



Restore Chair and Treasurer

Candidate Pack
September 2025



charisma
CHARITY RECRUITMENT



restore
working for mental health



CONTENTS

Section one - Introduction

- Introduction by Sam Mostyn, Chair of Trustees

Section two - About us

- Recovery
- Support
- Hope
- Empowerment
- Respect

Section three - Role descriptions

- Chair
- Treasurer

Section four - How to apply

- How to apply

1 Introduction



Introduction by Sam Mostyn, Chair of Trustees

In 2027, Restore will celebrate 50 years of compassionate, person-centred mental health recovery and rehabilitation through supported engagement in meaningful activities and projects. We are known as one of the most long-established and highly regarded organisations of our kind. The founding of Restore traces back to 1977, and the chance meeting between the late twentieth-century social entrepreneur Michael Young, and psychiatrist Peter Agulnik (who is still involved today).

Restore's origins began with a handful of staff providing therapeutic work activities in the form of a gardening group and a knitting group, both based at Littlemore Psychiatric Hospital in Oxford, and the recognition that being able to engage in purposeful activity, fostering personal development, agency and growth, are all significant contributors to mental health recovery. From these small origins in rehabilitation practice, Restore has grown and diversified and is now a member of the award-winning Oxfordshire Mental Health Partnership - a group of third sector organisations and Oxford Health NHS Foundation Trust - working together to achieve the best outcomes for people in Oxfordshire experiencing mental health problems. Restore now delivers recovery and coaching services at sites across the county and since 2015 have been proud to host the Oxfordshire Recovery College.

In 2023-24, along with partners we supported 462 members within our recovery and coaching services and Restore itself recorded 4,100 recovery session attendances. 40% of people who received coaching through Restore moved into or returned to work, training, volunteering or education.

Our annual member (service user) survey is our way of benchmarking to ascertain the impact of Restore on their lives. Interestingly this year, alongside the outcomes of the validated wellbeing measures we use, we see enhanced outcomes for those members accessing recovery services and coaching in tandem, a correlation that suggests that outcomes for members are the greatest when those elements of our service offer are accessed together.

The Oxfordshire Recovery College delivered a phenomenal 300 courses with 3,000 course attendances and we trained 850 people in Mental Health First Aid, suicide prevention awareness, mental health awareness and workplace wellbeing.

And this year's student survey told us that 85% of recovery college students found courses very or extremely helpful in managing their mental health.

Connections are at the heart of Restore's work and this year, we've witnessed the incredible power of partnerships to raise both awareness and generate income for better mental health.

1

Introduction

Introduction by Sam Mostyn, Chair of Trustees

Community events like the 2024 Dorchester Festival showcase the impact of collaboration. As the festival's charity partner, Restore shared its work with over 5,000 attendees across 10 days.

In the Oxford Half Marathon, connection led to action. With a record-breaking 110 runners last year - including a pink elephant and a yellow banana - we raised over £35,000. Next month, there are 150 running. These funds are transformative, covering the cost of a recovery worker and materials for an entire recovery site for a full year, directly helping to rebuild lives. Charity fundraising nowadays is no small achievement and Restore, like all charities of its size, is finding the task to be more time-consuming and difficult yet it is imperative as our statutory funding only goes so far.

Corporate and community partners have also played a key role. For example, a local wine business took on a 24-hour peloton challenge, cycling day and night to raise £9,000. Their commitment extends beyond fundraising, engaging in volunteering days at our allotments and team mental health training sessions.

It's a testament to the organisation that a number of board members (including me and our Treasurer) are reaching the end of the ten-year maximum tenure. This led to the need for us to attract a Chair, Treasurer and more Trustees during the course of 2025.

Our board is made up of trustees with specialist expertise from which they can contribute to the decision-making process. We have filled some important gaps in safeguarding expertise and clinical experience this year but are looking for a Chair to lead the organisation, along with a Treasurer.

Thank you so much for taking an interest in Restore. I hope this introduction gives you a flavour of our aims and impact.



2

About us



2

About us



Supporting thousands each year.

