



# Maytree Trustee Pack

2020

# MESSAGE FROM OUR CHAIR

Maytree has – uniquely - been providing a refuge for the suicidal for nearly two decades: four nights in a place of safety and support, a house where life and death, and pain and sorrow can be openly and discussed and the past present and future reviewed. We know the value of listening.

Many hundreds of troubled Guests have stayed in The House in North London over the years, and now Maytree is on the brink of a major expansion of its work by replicating its much loved London House in Manchester, doubling its capacity for Guests and its need for donations and Volunteers.

To deliver this expansion it need additions to its Board of Trustees, people who have a lot of energy - and a bit of time – to ensure good governance of the charity and to provide wisdom and skills to support the hard working Director and her staff team, and our many dedicated volunteers.

If you care about reducing the number of people who die by suicide, and think you have the skills, commitment and courage needed to be a Trustee of a modest but growing charity, perhaps we should meet you and hear more about you. We are good listeners.



Terrence Collis  
Chair of Trustees

# ABOUT US

Maytree is a registered National charity which was set up in 2002. Our founders, Paddy Bazeley and Michael Knight, who worked for The Samaritans for many years, identified that for many people talking on the phone was not always enough to turn lives around, yet many people in suicidal crisis rejected the idea of seeking medical psychiatric support for fear of being sectioned and the related stigma. This is evidenced by research that shows mainstream mental health services are not accessed by 70-75% of those who die by suicide (DoH, 2011).

# OUR MISSION

Maytree aims to alleviate suffering and help people in suicidal crisis to re-engage with life and to restore hope.

Maytree wants everybody in suicidal crisis to have somewhere safe to go where they will be heard, understood and supported.

# OUR SERVICES

We provide the following services:

- A respite stay in a non medical residential setting for people in suicidal crisis
- Confidential telephone support
- Confidential email support
- Advice for people concerned about a friend or member of their family
- Community link work
- Suicide Awareness Training for professionals

# HOW WE HELP

Our respite centre runs 24 hours a day, 365 days a year. A small staff team and our volunteers spend up to 77 hours with each guest during their stay, providing the opportunity for them to explore their thoughts and fears.

The first contact that people will have with Maytree is over the phone or via email. From that first conversation, we aim to build a relationship of trust with the suicidal person – we also offer telephone and email support to people concerned about a family member or friend.

We gently encourage guests to talk about their suicidal thoughts and background history over the course of a few befriending calls so that we can mutually decide whether Maytree is right for that person. In the course of those conversations, sometimes a person may begin to discover a way forward for themselves and no longer feel as if a stay at Maytree is what they need at this time. Sometimes, a person will go on to arrange a stay with us.

## DURING A STAY

During a stay at Maytree, the relationship of trust between the guest and our team can continue to grow. It is through this trust that the guest can begin to feel safe enough to open up at a deeper level.

Through sharing, talking and exploring, guests can often begin to reconnect with the part of themselves that does want to live.

## AFTER A STAY

We offer a one-off 4-night stay. During a stay we will discuss with a guest any further support that might be needed in terms of finding counselling, financial or housing advice.

After leaving, each guest also receives a reflection letter. This is a personal record, written by a member of Maytree's staff team, which reflects their stay, validates their struggles and honours their achievements. A follow-up phone call will also take place around 2 weeks after a stay.





# OUR FUTURE PLANS

It is our aspiration to replicate our model, so we are able to offer more people who are feeling suicidal the support they need. Replication is in the shape of opening a second house in North England, within the next 12 months. We have taken the first step towards making this exciting and ambitious plan a reality, establishing a partnership with MSV Housing association and identifying a suitable property.

Whilst it will be important to maintain our service autonomy and identity, to ensure that our plans to grow and replicate come to fruition, we will continue to build a range of partnerships to support our work.

We will continue to provide consultancy, support and advice to other organisations and individuals who share our vision and whose aim is to also set up a non medical respite centre for people who are feeling suicidal.

Imagine every UK city having a free non medical respite centre for individuals who are feeling suicidal.

