



Chair: Board of Trustees

Information Pack

July 2026



Welcome to North Kent Mind

We are North Kent Mind, a local mental health charity. We are independent, affiliated to (but not funded by) national Mind. A collaborative organisation, providing a range of services and projects that support recovery from mental health problems and promote positive mental health across our diverse communities.

We directly support people on their recovery journeys — and connect with many more via our activities. We value the skills, talent, and experiences that everyone brings to North Kent Mind, and co-production plays a key part in everything we do.

Vision, Mission, and Goals

Our vision is that we won't give up until everyone experiencing a mental health challenge gets both support and respect. We work in partnership with people on their journey to recovery.

Our mission is to support and provide quality mental health services which empower local people, and future generations, supporting their recovery and building their resilience, while advocating and promoting good practices locally.



North Kent Mind's Goals Are:

Staying well: We support people likely to develop mental health problems, to stay well.

Empowering choice: We empower people who experience a mental health problem to make informed choices about how they live and recover.

Improving services and support: We ensure people get the right services and support at the right time to help their recovery and enable them to live well and thrive with their mental health problem.

Enabling social participation: We open the doors to people with experience of mental health challenges participating fully in society.

Removing inequality of opportunity: We work to gain equality of support for people who experience both mental health and other forms of discrimination.

Organisational excellence: We make the most of our assets by building a culture of excellence.

To meet these goals we provide direct services including, a wide range of Adult Support Services (in groups or individually), Affordable and Fast Track Counselling, Employment Support, Housing Support Services, Crisis Support, and Children and Young Person's Support.

There are many ways we get involved in our local community:

Campaigning in response to local and national concerns.

Provide mental health education through training.

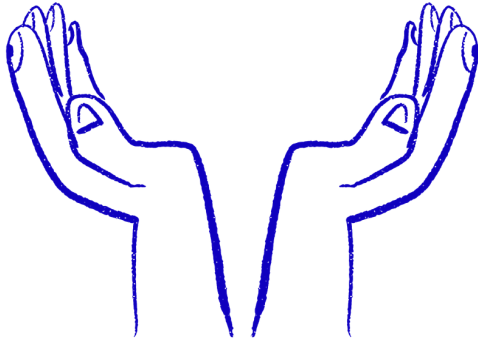
Work in collaboration with others.

Embed co-production with people with lived experience.

Develop our work in response to changing needs.



