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Trustee Recruitment Pack – Triumph Over Phobia UK

Triumph Over Phobia UK

November 2023

Advertisement for new Trustees

Triumph Over Phobia UK

Growing, Building and Reaching out to support life beyond Phobia and OCD

Trustee Vacancies

As TOP UK enters a new and exciting phase of its development Trustees have identified the need to evolve, enhance and diversify the Board, and are inviting applications from people with skills/ experience in the following particular areas:

- HR and recruitment
- Charity law, policy and procedure
- Marketing, brand development, social media, website design and management
- Professional experience of mental health including OCD and phobia
- Organisational monitoring & evaluation
- Fundraising from a variety of sources

Above all we are looking for people with a genuine interest in mental health and a desire to make life easier for those experiencing anxiety or OCD.

TOP is an organisation committed to diversity and building a diverse board of trustees is key to our success as we try to reach individuals from groups who are disproportionately affected by OCD or Phobia. We invite applications from people of all backgrounds but in particular would encourage applications from those with lived experience of OCD or Phobia, those from the LGBTQ+ community and those from Black, Asian and Minoritised Ethnic Backgrounds.

If you think you are the right person to contribute to TOP UK contact? [\[Link\]](#)

Applications will be considered on an ongoing basis where gaps are identified in the Board makeup.

What We do

TOP UK is a UK registered charity which specialises in helping those experiencing phobias, obsessive compulsive disorder and other related anxiety disorders to overcome their fear. We do this by running a network of weekly, self help groups which deliver a model of Behaviour therapy. Behaviour Therapy is a very effective,

evidence based treatment method for a range of anxiety disorders. It uses exposure therapy to help people face their fears and manage their anxiety. Although based in Bath TOP runs groups in Bristol, London, Cardiff, Swansea, Plymouth, Liverpool and Jersey. Since the pandemic all groups have been working virtually using Zoom or Microsoft Teams, however, for groups with a strong geographical base the intention is to move back gradually to some face to face operating.

The charity is run by a CEO, who is responsible for the strategic development and operation of the charity, supported by a Clinical Manager responsible for recruiting, training and deploying volunteers to nonweekly self-help groups. Support is provided by a Clinical Assistant and a freelance Fundraiser and a network of Clinical Advisers.

These roles are responsible to a Board of Trustees who meet virtually six times a year normally in January, March, May, July, September and November on Thursdays between 18.30 and 20.30. There is also an AGM normally held in October. Trustees are expected to attend as many meetings as possible.

Working Groups

When required Trustees will set up working groups to address particular issues and projects. These are normally time limited with specific objectives. Membership is open to any Trustee who feels they can make a contribution. Trustees are also encouraged to look for ways to support the member of staff who works within their area of expertise to add value to the organisation where they feel they can.

TASKS FOR THE BOARD

The main tasks for the board are:

Strategy

- Develop and review the strategic business plan.
- Develop and implement a communication and marketing strategy and plan.
- Develop and implement a fundraising strategy both to support activities.

Legal

- Ensure the organisation is always acting in strict accordance with the law.
- Responsible for the safe running of groups, conferences and other activities.

Finance

- Ultimate legal responsibility for the financial solvency of the organisation
- Contribute to and sign off annual budget.
- Ensure appropriate financial controls are in place.
- Secure and monitor the
- Scrutinize the accounts and monitor the financial performance of the Trust against its budget.
- Manage the Trust's Risk Register

Management

- Attend and participate at Board Meetings
- Share responsibility for collective decision making.
- Review and contribute to policies and procedures as required.
- Ensure the board operates with ethical integrity and in line with best practice relating to equal opportunities.

Communication

- Promote and communicate the values and culture of TOP UK internally and externally.
- Develop TOP UK's brand appropriate to each stage of the project.
- Work closely with other Trustees, Clinical Advisers, the director, the fundraiser, clinical Advisers and Volunteers.
- Develop maintain and use professional and personal networks to the benefit of TOP UK
- Proactively develop relationships for potential fundraising
- Attend events put on by the organisation.

Recruitment & Training

- Recruit and monitor the performance of the Director.
- Support and encourage TOP UK staff within a positive work environment.
- Assist in the induction of new Trustees to the board.
- Take part in individual and group training as appropriate.

Values

- Promote and communicate TOP's values and culture internally and externally.

Person Specification

Trustees

Desirable skills, experience and qualities

All candidates should have:

Either

- experience working management level in an organisation.

or

- professional experience of marketing and social media management as a manager or consultant

or

- experience in health or mental health organisations

or

- recruitment and HR as a manager

or

- experience of fundraising

It would be beneficial for candidates to have:

- A genuine interest in mental health and a desire to make a difference for those experiencing mental health issues#
- An understanding of how governance operates in the charity sector.
- The ability to be a good team player and to make a unique contribution as part of that.
- Well-developed interpersonal, communication and presentation skills
- Experience of serving on one other Board

How to apply

If you wish to apply, please send a letter explaining why you would like to become a Trustee with your CV to?

If you would like to have a phone/video conversation to find out more about TOP UK please email?

To arrange this