## WORKING WITH OTHERS

We also promote our unique way of working to raise awareness and encourage understanding of suicide prevention. We do this through working in partnership with other organisations and education and training providers and agencies. We also reach out to high-risk groups to help reduce the risk of suicide. Our Community Link project offers:

- Suicide awareness and suicide prevention training
- Training to professionals working with people who are suicidal
- Partnership building, sharing off good practice

# COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

- Maytree is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from all backgrounds so that our board mirrors the community we serve. We welcome applications from anyone regardless of their disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.
- **Maytree is deeply committed to inclusive working practices, so during the application process we commit to:**
  - Paying for childcare whilst you are at interviews where these take place in person.
  - Paying for your travel costs to the office and back for interviews held in person.
  - Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
  - Providing this document in a Word document format readily available to download.
  - Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.
  - If there is anything else you are concerned about or think we could provide, please let us know.

## WHAT OUR GUESTS SAY

*“ I still have suicidal feelings, but I’m still here, and I am almost certain now that I would never end my life which is huge progress I think. ”*

*“ Thank you to all the staff and volunteers for saving my life, now 6 months on from a virtual stranger I now have a boyfriend my first for 13 years. My depression is at bay and long may that continue. ”*

# ROLES & RESPONSIBILITIES

Trustees are responsible for ensuring that Maytree complies with:

- Its Governing Document, charity law, and all other legal requirements applying to organisations
- Its charitable objectives, as defined in its Governing Document, and ensures that Maytree's resources are used exclusively in pursuance of these.

All Board members should bring the following essential skills and values to the role

## SKILLS

- Providing strategic direction and setting overall policy in line with its charitable objectives
- Support the organisation in setting targets and performance for the organisation to achieve its strategic objectives
- Ensuring Maytree's financial stability
- Ensuring that Maytree has an appropriate system of financial controls in place and observes this
- Ensuring that Maytree observes all health and safety requirements, and takes particular care in ensuring that the specific needs of Guests, staff and volunteers are observed
- Evaluating risk and ensuring that Maytree has clear and effective strategies for mitigating this
- Ensuring an appropriate level of accountability when matters are delegated to the senior management team
- Safeguarding Maytree's reputation and values
- Managing the performance of the Director, through the Chair of the Board
- Agreeing the Director's annual objectives in relation to organisational strategy
- Takes appropriate advice from specialists when appropriate, for example, on buying or selling property, employment law, or systems implementation
- Acting prudently: e.g.: not overcommitting Maytree, or exposing its assets or beneficiaries to undue risk.



## VALUES AND WAYS OF WORKING

- Taking collective responsibility for all actions undertaken by the organisation and by other Trustees
- Take an interest and due cognisance of relevant research in the field
- Attend meetings as far as possible and prepare in advance
- Attend working groups as appropriate
- Committed to diversity and inclusion
- Keep informed about Maytree's work, and wider issues that may affect the organisation
- Participate in other activities from time to time, such as interviewing new staff and/or fundraising
- Not receive any benefit from Maytree unless it is properly authorised by the Board, and clearly in Maytree's best interests.
- Be demonstrably committed to Maytree's ethos, charitable objects and befriending approach
- Be prepared to undertake any training or development required to undertake the role of trustee at Maytree effectively
- Have strong team working skills
- Be appropriately challenging, able to speak one's mind and demonstrate independent judgment
- Demonstrate an ability to think creatively
- Demonstrate integrity.

### **We are looking for three Trustees who bring ONE of the following areas of specialism to the Board;**

- Fundraising strategy and innovation, including new and dynamic approaches and digital
- Experience with operations and service delivery in the voluntary sector.
- An entrepreneurial individual who has supported an organisation to grow and/or started their own social enterprise to grow.





# ADDITIONAL INFORMATION

## TIME COMMITMENT

- The Board meets at least 4 times a year.

## CONFLICT OF INTEREST

- All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.

## TERMS OF APPOINTMENT

- An offer of appointment will be made once all candidates have been interviewed, and will be subject to satisfactory completion of eligibility checks, including reference checks. If you are offered an appointment you will receive a detailed summary of your main terms and conditions.





# HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Maytree. If you wish to apply for this position, please supply the following by **23.59 29/11/2020**

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.
- If you would like to discuss this role informally before applying, please call 0207 267 8369 to speak to Elizabeth Oni-Iyiola

**To submit a full application please send your CV and cover letter to: [Maytree@inclusiveboards.co.uk](mailto:Maytree@inclusiveboards.co.uk)**