

ISPS UK Committee

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Stephanie Allan
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Dear Applicant

Thank for your interest in applying for a position on the ISPS UK Committee. Please have a look at our website (www.ispsuk.org) and the document below (Role Description for Trustees of ISPS UK) to find out more about our work and values. This is an incredibly exciting time for ISPS UK, as we look to increase our membership and influence, with many opportunities and challenges ahead. We would especially welcome applications from those with extensive experience in any of the following areas:

- Governance
- Employment law
- Financial planning and control
- Event/conference management
- Marketing and media relations

As ISPS UK is a membership organisation representing and bringing together a broad variety of people, we would especially welcome applications from individuals who:

- identify as having lived experience
- are family members or carers
- are psychiatrists
- identify as BAME

To apply to be a Trustee, please send a CV and covering letter to admin@ispsuk.org, by no later than 10 May. Interviews will take place on 24 May in London. We will reimburse travel expenses. For an informal conversation about the role or organisation, please email us to arrange a chat with Trustee John Richardson.

Thank you again for your interest, and I look forward to your application.

Warm regards

Akiko Hart
Chair of ISPS UK

ISPS UK Trustee

What is a trustee

A trustee is a member of the committee that coordinates and supports the activities of ISPS UK. Our trustees come from a range of backgrounds, professionals working within mental health services, family members, people who have lived experience of mental health distress, and others with a particular interest in the values of ISPS. Details of our current trustees can be found on our website. <http://www.ispsuk.org/>. We aim to recruit trustees with a wide variety of skills and backgrounds to support the range of activities undertaken by ISPS UK.

Role description

Trustees attend the committee meetings which usually take place on Mondays or Tuesdays, 1.30 - 5.30 in Central London. The committee meets a minimum of 4 times a year (there is a requirement for trustees to attend 2 per year). Expenses are paid to attend the meetings but there is no other payment for time or commitment. In addition the committee has a number of subgroups based on specific topics necessary to ensure the smooth running of the organisation. Each trustee is expected to participate in at least 1 subgroup. These groups generally meet 3 or 4 times annually via skype, with the lead of each reporting back to the committee. ISPS UK organises workshops and conferences from time to time and trustees are expected to help in the organisation of some of these. Being a trustee requires commitment to ISPS UK, it's values and philosophy.

It also brings the benefits of working with a supportive team, learning new skills and free attendance at events if part of the planning committee.

Trustees are requested to participate in an induction process which involves :

- Understanding the history, aims and philosophy of ISPS
- Familiarity with the policies of ISPS UK
- Familiarity with the minutes of at least the last 2 committee meetings
- Familiarity and an understanding of the latest financial statement
- Familiarity with the Trustee requirement guidelines published by the Charity commission.

ISPS UK will appoint a 'buddy' , an experienced ISPS UK trustee, to support the induction process.

Applications are welcome from people aged 18 and above. In addition, ISPS UK is committed to increasing its diversity and as such welcomes applicants from a range of backgrounds.

In line with the guidelines of the Charity commission background checks will be undertaken to ensure that applicants have not been disbarred from work with other charities plus they are asked to sign a declaration that they have not been disqualified from acting. Two references are also required.

ISPS UK is a CIO, a charitable incorporated institution and as such has a constitution that can be made available upon request.