



Make a difference

Join our Board of Trustees
and make a positive
impact on people's lives

Candidate Information Pack
September 2024





Welcome

Could you help provide excellent leadership and governance for our multi-award-winning mental health charity as we build on our success and develop our strategy for the future?

The Cellar Trust is a multi-award winning local mental health charity which has been supporting the people of Bradford, Airedale, Wharfedale and Craven for over 30 years. We are an ambitious, vibrant and innovative organisation and are passionate about mental health, the impact that charities can deliver and our local community. We are a values driven organisation; our values underpin everything that we do. They are about 'how' we do things and guide our behaviours and decisions. Our values are: Respect; Hope; Dedication; Continuous Improvement and Partnership.

Our mission is to give people struggling with their mental health, the support they need, so that they can live positively and independently, and build their own brighter future. Last year our turnover was £3,615,607 (2023-2024) and a staff team of around 120, we deliver a range of specialist mental health services in the Bradford District and Craven area to around 12,000 people every year.

Service range from our two employment services, Reach, our HOPE trauma service to the Safe Spaces crisis provision, the Multi Agency-Support Team (MAST), Trust Therapies, CORE, Enablement and Recovery, and our HOPE Trauma Service. We have a national reputation for our lived experience and peer support workforce; something we are incredibly passionate about.

A key strength of the organisation is integration and the majority of the services are delivered in partnership with statutory organisations and/or multiple Voluntary and Community Sector Partners. With a head office in Shipley and a base in Central Hall, Keighley, the majority of the service provision is delivered in the community close to where people live and we also operate out of Bradford Royal Infirmary, Airedale General Hospital, Community Mental Health Teams and Primary Care.

We are currently undertaking a large capital development on our Shipley site following on from securing £3m in Levelling Up Funding from the government.

About us



Vision

Our vision is to provide high-quality mental health support for people in the right place at the right time..

Our mission

Our mission is to work with partners to give people struggling with their mental health the support they need, so that they can live positively and independently, and build their own brighter future.

Continuous Improvement

- We build on strengths and believe things can always be better
- We promote independence
- We are relentless in our quest

Partnership

- We believe in great team work
- We believe in partnership and integration

Our values

We are a values driven organisation; our values underpin everything that we do. They are about 'how' we do things and guide our behaviours and decisions.

Hope

- We believe in individuals
- We don't give up
- We believe in brighter futures for all

Respect

- We are all different but equal
- We value and respect each other
- We will not tolerate discrimination or stigmatisation

Dedication

- We are passionate about our work and go the extra mile
- We are committed to what we do and how we do it

The Cellar Trust Strategic Plan – 2022-2025



Our Vision

To provide high-quality mental health support for people in the right place at the right time

Our Mission

To work with partners to give people struggling with their mental health the support they need, so that they can live positively and independently, and build their own brighter future

Our Strategic Principles

We will reach more people and make it as easy as we can for people to access our services

We will champion lived expertise and peer support

We will use our expertise to influence mental health services, policy and strategy

Our Strategic Goals

We will improve, develop and expand our support for people on their journey into employment

We will deliver personalised support for people in emotional distress

We will develop psychological therapies within The Cellar Trust

We will continue to develop as a thriving, sustainable and impactful organisation

Our Values

Respect **Partnership** **Hope** **Continuous improvement** **Dedication**

Our Impact



Feedback from our clients and partners

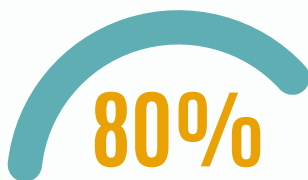
We asked people who used our services how they feel about us:



could manage their mental health more



felt their well-being improved



felt more positive about their future

What our clients say...

"The Cellar Trust helped me to overcome my social anxiety and depression, find employment, and regain my confidence. I am so grateful for their support."

"I was really struggling when I was first referred to MAST and felt I had hit rock bottom. By the time I was discharged from the service I could see a better future head. Thankyou for your support the weekly phone calls made all the difference."

"I came in as a service user very broken and very isolated and my greatest fears, worries and anxieties came ahead and took me into a very dark space. My support workers patience, professionalism, rapport and empathy lifted me."

What our partners say...



