



**The Link CIC**  
**Non-Executive Director Roles and Responsibilities**

<b>Role:</b>	Non-Executive Director
<b>Location:</b>	Tees Valley
<b>Service Area:</b>	Children, Young People and Families
<b>Responsible to:</b>	The Chair of Directors.
<b>Responsible for:</b>	Acting in the capacity of a Director under the Companies Act.

**ABOUT US**

The Link is a Redcar based professional mental health and emotional wellbeing provider. We provide therapeutic services to children, young people and families across the North East of England. Our services include a wide range of workshops and training, therapeutic assessments, one to one therapeutic interventions including specialist therapies with a focus on Trauma and Attachment and Children and Young People, Improving Access to Psychological Therapies (CYP IAPT) evidence-based therapies.

---

**OUR VISION**

Children, young people and families to have access and choice to a high-quality service and to strive for parity between Mental and Physical Health for all.

**OUR MISSION**

- To deliver an inclusive and diverse range of high-quality, client centred, therapeutic interventions for young people and their families who require emotional and mental health support.
- To raise the profile of Child Mental Health and its effects on families, relationships, education and communities.
- To continually invest in training, education and development of the workforce to maintain a high-quality service.

**OUR OBJECTIVES**

- By 2022 The Link will be a resilient Non/Profit organisation with an outstanding reputation for quality and performance.
- Reduce the number of children and young people requiring specialist mental health provision through awareness raising, early identification and intervention.
- To provide a holistic therapeutic approach to support children and young people facing mental health challenges.
- To provide a whole family approach and support for families and carers to understand the catalysts of mental health issues and to provide education and tools to support positive mental health in children and young people.
- To support other health care professionals through training and best practice to build positive mental health in children and young people.
- Develop meaningful and lasting stakeholder participation and feedback to ensure we are delivering the best fit of service provision.

- Create an ethos of open and transparent lines of communication, both internally and externally.
- The ensure corporate governance is effective and delivers the long-term success of The Link
- To raise the profile of Child Mental Health across the workforce and community through awareness raising and education.

## **OVERVIEW**

A Non-Executive Director is expected to bring an external, independent perspective to the Board of Directors, assist with strategy, help develop the business and ensure that the risks are suitably managed. We expect our Non-Executive Directors to challenge and advise the executive directors, in line with The Link company values below, and help them to reach balanced judgements;

## **OUR VALUES**

- **RESPECT** – we'll respect children, young people, families, other professionals and our team.
- **SUPPORTIVE** – through encouragement, understanding and caring approach to build positive relationships with children, young people and families.
- **EMPOWERMENT** – making children, young people, families and staff feel strong and empowered to have a voice.
- **TRUST** – to trust The Link to treat children, young people, families and staff with the kindness and the honesty they deserve.
- **EXCELLENCE** – in everything we do!

## **ROLES AND RESPONSIBILITIES;**

### **\*Internal\***

- Sit on the Links Board of Directors in an Non-Executive capacity
- Bring an external, independent perspective and advise the Board accordingly
- Assist in setting and revising company strategy and objectives
- Challenge executive directors on their decision making
- Examine the performance of the senior management team against the objectives and values of the company
- Help to determine appropriate levels of remuneration of executive directors and the senior management team and to advise on potential reward mechanisms
- Advise on risk management and internal control frameworks
- Advise on systems which support the integrity and quality of management information
- Advise on governance arrangements and assist with succession planning, including chairing Appointments Panel
- Participate in strategy meetings with senior staff and other team members

### **\*External\***

- Involvement in business development, (working closely with the Board and senior management team), including networking with potential partner agencies and attending conferences
- Provide access to useful contacts and networks to help develop new business in line with strategy
- Identify opportunities for The Link, for example new services, clients or partners

### **Strategy and Management**

- Define the aims, Missions and Values of The Link ensuring that they reflect the Organisation obligations to all stakeholders.
- Agree the Organisation's business plan and agree the service plan.
- Develop the organisation's policies, ensuring that they support the strategic aims and objectives of The Link.
- Overall control of the business of The Link, including monitoring of all its functions and determination of resources to meet its financial and other obligations.
- Provide leadership to The Link by working with Directors and the Senior Management Team to ensure the organisation has the resources both human and financial to achieve its aims and objectives.
- Appointment/remuneration of Senior Management.

