



Mind in Harrow

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Thank you for your interest in becoming a **Mind in Harrow Trustee**.

These documents form part of the recruitment application pack:

- Background Summary
- Governance Role Descriptions & Trustee Person Specification
- Trustee Application form

Please complete the application form, including the Supporting Statement, referring to the criteria in the Person Specification.

If you would like to discuss the role, please contact me on m.gillham@mindinharrow.org.uk or my colleague Sona on s.barbosa@mindinharrow.org.uk.

We welcome completed application forms by the end of September 2018.

Shortlisted applicants will be invited for an interview and to attend Board meetings as an observer initially. Successful candidates who wish to become full Board members will be nominated for election at Mind in Harrow's Annual General Meeting on 4th December 2018.

Thank you for your interest in this post.

Yours faithfully

Mark Gillham
Chief Executive

Mind in Harrow relies on donations to continue its work. Please help if you can. Contact 020 8426 0929 to make a donation.

Working towards equal opportunities

Chief Executive
Mark Gillham

Mind in Harrow Limited
by Guarantee
Registered Number
3351324

Registered Charity
Number 1067480

Registered Office:
First Floor, 132-134
College Road,
Harrow HA1 1BQ

IMPORTANT - PLEASE READ

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

The Person Specification

In accordance with our Equality & Diversity Policy, applications will be assessed based on the criteria in the **Person Specification**. Please read this carefully, as it describes the knowledge, skills and experience required for the role.

Completing the Form

Through filling out the application form, you will need to demonstrate that you meet each of the selection criteria on the Person Specification. Draw particular attention to knowledge, skills, experience and achievements gained in past employment and community or voluntary work.

Give examples of the work you have been involved in and write in a positive way (eg I was responsible for... I organised...).

It would be useful for the shortlisters if you used headings in the Supporting Statement for each criterion listed in the same order as the Person Specification and demonstrate how you feel you meet each requirement.

The important thing is to tell us – panels will not guess or make assumptions.

EQUALITY & DIVERSITY STATEMENT OF INTENT

Mind in Harrow will actively promote awareness and respect for equality and diversity in all its work.

Mind in Harrow is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Mind in Harrow is committed to create and maintain a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

We recognise that discrimination can take place on grounds such as race, gender, ethnicity, religion and belief system, disability, sexuality, class, age, marital status, or responsibility for dependants.

We also recognise that people with mental health problems often face discrimination when seeking access to mainstream services such as advice, housing, support, treatment, education and employment. We will challenge this discrimination in all aspects of our work.

Mind in Harrow is committed to address indirect discrimination in its own organisational practices and has in place procedures to respond appropriately to any reported instances.