



The Mental Health Service for our Community

Trustee - Role description

For 30 years Jami has been delivering mental health services for the Jewish Community. Jami's services enable independence and build resilience through Community Hubs and Outreach; Education and Training; and Bespoke recovery support plans.

Jami was established in 1989 by parents, relatives and friends of people who experienced mental health difficulties and today helps over 1,300 people annually, people with mental illness, their families and friends.

As a Jami Trustee, your role will be to advise and support Jami's strategy alongside the Board of Trustees. This will include providing guidance; building and nurturing relationships and using existing relationships to support Jami's goals.

Responsibilities of all Trustees

Strategic Leadership	Ensure Jami pursues its stated purposes and strategic direction, as defined in its governing document, by agreeing a mid and long-term strategy, and setting an appropriate pace of change.
Managing Performance	Ensure Jami defines its goals and evaluates operational/organisational performance against agreed targets through delegated authority.
Governance	Ensure Jami is well governed, complies with charity / company law and any other relevant regulations, and uses its resources exclusively for its charitable purposes.
Risk	Ensure there is a rigorous process to identify, assess and mitigate risk.
Collective Decisions	Ensure the Board reaches sound collective decisions by scrutinising Board papers, focusing on key issues, providing advice and leading discussions in areas where the Trustee has special expertise. This includes input in defining what issues the board will address, discuss and make decisions on and the mechanism to achieve this.
Networking	Be an ambassador for Jami and mental health. Make and encourage financial contribution and increase engagement.

Chief Executive

Ensure proper arrangements are followed for the appointment, supervision and remuneration of the Chief Executive.

Behaviours and expertise of all Trustees**Collective Responsibility**

- Know and accept the legal duties and responsibilities of Trusteeship.
- Accept fiduciary responsibility for Jami's performance and effective use of resources.
- Hold the professional team to account.
- Make and support collective decisions.

Commitment

- Have sufficient time, commitment, understanding and passion for Jami's purpose, vision, mission, values and activities.
- Enthusiasm, optimism and willingness to learn.
- Be actively involved in Jami's activities outside Board meetings.
- Prepare for and attend a minimum of six two-hour Board meetings per year.
- Depending on portfolio there may be sub-committee and liaison with the executive staff member responsible for that area.
- We are in the process of governance review but would expect a minimum tenure of three years for these positions.

Judgement

- Shape the overall vision and strategic direction in line with Jami's aims.
- Informed and independent judgement, with the ability to think creatively.
- Objectively analyse information, evaluate risk and scrutinise performance.

Assertiveness

- Speak up at meetings and influence discussions.
- Constructively challenge and question accepted ways of doing things.
- Take clear and justifiable decisions.
- Resist undue pressure from donors re service design/delivery

Cooperation

- Build sound relationships and work collaboratively with other Trustees, the professional team, volunteers and other stakeholders.
- Listen to others' opinions and needs.
- Advise, support and mentor trustees, executive staff or volunteers.

Jewish Community

- Understand how the Jewish community operates.
- Utilise a wide network of personal contacts to increase support for Jami.
- Know where Jami fits into the wider communal landscape and keep abreast of developments.

Organisational knowledge

- Develop a meaningful relationship with the organisation by engaging with staff, volunteers, service users and other stakeholders.

Previous board / trustee experience is not necessary and we welcome applications from all ages and backgrounds.

Trustee portfolios

For additional specific responsibilities of each of our portfolio positions, please contact Georgina.hartstone@jamiuk.org to request a full role description in one of the following areas:

- Fundraising
- HR & Wellbeing at Work
- Legal Risk, Governance, Compliance & QA
- Marketing, Communications & PR
- Mental Health & Clinical Governance
- Resources, Operations & Property
- Service User Involvement
- Social Enterprise
- Transforming the Landscape
- Treasurer

Disclosure of criminal background

All employees and volunteers are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorised person is a serious disciplinary offence.

For further details and to request a specific portfolio role description, please contact **Georgina Hartstone** on 020 8458 2223 or email georgina.hartstone@jamiuk.org

- Closing date for applications **31st July 2019**
- To apply for a trustee role, please email your CV and a supporting letter to georgina.hartstone@jamiuk.org
- Selection process will involve a formal interview
- All applicants will have the opportunity to visit Jami's resources