

 **Tower Hamlets Talking Therapy**

**Mind in Tower Hamlets and Newham**

 **13 Whitethorn Street**

**London E3 4DA**

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**Chair Application Pack**

19 April 2021

Dear Applicant,

Role of Chair for Mind in Tower Hamlets and Newham

Thank you for your interest in applying for the role of Chairperson.

As part of the application pack you will find the following documents for completion:

1. Application Form
2. Skills Matrix questionnaire
3. Equality Monitoring Information request
4. Declaration of Eligibility

We ask all applicants to complete **Section E:** Equality Monitoring Information form, to ensure we meet the aims and commitments set out in our Equality and Diversity Policy. This includes not discriminating under the Equality Act 2010 and to build an accurate picture of the make-up of the Board of Trustees in encouraging equality and diversity. However filling in this form is voluntary. All equality monitoring forms are separated from the Trustee application forms on receipt. Your information will be treated in the strictest of confidence, with all other documents except Section E, being shared with those Trustees involved the recruitment and selection process.

Please ensure that you have read through the Chair role requirements, when completing these forms. Once you have completed these documents, please email to Senior Administrator and send to: recruitment@mithn.org.uk

We look forward to receiving your completed application forms.

Yours sincerely



Shahan Islam

HR and Governance Manager



**Mind in TOWER HAMLETS and newham**

**Chair Application form**

**Closing date: 5pm, monday 3rd May 2021**

**Section A: Personal information and Experience**

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Date of Birth |  |
| Address incl. Postcode  |  |
| e-mail address |  |
| Contact telephone numbers |  |

Please read the Chair Role description and Person specification that is contained in your application pack. Please use the space below to tell us the ways in which you meet the person specification. **Maximum 300 words**

Section B: Skills Audit

**What kind of expertise do you consider you bring to the Board?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Industry Knowledge /Experience** | **None** | **Some knowledge** | **Experience** | **Expertise** |
| Industry Experience – Charities/Public sector |  |  |  |  |
| Knowledge of Sector – Mental Health |  |  |  |  |
| Knowledge of broad public policy Direction |  |  |  |  |
| Understanding of Government legislation/legislative processes |  |  |  |  |
| **Technical Skills/Experience** | **None** | **Some knowledge** | **Experience** | **Expertise** |
| Accounting |  |  |  |  |
| Finance |  |  |  |  |
| Law |  |  |  |  |
| Marketing Experience |  |  |  |  |
| Information Technology |  |  |  |  |
| Public Relations/Media/Marketing |  |  |  |  |
| Experience in developing and implementing risk management systems |  |  |  |  |
| Human Resource Management |  |  |  |  |
| Strategy development and implementation |  |  |  |  |
| Property  |  |  |  |  |
| Fundraising  |  |  |  |  |
| Change Management |  |  |  |  |
| Conflict Resolution |  |  |  |  |
| Safeguarding – Adult/Children |  |  |  |  |
| Equality and Diversity |  |  |  |  |
| **Governance Competencies** | **None** | **Some knowledge** | **Experience** | **Expertise** |
| Financial literacy |  |  |  |  |
| Strategic thinking/planning from a governance perspective |  |  |  |  |
| Executive performance management |  |  |  |  |
| Governance related risk management experience |  |  |  |  |
| Compliance focus |  |  |  |  |
| Profile/reputation |  |  |  |  |
| **Behavioural competencies** (1 – 5 scale, with1 indicating low level and 5 high level competency) | **1** | **2** | **3** | **4** | **5** |
| Team player/collaborative |  |  |  |  |  |
| Ability and willingness to challenge and probe |  |  |  |  |  |
| Common Sense and sound judgement |  |  |  |  |  |
| Integrity and high ethical skills |  |  |  |  |  |
| Listening Skills |  |  |  |  |  |
| Verbal Communication Skills |  |  |  |  |  |
| Understanding of effective decision-making processes |  |  |  |  |  |
| Willingness and ability to devote time and energy to the role |  |  |  |  |  |

1. **What other expertise or skills do you feel you offer?**
2. **Do you have lived experience of mental health either due to personal experience or through someone you have a carer responsibility for or know. Please can you provide brief details below:**
3. **Are there any areas of Mind in Tower Hamlets and Newham’s work you have a particular interest in and/or would like to become more involved in?**
4. **What motivated you to become apply for the role of Chair for the Charity?**