Our Values



Open

We reach out to anyone
who needs us



Together

We're stronger in
partnerships



Responsive

We listen, we act



Independent

We speak out fearlessly

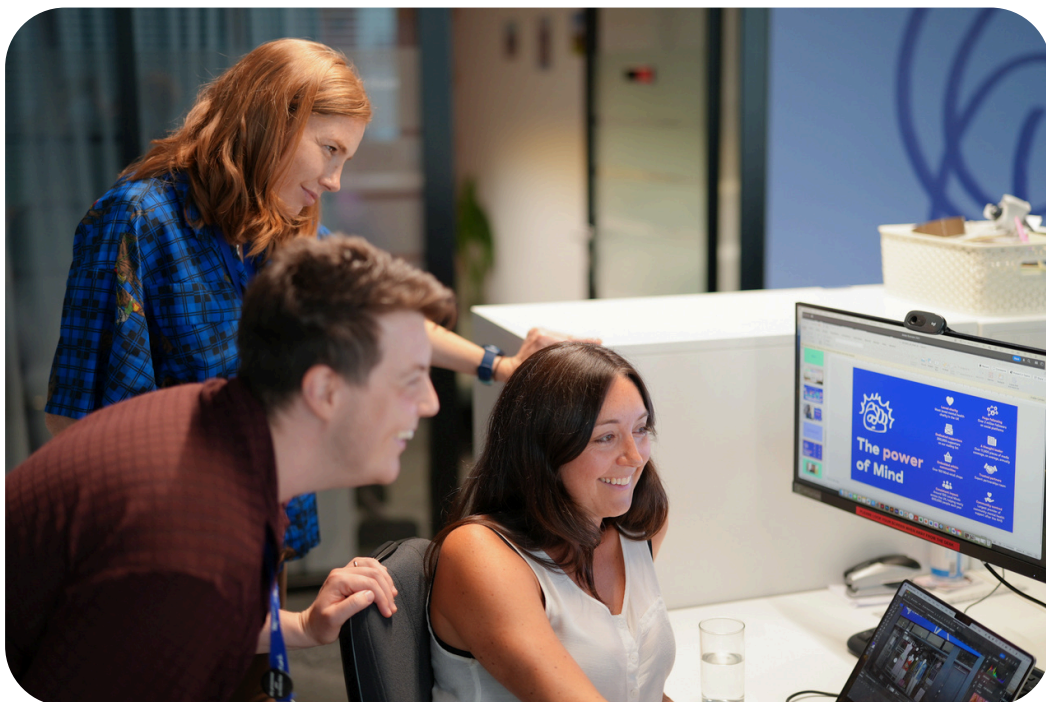


Unstoppable

We never give up

Our Strategic Goals 2024 - 2027

- Ensure organisational sustainability through diverse funding streams.
- Deliver mental health services that meet the needs of a diverse local population.
- Reduce health inequalities.
- Prioritise staff wellbeing and the working environment.
- Strengthen collaboration and partnership working.
- Improve our infrastructure; digital transformation, back office support, and buildings.



Our Services At North Kent Mind

We deliver a wide range of mental health and wellbeing support across North Kent and Medway. We are also strategic leads for some Kent-wide and Medway Services.

Children and Young Persons Services

- Medway Therapeutic Alliance
- Growing Minds
- G.L.O.W Service
- School Services



Adult Support Services

- Individual Support Services
- Recovery Drop-In Groups
- Men's Group
- Coping With Life Courses
- Moving Forward
- Employment Support



Counselling and Therapy Services

- Affordable Counselling
- Fast Track Counselling



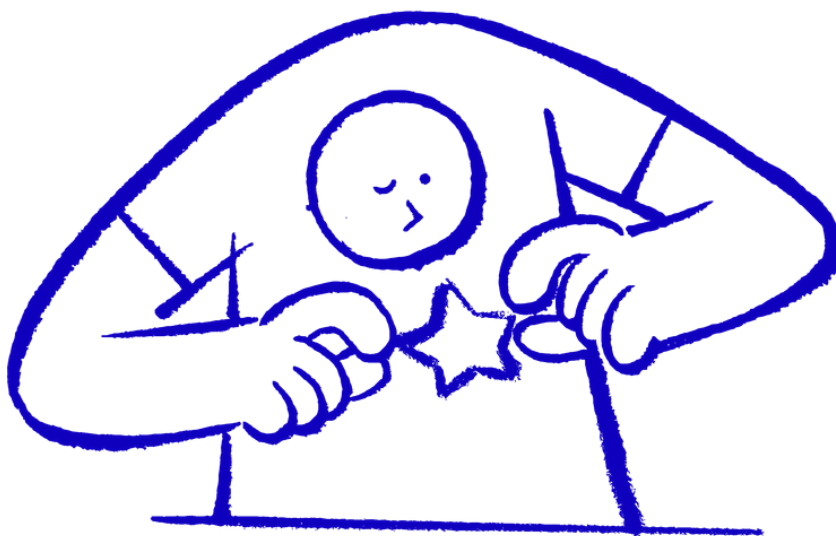
Supported Housing Services

- Supported Housing Projects in Dartford, Gravesham and Swanley
- Housing First in Medway
- Heal House, Supported Accommodation