Restore has been supporting individuals across Oxfordshire since 1977. Service users (known as Members at Restore) can attend recovery groups weekly for up to two years and receive one-to-one coaching. People are supported towards their own mental health recovery goals, such as moving-on to employment, volunteering or training. Restore is also home to the Oxfordshire Recovery College for therapeutic peer learning and is an expert provider of formal mental health training.

Recovery

Enabling people to recover from illness and manage their own mental health and wellbeing

Support

Providing the opportunities to help ourselves and each other

Hope

Offering a positive future where everyone can fulfil their potential

Empowerment

Helping people to believe in themselves and what they can achieve

Respect

Accepting without judging as each person is unique



500

INDIVIDUALS IN
RECOVERY GROUPS



7500

SESSIONS ATTENDED
LAST YEAR



1000s

MENTAL HEALTH FIRST
AIDERS TRAINED



39%

COACHEES SUPPORTED
INTO EMPLOYMENT



79%

FEEL BETTER ABLE TO
DEVELOP A ROUTINE

3

Role descriptions



3

Chair



Chair

- Term of office:** All trustees (including the Chair) can serve three terms of three years, plus an additional one year by agreement with the rest of the board
- Remuneration:** Unremunerated but reasonable travel expenses can be reimbursed if required

The Board of Trustees is the ultimate governance body for the organisation, serving as stewards of the organisation's resources, and is ultimately responsible for Restore's strategy, financial management and adherence to law and regulation.

Chair Responsibilities

The Chair leads the Board of Trustees and works closely with the Charity's CEO and Executive Team to achieve its goals. The Chair role is a trustee of Restore so the role description for trustees applies to their role, along with additional leadership responsibilities as detailed below:

- 1. To provide leadership to the board and to ensure that the trustees fulfil their duties and responsibilities for the proper governance of Restore**
- 2. To ensure the proper and efficient conduct of board meetings by:**
 - a) Chairing Board meetings effectively, reaching clear and agreed decisions
 - b) Encouraging all trustees to participate and to be confident to constructively scrutinise and challenge any aspect of the running of the charity
 - c) Setting board agendas which are meaningful and reflect the key topics at the time and main responsibilities of trustees
 - d) Ensuring that there is an annual programme of board and committee meetings, carefully structured agendas and high quality briefing papers providing timely information and concentrating on governance
 - e) Ensuring that high standards of risk management, incident reporting and safeguarding the charity's beneficiaries and staff are in place
 - f) Delivering high standards of financial oversight and decision making in line with the Finance Sub Committee

3

Chair



Chair Responsibilities

3. To ensure the highest possible standards of governance by ensuring that:

- a) The board delegates sufficient authority to its committees, the Chair, the CEO and others to enable the business of Restore to be carried out effectively between meetings of the board
- b) Recruitment to the board is as diverse as possible and provides the range of backgrounds, knowledge, skills and experience necessary to deliver the charity's aims
- c) All members of the board receive appropriate induction, advice, information and training (both individually and collectively)
- d) Trustees act reasonably, always in the interests of Restore and comply with Restore's governing document
- e) The board regularly reviews its performance

4. To support and provide challenge to the CEO and ensure that the board works in partnership with the Executive staff by:

- a) Ensuring that staff understand the role of the board and that the CEO provides an appropriate link between them and the board.
- a) Ensuring that the CEO delivers a performance evaluation process for everyone in Restore and that Restore invests in the development of staff
- b) Ensuring that trustees visit services including recovery groups, coaching, the recovery college and central office services. Ensuring appropriate levels of board visibility at events including all-staff meetings and fundraising activities

5. To support the CEO by:

- a) Ensuring there are clear and open processes for the recruitment of the CEO and for setting and reviewing the remuneration package of the CEO and Executive Team
- b) Ensuring that the board focuses on its governance role and does not slip into operational work
- c) Providing leadership to the CEO to ensure Restore is run in accordance with the decisions of the board and its governing document
- d) Ensuring that there is clarity about Restore's objectives at all levels
- e) Providing goal setting and associated supervision to the CEO on behalf of the board, always remembering that he/she is responsible to the board as a whole
- f) Ensuring the CEO's performance is reviewed regularly
- g) Ensuring the CEO has the opportunity for professional development and has appropriate external professional support