Section C: REFERENCES

Please give details of two referees to whom we may apply for references .

|  |  |
| --- | --- |
| 1) Name: | 2) Name: |
| Capacity in which known to you: | Capacity in which known to you: |
| Address: | Address: |
| Telephone No. | Telephone No. |
| Email address: | Email address: |

**Section D: Declaration of Eligibility**

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**DECLARATION OF ELIGIBILITY FOR A NEWLY APPOINTED CHAIR**

|  |
| --- |
| **SECTION 1 Personal Details** |
| Name: |
| Address: |
| Postcode: |
| **SECTION 2 Charity Details** |
| Name of Charity: Mind in Tower Hamlets and Newham |
| Charity Registration Number: 1006927 |
|  **SECTION 3: Declaration** |
| I declare that I am not disqualified from acting as a charity trustee and that:* I am over 18 years of age
* I am not incapable of acting by reason of mental disorder within the meaning of the Mental Health Act 1983
* I do not have an unspent conviction relating to any offence involving deception or dishonesty
* I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors
* I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429 (b) of the Insolvency Act 1986
* I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an order under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or bodyFor charities that work with children:
* I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000

For charities that work with vulnerable adults* I am not disqualified under the Protection of Vulnerable Adults List

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section E: Equality Information**

|  |
| --- |
| **1.Age** |
| 18 – 25 yrs |  | 26 – 35 yrs |  | 36 – 45 yrs |  |
| 46 – 55 yrs |  | 56+ yrs |  | Prefer not to say |  |
|  |  |  |  |  |  |
| **2.Ethnicity** |
| Asian British Bangladeshi |  | Asian British Indian |  | Asian British Pakistani |  |
| White and Asian |  | Other Asian: Please specify |  | Black British African |  |
| Black British Caribbean |  | Black British Somali |  | White and Black African |  |
| Other Black: Please specify |  | Black or Black British |  | Other Mixed: Please specify |  |
| White British |  | White Irish |  | White Polish |  |
| White Romanian |  | Other White: Please specify |  | Chinese |  |
| Vietnamese |  | Asian Other: Please specify |  | Other background: Please specify |  |
| Prefer Not to Say |  |  |  |  |  |
|  |  |  |  |  |  |
| **3.Gender** |
| Male |  | Female |  | Transgender |  |
| Other: Please specify |  | Prefer Not to Say |  |  |  |
|  |  |  |  |  |  |
| **4. Disability** |  |
| None |  | Prefer Not to Say |  |  |  |
| Deafness/Partial loss of hearing |  | Blindness/Partial Loss of Sight |  | Learning Disability |  |
| Learning Difficulty |  | Development Disability |  | Physical Disability |  |
| Long Term Illness |  | Mobility |  | Mental Health |  |
| Prefer Not to Say |  | Other: Please Specify |  |  |  |
| **5.Sexuality** |  |  |  |  |  |
| Heterosexual |  | Lesbian |  | Gay |  |
| Bisexual |  | Other: Please Specify |  | Prefer Not to Say |  |
|  |  |  |  |  |  |
| **6.Religion** |  |  |  |  |  |
| Christianity |  | Hindu |  | Muslim |  |
| Sikh |  | Jewish |  | No religion or belief |  |
| Other: Please Specify |  | Prefer Not to Say |  |  |  |
|  |  |  |  |  |  |
| **7. Do you live or work in East London and areas covered by Mind in Tower Hamlets** |
| Yes |  | No |  | Not Sure |  |
| If you have selected **Yes or Not Sure** please state, the postcode where you live or work: |
| **8. Do you have lived experience of mental health (personal experience of mental health issue or as a carer)?** |
| Yes (if Yes please provide brief details below) |  | No |  | Prefer Not to Say |  |
|  |

Thank you for completing these forms. Please email to Karen Firth, Senior Administrator at recruitment@mithn.org.uk

On receiving these forms, your details will be passed onto nominated members of the Board of Trustees involved in the recruitment and selection of the new Chair, who will be in contact with you to discuss your application and suitability.