### **Performance**

- To ensure that the organisation has an effective performance management framework that will achieve its aims, strategic objectives and values and to scrutinise, monitor and review performance to ensure compliance with constitutional, statutory, and contractual obligations and to ensure that a sound financial position is maintained.

### **Risk**

- To ensure financial viability of the organisation, approval of overall expenditure and adequate resourcing of projects commissioned.
- To ensure the organisation has a robust risk management framework which identifies, assesses and manages risks and that it is monitored and reviewed for continuous improvement.
- To ensure internal financial controls systems including internal and external audit procedure and that they are monitored and reviewed.

### **Governance**

- Develop and review governance arrangements, promoting the highest standard of governance.
- Uphold accountability within The Link and externally.
- Ensure compliance with statutory and regulatory obligations.
- To attend Board and Sub-Group meetings, as appropriate, and to fully engage and participate in discussions and decision making.
- To participate and undertake training and development as required.

### **Work with Other Staff/Agencies**

- To liaise effectively with other local providers, including statutory, voluntary sector organisations and third sector organisations on behalf of The Link.
- To build effective working relationships with other local children's mental health providers including statutory and third sector CAMHS and support the development of pathways of support.

- Present the service overall in a positive and professional manner, not bringing the service into disrepute.
- As appropriate, represent the service and provide a positive service perspective at relevant meetings (or other forms of joint working or training).
- Liaise with other staff and agencies to further meet the needs of children and young people in accordance with the service criteria, policies and procedures.

### **Safeguarding**

- Responsible for safeguarding children and promoting the welfare of children and young people at all times and operating within local policies and procedures.

### **A Professional and Ethical Service**

- To undertake relevant Continuing Professional Development as required for the purposes of continued professional accreditation or registration as identified.
- To work within The Link's GDPR and Information Governance policies and procedures.
- To ensure safe and secure working environment for self and others and to take action as necessary within Health and Safety and other guidelines.
- To adhere to all The Link's Policies, Procedures and Guidelines.
- To promote and value the rights, responsibilities and diversity of people using the service.
- Promote and act in accordance with the service action plans with regards to equal opportunity and non-discrimination.
- Undertake training and attend board meetings to provide a high standard of service in a learning, innovative and continuous personal development environment.
- To promote the safety of children and young people to further the aim of preventing abuse or the risk of abuse.
- To act in a professional manner at all times whilst representing the service.
- Undertake other duties and responsibilities as required from time to time, commensurate with the post.

This role description is designed to identify principal responsibilities only. The post holder is required to be flexible in the development of the role in accordance with changes in The Link's organisational objectives and priorities.

### **Time Commitment**

The current Board meets on a quarterly basis, approximately 4 times a year, and holds additional strategic meetings which includes the senior management team. The Non-Executive Director is expected to be available for ad-hoc advice to the Board as and when needed. The total time commitment per annum is estimated as 20 days.

### **Period of Appointment**

The appointment of a Non-Executive Director will initially be for 2 years, with the option of renewing at the end of this period.

### Conflicts of Interest

The appointment of a Non-Executive Director is made on the basis of trust, a key component of which is to ensure that there are no conflicts of interest between this appointment and posts held elsewhere.

All material provided to a Non-Executive Director by The Link should be treated as sensitive and should not be disclosed to third parties without the written permission of The Link Board, and should remain confidential following termination of the contract.

### Fees and Expenses

Travel expenses will be negotiated with the Board, depending on work completed on-site or externally.

### Location

The Link has an office based in Middlesbrough and other 'hubs' based across Redcar and Cleveland. The Non-Executive Director must be able to travel to these office locations for Board meetings.

### Governance Structure

