



Role title	Volunteer Trustee
Responsible to	CEO / Chair of The Board
Area the post covers	North Kent

About North Kent Mind

North Kent Mind is an independent registered charity and affiliated to national Mind, governed by its own Board of Trustees. Its founding mission is to make sure that everyone experiencing a mental health problem gets the support and respect they need.

North Kent Mind operates across North Kent including Dartford, Gravesham, Swanley and Medway and employs around 100 paid staff with a large number of volunteers who provide thousands of hours of unpaid work a year.

They offer support to the local community across multiple core areas covering counselling and therapy, SUN (Service User Networks), children and young people, training, adult support services, money management, employment support and housing services, plus much more!

Purpose of Role

North Kent Mind are looking for Trustees who are passionate about the organisation and the services and wish to be part of the governance, strategy, policies and financial management of the charity.

Individuals from any background are considered and our Board benefits from a diverse range of people and skills. We are currently seeking individuals with a professional background in Finance and/or Human Resources. However, applications are warmly welcomed from anyone with the enthusiasm for providing a better mental health service to the area and who believes they possess the capabilities required.

Main Responsibilities

Our Board is currently made up of a team of Trustees and Trustees will:

- Think creatively.
- Set our overall strategy.
- Look in detail at our progress.
- Communicate clearly and sensitively as part of a group.
- Make decisions.
- Be committed to fighting for mental health.

Strictly private and confidential

NKM Trustee

10.2025

- Be a member of North Kent Mind

A: Duties of the Role: General

This is a volunteer position, and we want you to get the most out of your time as a trustee. For the organisation to continue delivering exceptional services to the community, we ask that you are able to commit to the following:

- Attending Board meetings every six weeks. These are often virtual but can sometimes be in person.
- Attendance at the annual general meeting.
- Being part of the Trustee away day. An in-person day, normally a weekend, where the Board, CEO and Company Secretary will discuss the charity strategy and other critical topics.
- Tea with the Trustees (a 1-hour lunch time event hosted every couple of months at the various office locations to get to know the staff members, Trustees should aim to attend at least two of these annually).
- Willingness to commit to a minimum of three years in the role. Each Trustee is elected for a term of three years and then will need to be re-elected.
- Additional ad-hoc events throughout the year as and when a Trustee is available.
- Attend North Kent Mind's 3-day induction training.
- Champion North Kent Minds' mission, values and competencies. This includes an expectation that they will:
 - Show passion for what Mind does and the changes that we are making for people with mental health problems
 - Stand up for what they believe is best and trust in themselves and each other.
 - Be open to others and ourselves and show a commitment to learning.
 - Be open to change and respond flexibly and quickly to the changing world. ○ Communicate effectively, ensuring their messages are understood and that they
 - Strive to understand others.
 - Value diversity and treat others with respect, showing sensitivity towards differences, promoting and encouraging diversity, and building on people's different skills and talents to enhance the quality of their own and other's work.
 - Take responsibility for their decisions. ○ Maintain an appropriate level of confidentiality at all times.

B. Duties of the Role: Specific to chosen volunteer role:

We want you to get the most out of your time as a Trustee and we will provide:

- Induction and training including an initial in-person three-day training course to understand the organisation and key aspects of mental health with a one and half day follow-up training every three years.
- Fuel expenses to cover the cost of attending meetings.
- An opportunity to make an impact in the way we fight for mental health.
- A passionate and like-minded team of dedicated individuals!

Desirable Skills and Competencies

- An understanding and commitment to Mind and North Kent Mind's vision, mission and values.
- Knowledge and/or interest in mental health issues.
- Professional background in either Finance, or Human Resources.
- Ability to champion diversity, equity and inclusion.
- Capability to work effectively in a group and take part in discussions.
- Empathy to manage difficult and/or challenging situations.
- Confidence to challenge constructively and ask questions appropriately.
- Ability to analyse information.
- Willingness to meet the expectations of Trustees.

Please note you also need to be aged 18 or above to be eligible to be a trustee.

The application process

Applications are open now! To make sure that candidates have the skills and qualities required, members of the Board will sift applications and initial interviews (either virtual or in person) will be conducted by the CEO and Chairman of the Board. Other members of the Board may also be involved in the interview process.

Candidates who meet the requirements will be put forward for election. The newly appointed trustees will attend their first Board meeting at the next calendar event.

Further Information and Contact Details

For further information, please contact Richard Giles, CEO and/or Lyndsey StukalovStone, Chair of The Board of Directors.