



Trustee Welcome Pack

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Trustees are our most senior leaders. They set our strategic direction, make sure we're using our resources effectively and ensure we're having the greatest possible impact on our community. Trustees are the guardians of Mind in Gwent, and are expected to undertake duties in a manner that reflects our values and ethos. We're looking for dedicated, empathetic and ambitious candidates to help make our mission a reality and lead us closer towards our ultimate ambition: to improve and develop services in Gwent so that everyone with mental health problems in our communities receive the support and respect they need.

Diversity is critical for our board to be effective; enabling varied discussions, active debate and decision making, so that together we can have the greatest impact. We encourage applications from people with lived experience of mental health problems and from all ethnic, socio-economic, religious, professional and personal backgrounds. Whether you're an experienced Trustee or taking your first steps into governance, if you have the commitment, values and skills, we want to hear from you.

About us

At Mind in Gwent, we believe no one should have to face a mental health challenge alone.

Working in communities across Newport, Monmouthshire, Torfaen and Blaenau Gwent, we offer a range of services to help people who need support with their mental health and wellbeing.

Gwent spans more than 600 square miles and is home to around 600,000 residents across a diverse mix of urban and rural communities. Many of these communities are separated by the area's distinctive geography, including rolling hills, valleys, mountains, and industrial and post-industrial landscapes. As such, we must continue to recognise

and respond to the challenges created by the physical nature and dispersed geography of our localities.

Mind in Gwent employs around 800 staff, delivering a diverse range of services to the current value of £4m through over 20 individual contracts from our four office locations across the territory. The range of services offered include:

- Children, Young People and Families
- Community Wellbeing
- Counselling
- Housing and Tenancy Support
- Training
- Rural communities support

Our values

Vision

That everyone experiencing a mental health problem gets both support and respect.

Purpose

We are Mind in Gwent.

We connect minds – We bring people together to make change in their communities

We support minds – We deliver life-changing support

We change minds – We speak out and demand better from policymakers and the public.
We are here to fight for mental health.

For support. For respect. For you.

Our fundamentals

- Our work will always respond to the needs and preferences of people with mental health problems.
- We put people first. So, our work isn't defined by mental health diagnosis.
- We are committed to anti-racism.
- We are focused on supporting all people with mental health problems regardless of age, including children, young people, adults and older people.

Our strategy

Mind in Gwent builds on the strong history, reputation and community connections of Mind Monmouthshire, Newport Mind and Torfaen and Blaenau Gwent Mind. Together, we create a powerful partnership that delivers locally rooted services while also responding effectively to regional needs and opportunities through a formal collaboration with Caerphilly Borough Mind.

Mind in Gwent has provided services and support for over 40 years, playing a part in transforming public attitudes and the quality of mental health support with Mind, the national charity, and other local Minds across England and Wales. This has been achieved by standing shoulder-to-shoulder with people who have mental health problems.

Mind in Gwent will retain strong local services and premises, working tirelessly to improve and develop services in each of the four local authorities (Blaenau Gwent, Newport, Monmouthshire and Torfaen) so that everyone with mental health problems in our communities receives the support and respect they need.

About you

The role of Trustees in Mind in Gwent is to govern the activities and affairs and oversee the strategic and general management of the charity. Specifically, our Trustees ensure that Mind in Gwent has a clear purpose and direction, is solvent, well-run and delivers its charitable and strategic objectives.

Trustees are expected to undertake duties in a manner that reflects Mind in Gwent's values and ethos.

The duties of Trustees are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and all relevant legislation or regulations.
- Exercising a duty of care to ensure that the charity is well-run and efficient.
- Ensuring the appropriate use of Mind in Gwent's charitable funds and assets in pursuit of its objects and strategic objectives and overseeing the effective management of the resources and assets of the charity.
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensuring that the organisation defines its goals and evaluates performance against agreed outcomes.
- Safeguarding the good name and values of the organisation; acting as a positive ambassador for the charity.
- Ensuring the financial stability of the organisation.

