

Role Description for PR and Fundraising Trustees

We are looking for new Trustees who are passionate about mental health research and the difference it can make to people's lives. As a Trustee you would be responsible, alongside other members of the board, for the effective running of the charity, and for being an advocate for it.

This leadership is vital and at Mental Health Research UK we ensure the Trustee group is a visible and active part of the organisation. The Trustee group formally meets twice a year usually in London but more recently by Zoom.

General Duties and Responsibilities

Leadership and strategy. Trustees ensure the charity has a clear strategic direction with vision, mission and values articulated.

Governance. Ensure compliance with all relevant legislation and regulations including governing policies and charity law and deal appropriately with conflicts of interest.

Resource / Risk management. Ensure the charity is well managed, and resources are used responsibly to best pursue the charity's objectives; ensure controls are in place to apply internal financial policies; oversee charity's assets; assess the charity's risk management.

Other general responsibilities. Represent Mental Health Research UK and act as an ambassador; seek to promote our work where possible through your networks to raise the profile of the charity; ensure there is no personal profit from the office of Trustee unless relevant permission has been gained from the Charity Commission.

Time Commitment. Attend board meetings twice a year; and Scholars' Day once a year; get involved in other activities depending on the Trustee's interests. We correspond by email to make decisions in-between meetings.

Remuneration. Trusteeship is a non-remunerated role. Training can be provided, and expenses paid (travel). Trustees are appointed for a 3-year term which can be extended. Most of the current Trustees have been on the board for over 3 years.

Person Specification

Trustees are volunteers, appointed for the knowledge, skills and experience they have acquired through previous work or voluntary roles or from their personal circumstances. There are no set requirements in terms of skills or experience but

those listed below are relevant to the role. We do not expect Trustees necessarily to have all these attributes, but they could be useful.

Knowledge

Mental health/mental health research

Research more generally

Understanding of legal duties and responsibilities of Trusteeship.

Understanding of charity governance structures.

Skills

Strategic vision.

Effective decision making.

Ability to work effectively in a team.

Experience

Trusteeship or equivalent positions of responsibility or leadership roles.

Specific Expertise

We are looking for Trustees with specific expertise that matches one of the following roles:

PR / Communications lead: We would like to enhance our Public Relations and communications, and would welcome an enthusiastic communicator with good ideas to help us develop and implement our strategy and become involved in communications with supporters.

Marketing / Fundraising expert: We currently rely on fundraising to continue our work and would welcome an enthusiastic marketer / fundraiser with good ideas to help us develop our income generation and strategy.

We are particularly seeking to achieve a diverse Trustee board; therefore, we actively welcome expressions of interest from people of all ages, ethnicity and backgrounds who have an interest in our work and who believe that they could make a contribution. We also welcome applications from people with lived experience of mental ill-health.