



A MENTAL HEALTH SOCIAL MOVEMENT  
8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120  
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

## Trustees Role Pack

Thank you for your interest in this role, please find below some information to help you decide whether to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The soft closing date for this role is **Sunday 6<sup>th</sup> July 2025 at 11:59pm**, however we reserve the right to close this piece of recruitment sooner. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact [people@otrbristol.org.uk](mailto:people@otrbristol.org.uk)

OTR (Off the Record Bristol) is a mental health social movement by and for young people. The charity is at an exciting stage of its organisational growth and proud to be reaching thousands of young people across Bristol, South Gloucestershire, and North Somerset with creative and diverse mental health and wellbeing info and support.

These new trustee roles are now essential in supporting OTR to realise its ambitions for young people. These roles are vital to our efforts to deliver OTR25 Strategy.

These developments will grow OTR's impact on young people's lives by creating sustainable income growth, improving the quality of our work and strengthening our board.

<b>Commitment</b>	The position of Trustee is for an initial term of three years, with the potential to extend for subsequent terms. The Board meets between 8-10 times a year with a mixture of virtual and in-person meetings.
<b>Main Responsibilities</b>	<p>The board of Trustees are responsible for the overall governance and strategic direction of the organisation and developing its aims and objectives in accordance with its governing documents.</p> <ul style="list-style-type: none"><li>• To ensure that OTR functions within its governing documents, (i.e. Articles of Association), Charity and Company law, and any other relevant legislation or regulations</li><li>• To uphold the fiduciary (financial) duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the organisation</li><li>• To determine the overall direction and development of the organisation through good governance and clear strategic planning</li></ul>

<b>Requirements</b>	<ul style="list-style-type: none"> <li>• A commitment to values and objectives of OTR (see below)</li> <li>• An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship from the Charity Commission</li> <li>• A willingness to devote the necessary time and effort to be a passionate board member and advocate of OTR's work</li> <li>• An interest in charities and social impact</li> <li>• Strategic vision</li> <li>• An ability to think creatively</li> <li>• An ability to communicate effectively and a willingness to speak their mind</li> <li>• An ability to work effectively as a team member</li> <li>• Confidence, with excellent people management skills, and an ability to build trusting relationships with Trustees, staff, external partners and stakeholders</li> <li>• Ability to make measured and fair judgements and decisions</li> <li>• A regard for the Nolan Principles</li> </ul>
<b>Skills</b>	<p>We are looking for applications for Trustees with one or more of the following skills:</p> <ul style="list-style-type: none"> <li>• HR and Change</li> <li>• Fundraising</li> <li>• Equity, Diversity &amp; Inclusion strategy and practice</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and senior management experience in any context</li> <li>• Good insight into the issues that affect equalities in Bristol, South Gloucestershire and North Somerset and the context in which OTR's services are delivered</li> <li>• Lived experience directly or indirectly of mental health issues and/or Mental health services</li> <li>• Experience, or understanding of organisational development, strategic and business planning</li> <li>• An understanding of financial management and risk management</li> <li>• Experience of working within teams</li> </ul>

**We are particularly wanting to attract people from Global Majority and other marginalised groups. Previous experience of being a Trustee or Director is not required as training and support will be provided.**

## **About us**

OTR is a mental health social movement by and for young people. The charity is at an exciting stage of its 60-year history and is proud to be reaching more young people than ever before (over 17,000) across Bristol, South Gloucestershire, and North Somerset with creative and diverse mental health and wellbeing information and support.

Our approach to mental health is grounded in a set of beliefs and assumptions that underpins all our work. We believe in celebrating diversity, empowering and mobilising young people to make change, and that catering to the unique strengths, interests and circumstances surrounding young people is key. Our approach centres on collaboration and partnership, building relationships between individuals, peers and communities.

Each day is as engaging and fulfilling as the last, and with a network of supportive, community minded people, we hope you'll feel welcome here. As a thank you, we like to compensate our employees for the important work they do with a range of benefits including a flexible leave policy, healthcare cost assistance with HealthShield, flexible and hybrid working arrangements, enhanced sick pay, parental leave, continual training and development, and many in-house events and initiatives.

At OTR, whatever your role or professional background, you will be expected to work in a way that is anti-oppressive and inclusive. A key focus for OTR is to develop an organisation that is inclusive for all, but we do not claim to be experts in this. We are committed to continuous learning and improvement in these areas and invite you to join us on this journey.

OTR recognises the benefits to individual practice and organisational credibility of having a diverse community of staff and volunteers and to this end is continually working towards building and maintaining an environment which values and pursues diversity accordingly.

We recognise that tackling systemic inequality, prejudice, racism and oppressive practice requires each of us to actively engage, self-examine and make changes where necessary, to improve access and equitable experience for all in society and all of those who come through our doors at OTR.

#### **What we value:**

- **Championing Humanity:** valuing the inherent dignity of each and every person, supporting and celebrating expression of identity in all its forms
- **Being Curious:** taking an interest in how things work and could be improved, noticing and exploring perceptions and experiences whether collective or individual
- **Positive Disruption:** naming systems, structures, and attitudes that hinder supportive social change, seeking ways to overturn barriers to progress
- **Seed Sowing:** with an eye to the potential of the long term, seizing present moments and opportunities to set in motion shifts to benefit young people
- **Deeply Rooted:** carefully developing systems and processes that ensure our operations are secure, safe and dependable, supporting effective communication and making accountability clear

#### **What we believe:**

- Our offer should be inclusive of all cultures and identities
- Young people have unique strengths, interests and circumstances
- The world around us impacts our wellbeing
- Placing young people at the heart of our work
- Innovating and evolving to improve our offer for young people
- Relationships are what make the difference
- The power of partnerships