- Ensuring a robust risk management process is in place to identify and address any risks impacting, or potentially impacting, the organisation.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.
- Ensuring that all delegation by the board is clearly recorded through terms of reference, minutes and job descriptions, and that reporting procedures are in place, recorded and complied with.
- Ensuring that Mind in Gwent has an appropriate governance structure in place (including sub-committees) in relation to its objectives, size and stakeholders to enable Trustees to fulfil their responsibilities.
- Reviewing and assessing the board's own performance annually and addressing any improvements identified.
- Ensuring that lived experience involvement and leadership is sustained through all aspects of Mind in Gwent's work and relationships.
- Ensuring that Mind in Gwent is accountable to its funders and stakeholders.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues in which the Trustee has special expertise. All Trustees are expected to take collective responsibility for the Board's decisions.

Expectations

- To ensure equality of opportunity is promoted and sustained through all aspects of Mind in Gwent's work and relationships.

- To commit to ensuring that stakeholders have a say, and that equalities issues are addressed.
- To represent the board, if necessary, on internal disciplinary and complaint panels or other panels, and on external bodies by agreement.
- To be aware of and accept the responsibilities of a charitable Trustee and Director of a charitable company, to act properly at all times and declare any impediment or interest relevant to the role of Trustee.
- To act in good faith with due care and diligence for the best interests of Mind in Gwent and work within Mind in Gwent's vision, mission and values.
- To attend and participate in board meetings, contributing own opinions and ensuring that papers are read in preparation for meetings. To become a member of at least one of the board's sub-committees.
- To undertake training and attend induction.
- To respect confidentiality of matters discussed at board and any other meetings set up by the board.
- To evaluate the performance of the board in relation to the agreed objectives.
- To engage with the wider work of Mind in Gwent.

The Trustee role is voluntary with expenses reimbursed. Time commitment will vary but it is expected to require approximately 4-6 hours a month. There are six board meetings a year, plus 2 half/full day sessions devoted to strategy. There may be times when the board meets digitally.

Person specification

All Trustees need to demonstrate the following competencies to become a member of the board:

- A commitment to Mind in Gwent's vision, mission and values and a working knowledge of at least one of the areas in which we work.

- Knowledge and/or interest in mental health issues.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- An ability to analyse information and think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the [legal duties, responsibilities and liabilities of trusteeship](#).
- An ability to work effectively as a member of a team
- Promote constructive debate and dialogue over confrontation
- A commitment to [Nolan’s seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In addition, the board of Trustees must include members with expertise in some of the following areas:

Core skills	Additional skills
Charitable/voluntary organisation governance	Working with groups experiencing multiple disadvantages
Mental health and/or health and social care sector	Change management
Operating environment and local community	Conflict resolution
Legislation relevant to our work, and employment and landlord responsibilities	Facilitation and/or training delivery
Strategic planning	Human resources (legal and policy)
Business management	Volunteer management

Leadership	Information technology/digital
Financial planning and regulation	Social media
Health and safety	Accountancy
Data protection	Fundraising and/or income generation
Safeguarding	Commissioning and/or bid writing
Monitoring and evaluation	Project management
Lived experience of mental health problems	Environmental issues
Risk management	Quality assurance
Partnerships	Clinical governance
	Campaigning
	Marketing and/or PR
	Worked in mental health sector

Specific skills that are essential for Mind in Gwent	
Core skills	Additional skills
Housing	Property management
Children and young people	

How to apply

To express interest in becoming a Trustee, please send your completed application form to Dave Bland Mind in Gwent CEO dave.bland@mindingwent.org.uk following receipt of your application we will be in touch to arrange an informal chat with Dave.

If there are any reasonable adjustments we can implement in our recruitment that would make the process more accessible, please contact us directly with a request. We commit to considering all such requests. We would be grateful if you can also complete and return the attached diversity form along with your application. This information will be kept anonymously. It is not used as part of the selection process, but it helps us to understand whether we represent all parts of our community equally.

We are requesting expressions of interest by 10am on 22 June 2026.

Successful applicants will be expected to undergo an enhanced Disclosure and Barring Service check (DBS), as well as company director and charity trustee disqualification checks.

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