“

"As well as leading, as its CEO, the Cellar Trust (which is itself a key partner within the Bradford District and Craven Health and Care Collaborative), Kim, through her membership of the Act as One Partnership Leadership Executive has been the constant voice of the wider VCS/SME sector as we have evolved into a highly functioning placed based leadership team. We are a better partnership for having her as an essential member of our core team."

Professor Mel Pickup, CEO Bradford Teaching Hospitals NHS Foundation Trust & Place Based Lead Bradford District and Craven Health and Care Partnership

“

"We would not have landed the funding we did for crisis care or made the case to roll out crisis alternatives without Kim's significant input to this process. She is very clear and skilful at pitching points - and has been one of the key influencers in our ambition to have a range of multiple diverse VCS services delivering services in all mental health community and crisis pathways."

Bobby Pratap, Deputy Head of Mental Health, NHSE/I National Policy Team

“

"Millside Centre has been so privileged to work in partnership with The Cellar Trust over the last year, who have delivered Peer Support sessions for some of our most vulnerable and destitute service users, especially for asylum seekers and refugees. We have even had the opportunity to train some of our staff and volunteers to be Peer Support facilitators and have played an invaluable role in recruiting participants and co-delivering the sessions along with Rachel. We have learned so much from all Cellar Trust staff and look forward to continuing working in collaboration with this amazing charity who have gone above and beyond to support our centre, providing vital resources, staff and training opportunities to help us deliver sessions that is making a huge difference in people's lives."

Furaha Mussanzi, Millside Centre

We are multi-award winning



Safe Spaces were Winners in the **3rd Sector Care Awards for Collaboration (Integration) Award 2024**



GSK and Kings fund Impact Award Winner 2023

Safe Spaces were Winners in the **Bradford District and Craven Health and Care partnership 'Celebrate as One' Awards for Team of the year 2023**



Winners of the **Positive Practice in Mental Health Award for Peer Support 2022**

Regional Winner of the **NHS Parliamentary Award for Urgent Care 2022**

CEO Kim Shutler - Charity Times **Top 20 Pandemic Pioneer** and **MBE for Services to Mental Health** in the 2022 Queen's NY Honours



Winners of the **Locality Transforming Lives Award 2021**

For further information please see our **2023-24 Impact Report** on our website: thecellartrust.org



The Board of Trustees

The Board's role is to provide strong leadership and governance of The Cellar Trust. The Board sets strategic aims, ensures that the necessary resources and people are in place for the organisation to meet its objectives and ensures that the organisation is delivering the greatest possible impact in line with our charitable objectives, mission and values.

Our diverse group of trustees bring their backgrounds, experiences, and skills to the role and play a strong and supportive role in driving forwards our organisation. The Board prides itself on robust governance and leadership combined with a bit of fun and team work. The Chair will join this group and by upholding the values and culture of The Cellar Trust will work collaboratively with the team and trustees to lead the organisation forward.

For more information about our current Trustees please see our website:

[Our Trustees - The Cellar Trust](#)

Board Meetings

The Board meets bi-monthly to receive updates, monitor impact and performance and discuss key organisational decisions. We have 2 established committees which lead on key areas of the organisation and report into the Board:

- Finance, Audit and Risk
- People and Organisational Development

An annual trustees and senior management away-day is held once a year for strategic and board development purposes, and there are also a range of other development and engagement opportunities for Board members.

Our Trustees

We are governed by our Board of Trustees who are legally responsible for our charity, its activities and management.

The board delegates authority as appropriate to the Chief Executive Officer and members of the leadership team. Our board is made up of a fantastic group of people with a diverse range of skills and experience.

The board meet six times per year in addition to our Annual General Meeting.



Anthony Waddington
Chair



Laura Flatman
Vice Chair



Hugh Rolo
Treasurer



Gabby Voinea
Board member



Prof. Udy Archibong
Board member



Dr Shehla Khalid
Board member



Melvyn Ingleson
Board member



Samantha McLean
Board member

Meet the Team



Our Executive Team

Our Executive Team have a wealth of experience and a passion for mental health. The Board of Trustees delegates the day to day running of the organisation to our Executive Team.



