

Trustee Role



Background

The Mindfulness Network registered as a Charitable Incorporated Organisation on 3rd April 2018, with the charitable purpose of benefiting health, well-being and education by widening access to Mindfulness-based Approaches (MBAs) through the support of education and training and vocational services. Becoming a charity provides considerable benefits, including fundraising opportunities. This enables us to develop our vision further, benefit to the mindfulness community and the public that this community serves, and to widen access to MBAs.

The Mindfulness Network CIC (Community Interest Company) has been operational since 2012 and has become a leading organisation for the provision of services to mindfulness-based teachers in the UK, most specifically around the provision of high-quality supervision and mindfulness retreats. In so doing, it has contributed significantly to the enhancement of mindfulness courses and therapies delivered to key vulnerable groups and to the general public. The Mindfulness Network CIC has now transferred all of its operations into the charity, and we are now known as The Mindfulness Network.

In August 2018, the Charity entered into a collaboration agreement with Bangor University to deliver the Continuing Personal and Professional Development programme developed by the Centre for Mindfulness Research and Practice (CMRP). This means that we now provide a comprehensive service to mindfulness-based teachers and practitioners covering their professional training and ongoing good practice.

The Mindfulness Network is seeking to extend its Board of Trustees to facilitate the ongoing development of the charity. In particular we are seeking to appoint a board with expertise in:

- community development and engagement
- fundraising
- equality, diversity and inclusion
- safeguarding
- engagement with key sectors (NHS, wider health, education, criminal justice, workplace)
- development and implementation of policies and standards
- business development, finance, IT and administration
- marketing and communications

We do not expect any individual to span this wide range of expertise, and we aim to build a team of trustees that as a whole provides us with the leadership across this broad spectrum.

Role specification:

The trustees are the guardians of the charity, ensuring it stays within its remit. This will include:

- reviewing and approving strategy and business plans;
- providing advice and guidance to staff on matters of policy, strategy and business development;
- ensuring that the organisation is adequately staffed and ensuring that processes are in place for recruitment of staff; in particular, trustees will be responsible for appointing the Director, and be engaged in the appointment of other staff in leadership roles; and
- acting as ambassadors for the organisation and representing the organization in different forums.

Location, remuneration and time commitments

Trustees are not remunerated. However, reasonable expenses will be reimbursed in line with the expenses policy. Staff, associates and clients are distributed throughout the UK, and most meetings are held electronically. Occasional face-to-face meetings are held.

There will be four scheduled trustee meetings a year, of about two hours duration. There will be time required to read papers in advance of meetings. Outside of meetings, trustees may be asked to advise on areas of the charity's activities in relation to their particular skills. Over and above the trustee meetings, a trustee may volunteer for other activities, such as:

- leading a working party
- participating in a project
- recruitment of staff and volunteers
- representing The Mindfulness Network on various governance arrangements with partner organisations.

Additional information

- CIO constitution
- The Mindfulness Network business plan
- Expenses policy

For a discussion about the role and The Mindfulness Network, contact:

Ken Lunn - ken@mindfulness-network.org

Rebecca Crane - r.crane@bangor.ac.uk

To apply: email a brief CV and a letter stating what draws you to the role to Ken Lunn and Rebecca Crane. Closing date 7th January 2019.

Please see the Person Specification on the next page...

Person specification

Requirements	Essential	Desirable
Qualifications and Professional Training	Educated to GCSE level or equivalent, with maths and English at a grade C or above.	Degree-level qualification or equivalent experience.
Experience / Knowledge	<p>Extensive knowledge and experience in <u>one or more</u> of the following:</p> <ul style="list-style-type: none"> • community development • Fundraising • working with diversity • Management/governance in charitable organisations • marketing • NHS, school or criminal justice service experience • teaching experience in a school, college or university • mindfulness delivery in a health, criminal justice, education or workplace setting • UK policy on mindfulness, health, and/or well-being • senior management • finance • information technology • supervision of mindfulness-based teachers • mindfulness retreat delivery or management • training of mindfulness teachers 	<p>Understanding of mindfulness-based approaches</p> <p>Experience of being part of a distributed organisation</p>

Skills and attributes	Strong interpersonal skills A team player, able to work towards a shared vision	Experience in a similar role Knowledge and experience of the charitable sector
Personal qualities and abilities	Commitment to the development of mindfulness-based approaches	Open to innovation and creative approach to challenges