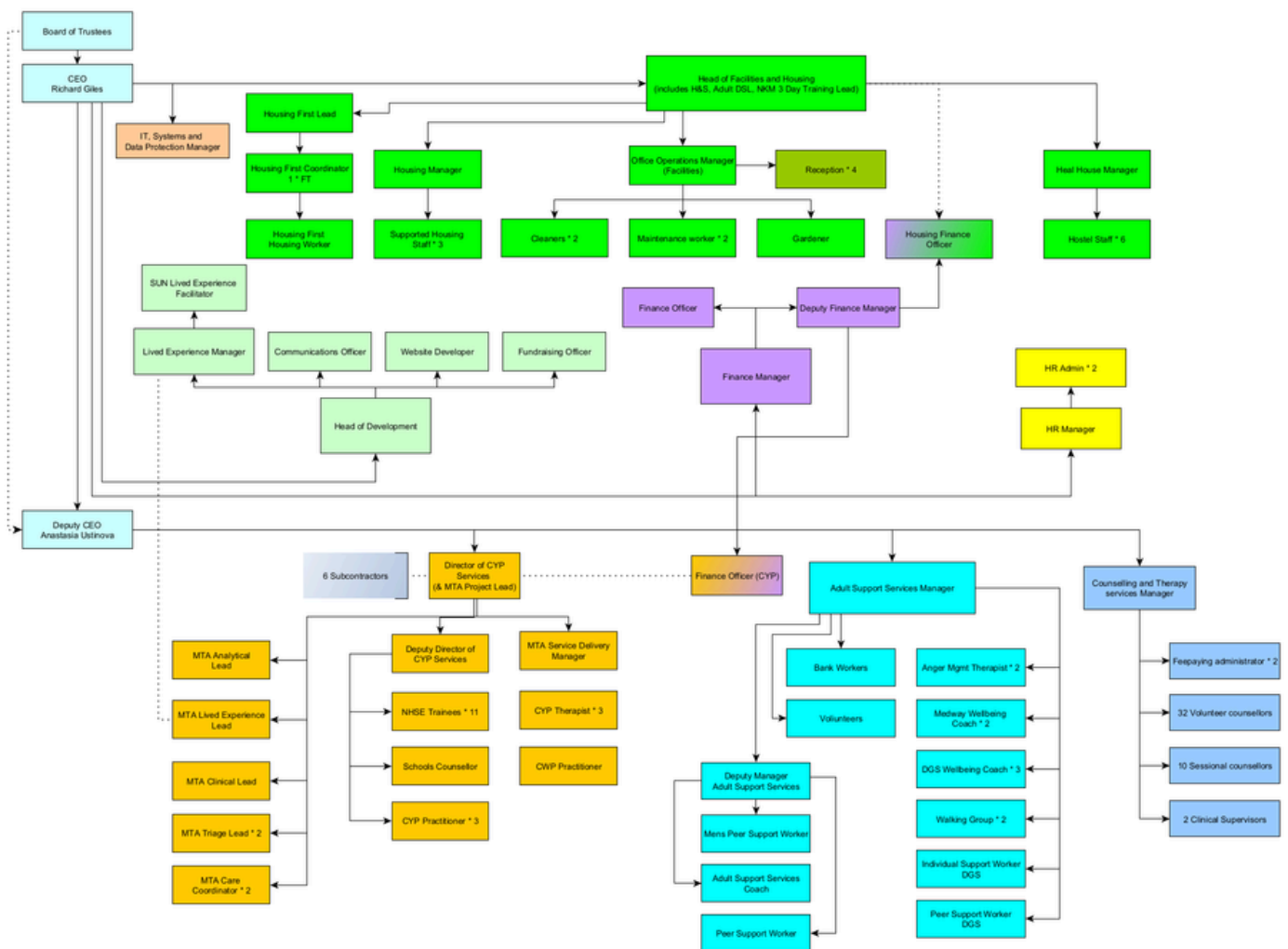
SUN Project

The Service User Network delivers a free and easy access peer support group that supports adults experiencing difficulties with complex emotions often associated with a personality disorder



Our Team and Our Trustees

Comprises of 11 Trustees, all of whom bring a range of different skills and experiences which contribute to our work. We currently have a team of around 100 staff and more than 40 volunteers,



The Role of the Chair

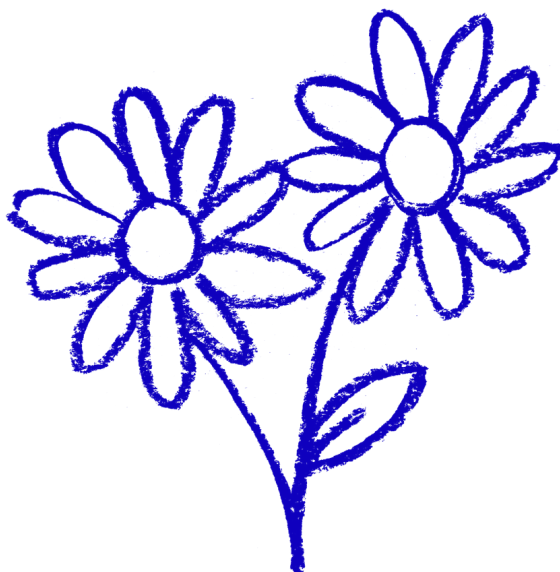
This voluntary role provides strategic leadership and oversight of the charity, as follows:

- Working in partnership with the Chief Executive to ensure that North Kent Mind has a clear vision, mission and strategic direction - and that the charity, the Trustees, and the Chief Executive are focused on achieving these.
- To ensure that the Board of Trustees fulfils its governance duties and responsibilities and meets its statutory responsibilities.
- To support the Chief Executive to achieve the charity's mission.

