new people and talk and be listened to.
- **Trauma Informed Derbyshire** – we are working with the public health team at Derbyshire County Council to lead the development and provision of systemwide support and training to help embed trauma informed approaches in Derbyshire.





## **Our Team:**

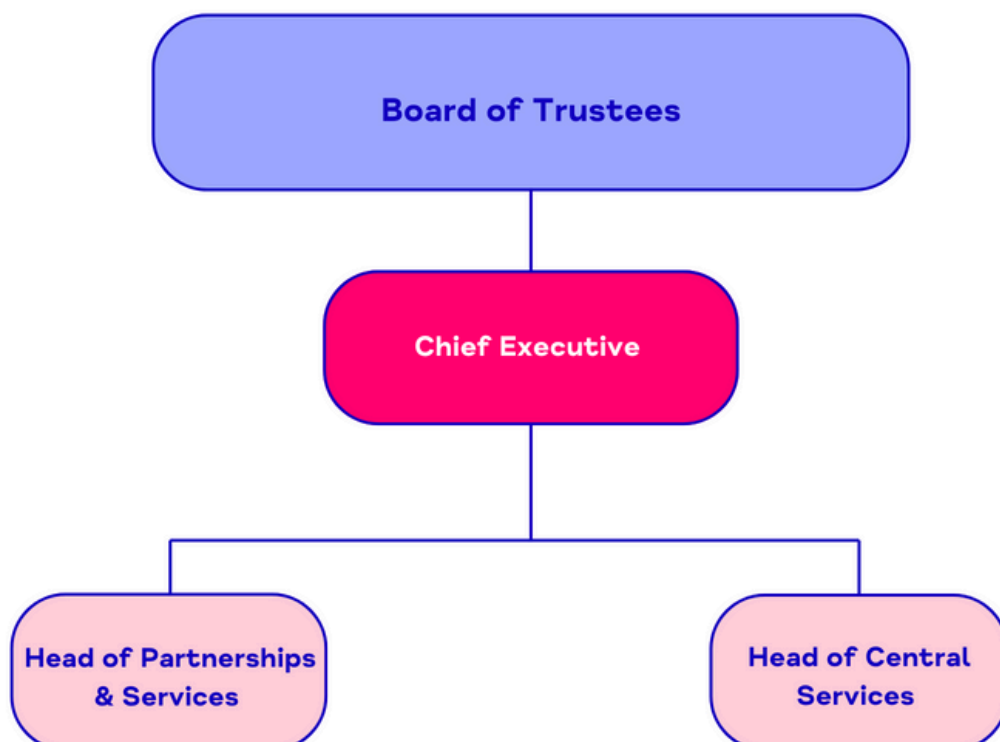
We currently have a team of around 30 staff, led by our Chief Executive Jenny Hotchkiss and our senior management team of two heads of department.

Our board of trustees (and company directors) is currently made up of 5 volunteers with a range of different skills and experiences which contribute to our work. The board is led by our Chair, Will Fletcher.

We also have around 25 volunteers who support our Crisis Support Drop-in services and our community mental wellbeing groups and activities.

## **Derbyshire Mind Organisational Structure**

### **Senior Leadership Team**





# The Trustee role

**Salary :** This is a voluntary position, but reasonable expenses are reimbursed, including travel expenses within the county of Derbyshire.

**Responsible to :** The Chair of the Board

Our trustees play a vital role in making sure that Derbyshire Mind achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Derbyshire Mind has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable Derbyshire Mind to grow and thrive, and through this, improve mental health and wellbeing for people across Derby and Derbyshire.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

## Duties

- Support and provide advice on Derbyshire Mind's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Derbyshire Mind's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Derbyshire Mind's financial statements.
- Provide support and challenge to Derbyshire Mind's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Derbyshire Mind's operating environment.
- Contribute to regular reviews of Derbyshire Mind's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Derbyshire Mind's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Derbyshire Mind's objects, aims and reputation by applying skills, expertise, knowledge and contacts.

Trustees are expected to work in line with Derbyshire Mind policies, procedures, codes, and guidance, including in relation to health and safety, confidentiality, safeguarding, data protection and equal opportunities.



## Personal skills and qualities

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Skills and qualities required are:

- Commitment to Derbyshire Mind and our strategic vision to improve mental health and wellbeing across Derbyshire.
- Willingness and ability to understand and accept responsibilities and liabilities as a trustee and to act in the best interests of the organisation
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Ability to interpret data, including financial data within management accounts and budgets.
- Ability to understand the strategic and policy environments in which Derbyshire Mind operates.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.





### **Term of office**

Trustees are appointed for a 3 year term of office, with the possibility for renewal for one further 3 year term to a maximum of 6 years.

### **Induction, Training and Support**

Successful applicants will be provided with an induction programme and will be expected to undertake our mandatory training for trustees. There will also be the opportunity to attend national Mind induction training, and you will have access to Mind federation information through our Connecting Minds resource.

There are opportunities to develop an appropriate level of experience and knowledge of the organisation, for example by attending sub-committee meetings, meetings with management team members and/or visiting services or projects where appropriate.

Newly appointed trustees will be able to observe a board meeting before accepting the appointment, should they wish to.

### **Minimum Time Commitment**

- 6-7 evening board meetings per year plus an AGM. Board meetings are held on a Tuesday evening, either face to face at an agreed venue or by video call. Other meetings will also be a mix of face to face and video call.
- Annual board away day.
- Some ad-hoc meetings and events.
- Board Sub-Committee meetings are required.

“I became a trustee of Derbyshire Mind because of a lifelong concern about mental health even though most of my career had a different focus.”

**Trustee, Derbyshire Mind**





# Sound interesting?

## How to Apply

Please e-mail your CV, with a covering letter detailing why you feel you would be a good fit for this role, and demonstrating how you meet the criteria described in the personal skills and qualities section above, to:

**[jenny.hotchkiss@derbyshiremind.org.uk](mailto:jenny.hotchkiss@derbyshiremind.org.uk)**

Your covering letter should be no more than 750 words.

Please quote the role title “Trustee” and your name in the subject line of the email.

**Closing date: 20<sup>th</sup> July 2025 at midnight**

**Interviews will be held in person during week beginning 4<sup>th</sup> August 2025.**

If you would like to find out more about the role before applying, please contact our Chair, Will Fletcher, for an informal discussion:

**[will.fletcher@derbyshiremind.org.uk](mailto:will.fletcher@derbyshiremind.org.uk)**

This post is subject to a criminal records check with the disclosure and barring service.

“ If you have skills or experience in guiding an organisation to develop and thrive, and if you want to feel you are really making a difference to the mental wellbeing of people in your community, Derbyshire Mind could be just the place for you. ”

**Trustee, Derbyshire Mind**



[www.derbyshiremind.org.uk](http://www.derbyshiremind.org.uk)