Kim Shutler MBE
Chief Executive Officer



Heather Tattersall
Deputy CEO with Operations



Linda Haynes
Director of Service Development



Michael Tomlinson
Director of Finance



Helen Horsman
Director of Central Services
& Business Development



Mehreen Nadeem
Director of People

The Role



Recruitment of our new Trustee

We are looking for people to join our Board of Trustees to help provide excellent leadership and governance for our vibrant and developing organisation. Trustees play a key part in ensuring that we carry out our activities correctly and effectively and that we comply with all our necessary legal duties as well as our governing documents and charitable objectives.

We are looking people who:

- are keen to develop their leadership and governance skills OR people who have more extensive experience.
- can think independently and express opinions in a professional setting creative and strategic thinkers
- work well in a team
- are passionate about mental health and supporting others
- have lived experience of mental health difficulties – not essential but welcomed
- can help us build a more diverse Board of Trustees, including local residents with a passion for our District; people from an ethnic minority background and younger people

We would also love to hear from people who live in and love the brilliant and diverse communities of Bradford District and Craven.

Our Trustees take a lead on setting the strategic direction for our organisation, including involvement in developing policy, setting goals and targets and making sure that our work is having the greatest impact it can have on people and communities. Trustees are also responsible for monitoring and overseeing our financial activity, protecting our assets and funds and appointing and managing the CEO.

Our diverse group of trustees bring their backgrounds, experiences, and skills to the role and play a strong and supportive role in driving forwards our organisation. The Board prides itself on robust governance and leadership combined with a bit of fun and team work. The Chair will join this group and by upholding the values and culture of The Cellar Trust will work collaboratively with the team and trustees to lead the organisation forward.

Responsibilities



Hours

Approximately four, two hour board meetings a year plus the AGM as a minimum, with additional preparation time reading papers; some email and telephone discussions about key areas at other times. You will also be required to undertake an induction and ad hoc training and development sessions and may be invited to attend other committees, events and meetings. We will accommodate your availability where possible.

Statutory duties

- Ensuring that the organisation complies with its governing document, employment law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objectives as defined in its governing document.
- Ensure the organisation uses its resources exclusively in achieving its objectives
- Contribute actively as a Trustee by giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets, in partnership with the rest of the Trustees.
- Safeguard the good name and values of the organisation.
- Represent The Cellar Trust at functions and meetings as appropriate.
- Declare any conflict of interest while carrying out the duties of a trustee.
- Be collectively responsible for the actions of the organisation and other trustees.
- Ensure the effective and efficient administration of the organisation.
- Abide by the Equity, Diversity & Inclusion Policy and all other relevant policies and procedures Ensure the financial stability of the organisation.
- Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- Ensure that the organisation is properly insured against all reasonable liabilities. The Board of Trustees retains overall responsibility for risk management and regularly reviews the charity's processes for identifying, prioritising, escalating and managing risks.
- Appoint and support the CEO and monitor their performance.



Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Providing input in other areas you may have special expertise in
- Undertaking any mandatory training needed for the role

What you will get

- The chance to learn new skills and increase your experience of leadership and governance
- Input into an innovative and dynamic charity delivering cutting edge services
- The chance to make a real difference to the people we support
- Experience in the field of mental health
- The positive feeling of helping others
- Opportunities for development and training

Location

The Cellar Trust, Farfield Road, Shipley, BD18 4QP plus some home-based tasks/meetings via MS Teams/phone/email.

How to apply



Please complete our online application form on our website:
www.thecellartrust.org/support-us/volunteer/

If you would like a call to discuss the role in more detail, with **Kim Shutler** or our Chair **Anthony Waddington** please email paula.carlton@thecellartrust.org

Interviews will be held on Friday 25th October 2024.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

We welcome difference and treat people equally, honestly and fairly. We recognise and stand up for people's rights. We are committed to providing an accessible service to all our clients, equal opportunities for employment of staff and promotion of the benefits of having a diverse workforce.



Registered charity (no. 701982)

Supporting people with their
mental health to live positively
and independently

01274 586 474
reception@thecellartrust.org
thecellartrust.org

The Cellar Trust
Park View Court
ShIPLEY, BD18 3DZ

facebook: /TheCellarTrust twitter: @CellarTrust
instagram: @thecellartrust