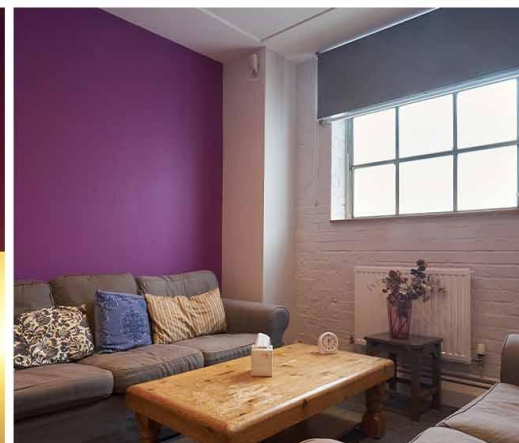
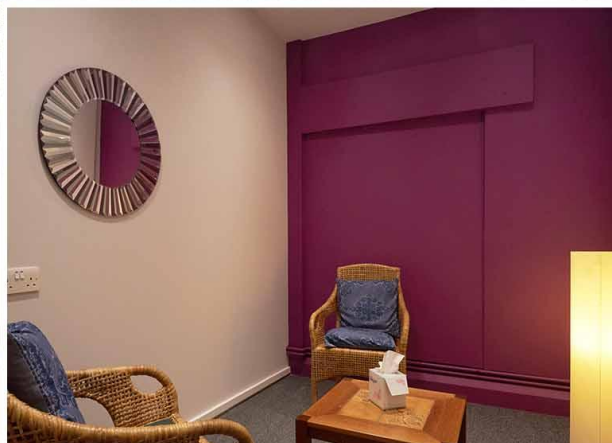

Trustee Recruitment Pack 2026



Why join our Board?

A note from our Chair

Dear Applicant,

I am delighted that you are considering applying for a trustee position at the Minster Centre.

Our Trustees support the Centre's work of providing psychotherapy and counselling training and an accessible therapy service and our commitment to developing a profession that is more accessible and meets the needs of our diverse society. The Centre operates as a charity and the Trustees are the directors of the company charged with strategic oversight being responsible for financial sustainability, operational effectiveness and institutional reputation meaning we deal with a wide range of issues including: equality, diversity and inclusivity; accounts and finances; human resources; course development and recruitment; public relations; and fundraising.

We are looking for Trustees committed to our ethos and from a range of backgrounds with the skills and expertise to actively participate in the oversight of the Centre. If you are interested, please review the information in this pack and consider applying.

Whether you are an experienced trustee or looking to take your very first step in governance, we would like to hear from you.

Best wishes,

Nick Carley

Chair of the Board of Trustees

About The Minster Centre

The Minster Centre is a registered charity and a Company Limited by Guarantee, that provides training in psychotherapy and counselling and an affordable therapy service.

- **Pioneering History:** Founded in 1978, we were the UK's first Integrative psychotherapy training institution and remain one of the most respected in Europe.
- **Academic Excellence:** From our hub in Queens Park, NW London, we run training programmes ranging from open access introductory courses to post-graduate degrees validated by Middlesex University.
- **Social Impact:** Through the Minster Centre Psychotherapy and Counselling Service (MCPCS), our senior trainees provide safe, professional, and affordable therapy to adults facing mental health struggles.
- **Our Scale:** The Minster Centre caters for around 300 diploma and MA students each year. We operate with a £1.8 million annual turnover and a dedicated team of over 100, mostly part-time staff members.

For further information about the Centre please visit the [Minster Centre website](#).

The Trustee Role and Commitment

As a Trustee (and Company Director), you will co-steer the strategic direction of the Centre. You will ensure we remain financially sustainable, operationally brilliant, and fiercely committed to our founding social justice values.

