

TRUSTEE RECRUITMENT PACK

STAMP Revisited, Roseberry Park Hospital, Marton Road, Middlesbrough, TS4 3AF
Registered Charity Number: 1171432



A MESSAGE FROM THE CHAIR:

Thank you for your interest in becoming a Trustee for STAMP Revisited.

We are looking for new Trustees and a Treasurer to strengthen and diversify our Board of Trustees. The organisation has been in operation since 1995, during which time we have established an excellent reputation for providing quality advocacy services across Middlesbrough, Redcar & East Cleveland, and Stockton-On-Tees.

We're here to make sure people who are experiencing poor mental health can understand their rights, make effective choices about their lives and voice their concerns.

Our services are independent, confidential, and free to those receiving them. Together, we are standing up for essential rights and supporting people to have a say on the issues that matter to them most.

We want to continue developing our Board, ensuring it is as inclusive as possible, and representative of the diverse communities and people we support. Drawing on our strengths and expertise, we are determined to focus more deeply than ever on prioritising those in greatest need and ensuring that the voice of lived experience is at the heart of everything we do.

This is an exciting time for us an organisation, we are growing and developing, bringing new people on board, and exploring new ways of doing things. It's part of our plan to reach more people and have an even deeper impact on their lives.

If you share our vision for providing a sustainable model of independent advocacy to vulnerable people and believe that everyone should be empowered and supported to have a voice in the decisions that impact their lives, we would love to hear from you.

MARY BOOTH, CHAIR





AN INTRODUCTION TO STAMP REVISITED:

STAMP Revisited is a Charitable Incorporated Organisation (CIO) which seeks to empower those experiencing poor mental well-being through advocacy, information, advice, and guidance to give people the tools, help and support they need to allow them to be involved and make their own choices and decisions about their lives.

Our work empowers those we support to make choices that positively impact upon their lives, identify their personal strengths and assists them to challenge social inequalities.

Our team comprises of a Project Manager, three Mental Health Advocates, a Project Support Coordinator, and a small team of volunteers who strive to achieve the organisation's mission and aims:

- To **support** and empower those experiencing poor mental health to express their views, be heard and have a direct say on issues critical to their wellbeing and recovery.
- To **enable** individuals to explore their options and agree a course of action to actively take part in resolving their issues and develop the skills to overcome the barriers to good mental health.
- To **empower** individuals to make informed choices and support them to identify their personal strengths to gain and remain in control of their lives.
- To **defend** and promote the rights of those experiencing mental health issues and safeguard them by promoting good practice, and preventing discrimination, neglect, and abuse.
- To **promote** social inclusion and raise awareness of the obstacles faced by individuals experiencing poor mental health to prevent exclusion and isolation.
- To **encourage** individuals to broaden their horizons and become active and inclusive members of society.





Our Vision:

Our vision is for an inclusive and safe society where the voices of vulnerable people, particularly those with mental health issues, are listened to, their views are valued, and they are able to live fulfilling lives according to their own choices.

Our Values:

- **Passionate:** We are passionate about leading the way to a better quality of life for everyone affected by mental illness. We are committed to delivering high quality support and strive for excellence in everything we do, however small.
- **Person Led:** We put those we support first, ensuring that we are directed by their wishes and interests. We are non-judgemental and respectful of people's needs, views culture and experiences.
- **Independent:** We are independent from statutory organisations and all other service providers so we remain free from influence and conflict of interest so we can fully represent those we support.
- **Empowering:** We treat people as individuals with their own unique strengths. We support people to speak up for themselves and create opportunities for self-advocacy, empowerment, and enablement. We equip people to understand their rights and support people to access information to exercise choice and control in their lives.
- **Understanding:** People who are affected by mental illness are at the heart of everything we do. We involve them in shaping our organisation, when developing and delivering services that meet their needs and make a positive difference to people's lives.
- **Equality:** We are pro-active in tackling all forms of inequality, discrimination, and social exclusion so that everyone is treated fairly. We make reasonable adjustments to ensure people have appropriate opportunities to engage, direct and benefit from our services.
- **Accessible:** Our services are provided free of charge to those who are eligible. We do our best to be accommodating in the way we provide our services and use language that is easy to understand and accessible for all.





THE TRUSTEE ROLE:

As a Trustee you will be responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives, and goals in accordance with legal and regulatory guidelines.