3

Chair



Chair Responsibilities

6. To ensure the board understands and fulfils its responsibility to hold the CEO and Executive Team to account by ensuring that:

- a) The CEO is clear about the key performance indicators by which he/she will be held accountable
- b) There are appropriate mechanisms to verify that the board receives a balanced and honest picture of how Restore is doing

7. To support the CEO by reviewing, discussing, iterating and ultimately approving the strategy, business plan and associated annual budget proposed by the CEO and Executive Team in support of the charity's purpose and values.

8. To support the Charity's needs around advocacy and fundraising by:

- a) Using any personal and professional networks to help the CEO and Executive team to access supporters including corporates, trusts and foundations and individuals
- b) Providing support to raise and maintain the charity's profile locally

3

Treasurer



Term of office: All trustees (including the Chair and Treasurer) can serve three terms of three years, plus an additional one year by agreement with the rest of the board.

Remuneration: Unremunerated but reasonable travel expenses can be reimbursed if required

The Board of Trustees is the ultimate governance body for the organisation, serving as stewards of the organisation's resources, and is ultimately responsible for Restore's strategy, financial management and adherence to law and regulation.

Treasurer Responsibilities

The Treasurer is a trustee of Restore and the role description for trustees applies to their role. In addition, the Treasurer carries further responsibilities as detailed below.

- 1. To oversee all financial aspects of Restore, on behalf of the board of trustees, to ensure its short and long term sustainability. To partner with the CEO, Head of Finance and Administration and Finance sub-committee to ensure that:**
 - a. Restore operates within the financial guidelines set out in current legislation, by the charity commission, in Restore's governing document and by the board.
 - b. Restore has adequate financial and internal controls and that these are monitored and reviewed regularly.
 - c. Financial risks are identified and reported to the board
 - d. Appropriate up-to-date financial records are maintained
 - e. Management accounts and end of year financial statements are prepared with accuracy and promptness
 - f. Restore's cash flow is sufficient to meet current and future needs.
 - g. Due scrutiny is provided to the annual budget process, monthly performance against it and advice/guidance to the board accordingly
 - h. The audited financial statements are prepared by liaising with the auditors independently from the CEO
 - i. The financial statements are formally presented by the Treasurer at the Annual General Meeting



Treasurer Responsibilities

2. To assist the Chair of Trustees and the CEO in ensuring that the board fulfils its duties and responsibilities for the proper financial governance of Restore:

- a. To ensure that Restore has satisfactory control systems and procedures for holding in trust for beneficiaries all monies, properties and other assets
- b. To ensure that the income and property of Restore are applied for the purposes set out in the governing document
- c. To chair the Finance Sub Committee meetings held on a monthly basis, or at other times when the FSC members decides is appropriate
- d. To keep the board informed of its financial duties and responsibilities
- e. To advise the board on the financial implications and risks arising from board decisions
- f. To advise the board on the financial strategy proposed by the management team and to review and monitor the financial strategy on behalf of the board
- g. To ensure that appropriate insurance policies are in place
- h. To work with the CEO and Head of Finance and Administration to ensure that financial information is both accurate and presented in such a way that facilitates good governance.

4

How to apply



charisma
CHARITY RECRUITMENT

4

How to apply



Restore is working exclusively with Charisma Charity Recruitment.

Expressions of interest should be submitted through the Charisma website, and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role and describing any potential conflicts of interest.

[Click to apply for Chair](#)

[Click to apply for Treasurer](#)

For an informal and confidential discussion about the role, please contact:

Sandra Smith, Associate Director of Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk.

We welcome and encourage expressions of interest from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Closing date: 2 November 2025

Please apply asap as Restore will be reviewing candidates and may close the role earlier if a suitable candidate is appointed.



charisma
CHARITY RECRUITMENT