This is an unpaid, voluntary role. North Kent Mind will pay reasonable out of pocket expenses, including travel.

This role is subject to criminal records check with the Disclosure and Barring Service, and checks against the Disqualified Trustees, Disqualified Directors and Insolvency registers. We will also need a list of references during the recruitment process to assess professional conduct and performance.

We are looking for a Chair to lead the Board of Trustees for a minimum three-year term and a maximum of 3 terms. The Chair will also be a Trustee and Company Director.



Specific Duties and Responsibilities

Vision, Mission, and Strategic Direction

It is the Chair's role to ensure that:

- The Trustees govern the charity in the long-term interests of North Kent Mind.
- North Kent Mind has a clear vision, mission, and strategic plan. There is a common understanding of these by the Chief Executive and the Trustees.
- The goals set by North Kent Mind support our vision, mission, and strategic priorities and objectives.
- North Kent Mind considers and approves methods for objectively measuring the progress of the charity in relation to its vision, mission, strategic goals/priorities, business plans, and annual targets.
- A board effectiveness review is performed annually with independent input at least every three years, and that results are acted upon.
- Adhere to the terms of reference behaviours, code of conduct, and role requirements.
- The Executive Team reports regularly to the Board of Trustees on progress towards the strategic goals and annual business plans.
- The Chief Executive's annual objectives support the achievement of the strategic goals.
- The Chief Executive receives regular and constructive feedback on their performance in managing the charity and in meeting their annual and longer-term objectives.

Supporting the Chief Executive

It is the Chair's role to:

- Provide line management and support to the Chief Executive on behalf of the board.
- Ensure that the board focuses on its strategic/governance role and does not venture into operational matters with reference to the 'Scheme of Delegation'.
- Facilitate board meetings and maintain a high standard of discussion and debate.

- Help steer the organisation by facilitating collective working in partnership with the Company Secretary and Chief Executive. Also check that the board agenda items are both prioritised and relevant.
- In partnership with the Company Secretary and Chief Executive, ensure that the board receives sufficient and timely information to make informed decisions.
- Ensure that there are monthly one-to-one meetings with the Chief Executive when the Chair and Chief Executive can talk openly to discuss progress and challenges.
- Ensure that the Chief Executive's performance is reviewed informally at monthly one-to-one meetings throughout the year.



Charity Governance

From a Charity Governance perspective, it is the Chair's role to ensure that:

- The charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects.
- The Board's delegated authority is recorded in writing by means of terms of reference for Board committees and sub-committees, role/job descriptions for honorary officers and key staff, reporting procedures etc.
- North Kent Mind Mind's financial dealings are systematically accounted for, audited and publicly available.
- The major risks to which the charity is exposed have been reviewed and systems have been established to mitigate these risks, without the charity becoming totally risk averse.

- Board decisions are made in the best, long term interests of the charity and that the Board takes collective ownership of these decisions.
- In partnership with the Chief Executive and Company Secretary an annual programme of Board and Working Group meetings is developed including the Annual General Meeting and Trustee Away Days — ensuring that relevant agendas and papers are prepared in good time for all the above, and that they are appropriately chaired and recorded.
- There is a systematic, open and fair procedure for the recruitment or co-operation of Trustees, future Chairs of the Board and future Chief Executives (with a view to succession).
- All Board members receive appropriate induction, advice, information, training and review (both individual and collective).

Time Commitment

The Chair role is multi-faceted and requires a personal time commitment for the following:

One Annual General Meeting per year.
One Board Away Day per year.