You will work with your fellow trustees:

- To lead the charity and its services with clear vision, ensuring all decisions are made in line with our core purpose which safeguards our good name and values.
- Determine the overall direction of the charity through clear strategic planning, by developing a long-term strategic plan, and striving for best practice in governance.
- Ensure the effective and efficient administration of the charity and its resources.
- Act in the best interests of the charity, its staff, current, and future, beneficiaries.
- Ensure the charity functions and complies with all legal and regulatory requirements, always acting within the boundaries of the charity's governing document.
- Maintain sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objectives.
- Ensure risks are properly recognised and mitigated, undertaking regular reviews of the external environment for changes that might affect the organisation.
- Act as an ambassador for STAMP Revisited by promoting and developing the charity in order for it to flourish and maintain its relevance to those it serves.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the Project Manager.
- Avoid any personal conflicts of interest.
- Deliver on our duty of care to staff, beneficiaries and the trustee board, and take appropriate professional advice in all matters where there may be material risk to the charity.





We are looking for trustees who can demonstrate:

- A commitment to the organisation and the vision to drive it forward.
- An appreciation of the importance of independent advocacy.
- A proven track record of sound judgement and effective decision making.
- Strong communication and interpersonal skills.
- A history of impartiality, fairness, and the ability to respect confidentiality.
- A commitment to equality, diversity, and inclusion both in our work and our board.
- Ability to work effectively and collaboratively as a member of a team.
- Ability to listen, reflect and adapt, positively contributing to a culture of continuous development and learning.
- Demonstrable experience of building and sustaining relationships with others.
- Compassion, empathy, and sensitivity to the experiences of our beneficiaries, as well as a willingness and openness to understanding the complexity of their circumstances.
- An understanding and acceptance of the legal duties and liabilities of trusteeship.

Time Commitment:

Our Trustees meet both in person and online, on a bi-monthly basis (for around 2 hours).

Trustees are also expected to become a member of at least one sub-committee. Beyond these meetings, there will be various duties that our Trustees will need to carry out, with the specific tasks and their time requirements varying from role to role. On average, the expected time commitment of a Trustee is six days per annum.

Term of Office:

All Trustees are appointed for an initial term of three years with the option to renew for a further two terms (up to a maximum of 9 years).





THE TREASURER ROLE:

As Treasurer you will maintain an overview of the organisation's affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

In addition to the general responsibilities of a Trustee (above), you will:

- Oversee the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees.
- Ensure that proper accounting records are kept, and that appropriate accounting procedures and financial controls are in place.
- Act as Chair of the Finance Sub Committee and liaise with relevant staff and board members to ensure the financial viability of the organisation.
- Advise on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management processes.
- Be instrumental in the development and implementation of relevant policies and procedures including those related to our finances, reserves, and investments.
- Lead on the appointment of and liaison with external auditors.
- Ensure that the accounts are prepared and disclosed in the form required by relevant statutory bodies, including the Charity Commission.

What you will bring to the role:

- Appropriate financial skills and knowledge to meet the requirements above.
- Strong presentation skills in order to prepare and present concise, easy to understand reports.

Time Commitment:

As detailed in the trustee section, however owing to the additional responsibilities, as Treasurer, the expected time commitment is around one day per month.





OUR COMMITMENT TO EQUALITY & DIVERSITY:

STAMP Revisited are committed to being an inclusive organisation that represents the diverse communities that we serve. Our goal is to ensure that we have a diverse team with a range of lived and professional experience.

All individuals regardless of age, disability, gender reassignment, marriage, civil partnership, race, religion, or belief, sex and sexual orientation are encouraged to apply.

We recognise that people with different skills, attitudes and experiences bring fresh ideas and perceptions, and we wish to encourage and harness these differences to make our services more relevant and approachable.

Our internal monitoring shows that people of colour, people with disabilities and people from refugee and migrant communities are underrepresented in our workforce, and therefore we particularly welcome applications from these communities.

We are committed to changing attitudes towards disability, and making sure disabled people have the chance to fulfil their aspirations. To help us achieve this, we offer a guaranteed interview scheme if you have a disability, and you meet the minimum criteria.

We embrace creativity and diversity, therefore, please let us know if there are any reasonable adjustments you would like us to make during this process.

SAFEGUARDING:

STAMP Revisited is committed to safeguarding adults at risk, and children, from abuse and neglect. We expect everyone who joins us to share this commitment.

As an organisation that undertakes 'Regulated Activity' all roles, including that of a Trustee, are subject to an Enhanced DBS (Disclosure & Barring Service) Check.








WHAT TO DO NEXT:

If you are interested in becoming a Trustee and are keen to be a part of our Board, we would love to hear from you.

Please contact us to arrange an informal discussion. You can do this by:


 01642 837555

 info@stamprevisited.org.uk


 STAMP Revisited, Roseberry Park Hospital, Marton Road, Middlesbrough, TS4 3AF

You can also connect with us via our social media channels:

 facebook.com/stamprevisited

 twitter.com/stamprevisited

 instagram.com/stamprevisited

 linkedin.com/company/stamprevisited

Questions:

If you have any questions, queries or need further information, please contact:

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or

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