The Core Responsibilities

In line with the Charity Commission's Essential Trustee guidance (CC3), you will work collectively to:

- ensure the Centre meets its charitable purposes for the **public benefit** (having active regard to the Charity Commission's public benefit guidance)
- comply with our **governing document and the law**
- act in the charity's **best interests** at all times, avoiding conflicts of interest.
- ensure the Centre's resources are managed responsibly, including **financial stewardship** of our £1.8m budget.
- maintain active oversight of **risk, compliance, and legal frameworks**.

The Board undertakes its role in an environment of mutual respect and with an understanding of the respective roles of the Board and the Executive. The Board contributes to the development of, and monitors the implementation of, the Centre's strategic mission, vision and values.

For more information about the role of a Trustee see:

- [The essential trustee: what you need to know, what you need to do](#)
- [Charity trustee: what's involved](#)
- [The Charity Governance Code](#)

Trustees can be co-opted to serve for a period of up to year after which they will need to be elected by the Minster Centre Membership. Elected Trustees are usually appointed for an initial term of three years, which may be renewed for a further two periods of up to three years each.

Time Commitment

Meetings: 6 Board meetings per year (typically 2 hours, held online, with one full-day strategic meeting held in-person in July).

Preparation: 4–5 hours of reading and preparation every two months.

Optional: Opportunities to join specialist committees (Finance, Remuneration, Ethics, or Premises), mentor staff, or attend our graduation ceremonies and other student and staff events.

Note: Trustee positions are voluntary and unpaid, but all reasonable travel and out-of-pocket expenses are fully reimbursed.

The Current Board

We are seeking up to five new Trustees. There can be up to 14 members of the Minster Centre Board of Trustees, we currently have eight Trustees with some coming towards the end of their terms.

The Board is made up of up to 12 independent non-executive trustees plus a staff trustee and a student trustee. Our governing document explicitly permits a designated Staff Trustee and Student Trustee seats. All conflicts of interest are strictly managed under our Conflict of Interest Policy.

Who We Are Looking For

You do not need to be a psychotherapist, and you do not need prior board experience. We provide a comprehensive induction and buddying program for first-time Trustees.

We are looking for individuals who are passionate about mental health and social justice, and who can bring strength in one or more of the following areas:

Strategic Skills

- Business Development & Entrepreneurship
- Income Generation & Fundraising
- EDI Leadership in Higher Education
- Strategic Marketing & PR

Professional Backgrounds

- Commercial Property (Leases & Acquisition)
- Finance, Audit, or Charity Governance
- Practising Therapists / Clinical Experts
- Legal (Employment, Property, or Corporate)

Our Commitment to Diversity

Our Board must reflect the communities we serve. We actively and warmly welcome applications from Global Majority communities, LGBTQIA+ individuals, care-experienced people, disabled applicants, and other groups currently underrepresented within the psychotherapy profession.

The Application Process

Submit your application: Send your CV and a cover letter/personal statement (maximum 2 pages of A4) explaining why you are drawn to the Minster Centre and what skills you'd bring. Email this to our HR & Governance Manager, Afua Pierre, afua@minstercentre.ac.uk by **12pm on 20th November 2026**.

Interviews: Shortlisted candidates will be invited to a friendly interview conducted online by the Chair and another member of the Board. This is as much for you to interview us as it is for us to get to know you!

Observer Opportunity & Compliance: We will request two references, undertake a DBS check and ask you to complete standard Trustee Eligibility and Conflict of Interest declarations.

Formal Appointment: Upon Board approval, you will be formally co-opted onto the Board, followed by a welcoming induction process to get you fully up to speed.

Eligibility & Disqualification: To serve as a Trustee, you must not be disqualified under the Charities Act or Companies Act. Reasons for automatic disqualification include:

- Unspent convictions for offenses involving dishonesty, deception, money laundering, or bribery.
- Being an undischarged bankrupt or having an active Individual Voluntary Arrangement (IVA).
- Being disqualified from acting as a company director.
- Being on the sex offenders' register or disqualified from working with children or vulnerable adults.
- Being named on designated terrorist asset-freezing lists.