- Bi-monthly board meetings held 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.
- Preparation and attendance for meetings.
- Attendance at some sub-committee meetings as required.
- Monthly one-to-one meetings with the Chief Executive.
- Occasionally representing North Kent Mind at external events and other occasional national Mind events and ad hoc activity including emails and telephone calls as required.
- ‘Tea with the Trustees’. A friendly bi-monthly social gathering of staff and trustees, this meeting is an opportunity for trustees to find out exactly how the North Kent Mind staff are suppting the community and any challenges they are currently facing.



Who Are We Looking For?

We are looking for a strategic level leader who has a strong interest in mental health and wellbeing.

Ideally, you will have experience of the charity sector and preferably an understanding of the role of the VCSE sector in health and social care.

Applicants should be able to demonstrate, through examples, how they meet the ‘Person Specification’ criteria either through their paid or voluntary work experience.

We are an equal opportunities employer and welcome applications from all sections of the community.

At North Kent Mind we are proud to foster an inclusive environment based on the idea that every individual, regardless of age, race, disability, gender, religion, sexual orientation, or background feels respected and valued.

Our recruitment process reflects this belief and ensures a confident commitment to a diverse workforce of talented people, who as a collective ensure positive change to the mental health sector.

Person Specification

Knowledge and Experience	
Strategic leadership experience	Essential
A broader understanding of charity governance obligations as defined by the Charity Commission	Essential
In depth knowledge of the mental health and wider health and social care system	Desirable
Previous board experience	Essential
Skills and Abilities	
Strong leadership skills, and able to motivate people and bring them together	Essential
A proven ability to drive organisational strategy	Essential
Ability to build cohesive collaboration and inclusive relationships with the Board and Senior Leadership Team valuing the diverse set of skills and perspectives	Essential
Willing and able to form an effective partnership with the Chief Executive	Essential
Excellent communication and interpersonal skills	Essential
Able to handle contentious issue in line with NKM values	Essential
Attitude and Approach	
Willing and able to devote time and energy necessary to fulfil the Chair role	Essential
Well organised and reliable	Essential
An interest in and commitment to mental health and wellbeing in Dartford, Gravesham, Swanley, and Medway	Essential
Committed to leading in line with NKM organisational values of respect, inclusivity, empowerment, compassion, courage, and integrity	Essential
Other	
Lives or works in Dartford, Gravesham, Swanley, or Medway	Essential
Willing to proactively contribute to and participate in the work of the wider Mind federation	Desirable
Has connections and influence with key people in mental health within Dartford, Gravesham, Swanley, and Medway	Desirable

Induction, Training, Support, and Benefits

North Kent Mind is keen to support the ongoing development of all our trustees, staff, and volunteers. Our Chair and Board of Trustees are provided with regular opportunity to expand their knowledge of the operations of North Kent Mind and the wider Mind Federation. They are also given regular opportunities to attend training relevant to their roles.

The successful applicant will be provided with a detailed induction which includes our mandatory training for trustees. There will also be the opportunity to attend national Mind induction training for Chairs and CEOs, and you will have access to Mind network information through our Connecting Minds resource.

You will work closely with the Chief Executive to develop an appropriate level of experience and knowledge of the organisation by attending sub-committee meetings, meetings with management team members, and/or visiting services or projects where appropriate. The new Chair will be able to observe a board meeting as part of their induction process, before beginning to chair the meetings themselves.

We also strongly believe in supporting the wellbeing of our staff as well as our services users, which is why becoming a trustee entitles you to a range of benefits. We have enrolled in Health Assured's 'Employee Assistance Programme' to provide free and confidential mental health support to all our staff. You will also be entitled to a Blue Light Card providing a range of discounted pricing on your shopping. Finally, our training opportunities mean that our staff experience personal growth in both role specific and transferrable skills.



Sound Interesting?

To apply, please email your CV, with a covering letter detailing why you feel you would be a good fit for this role, and demonstrating, with evidence, how you meet the criteria described in the Person Specification, to HR@northkentmind.co.uk

Your covering letter should be no more than 760 words. Please quote the role title "Chair" and your name in the subject line of the email.

Recruitment process:

- Shortlisting
- Formal Interview by Panel of Trustees and Executives

If you would like more information about this role, please contact our HR team at HR@northkentmind.co.uk

To find out more about North Kent Mind, please visit northkentmind.co.uk

