



Trustee

Welcome

Dear candidate,

This is a pivotal time for Hft and a really exciting time to join our Board as we transform our charity, build a new leadership team and focus on our future.

Hft is one of the largest charities in England and Wales supporting people with learning disabilities. We are passionate about what we do and we use our unique understanding of the challenges facing the people we support to speak up with them to bring about positive change.

Our new CEO, Kirsty Matthews, joined us at the end of 2020 and has made enormous strides already in advancing our ambitious and strategic vision. We are looking to renew and re-energise our position as one of the top 100 charities to raise widespread awareness and understanding of all we can offer. Our Trustees are integral to enabling us to achieve our vision.

We are seeking three new Trustees to join our Board. At the heart of our work is our focus on ensuring that Hft delivers the best support possible and continually looks for new ways to ensure that the people we support have every opportunity to live the best life possible. It is also important that we are a commercially focused outstanding provider.

In our three new Trustees we are looking for people who bring particular expertise in either the provision or commissioning of social care as well as finding a trustee with asset management experience. You will ideally have a national reputation for your work, and bring Board level experience, preferably in a non-executive capacity. In all of these roles, we will be looking to our Trustees to advise and support our work at a national level. Your expertise and national perspective will be invaluable in the contribution you will make to our Board, our strategic direction and our ability to influence on a national platform.

This is a really exciting time for new Trustees to join us. Our new strategy offers enormous potential to make a significant difference to the lives of those we support and we are looking forward to enhancing our already strong Board with others who share our values, are truly passionate about changing people's lives and bring their whole selves to their Board work.

If this sounds like you, we'd love to hear from you.

Amanda Bunce
Chair of Trustees





About us

Hft is a national charity providing services for people with learning difficulties. We were founded in 1962 by a group of families with a vision for creating a better life for their relatives who had learning disabilities. Back then, we began what we still do today - we pioneered the idea that everyone could have choices about how they live and be supported to live the best life possible. Today we have over 3,000 staff supporting more than 2,500 people to live the best possible life. We provide support from just a couple of hours a week up to 24 hours a day.

We were originally called Home Farm Trust, though our name was later abbreviated to Hft - a bit like Associated Dairies becoming ASDA or Marks and Spencer becoming M&S.

We are a strong, values-led organisation, and to fulfil our mission we must continue to transform our services and how we operate as a charity. This is crucial so that we can meet the changing needs of the people we support, and also support more people with learning disabilities in the long-term.

We use our specialist skills and experience to support people with moderate to complex needs. While the way we provide support has evolved and changed over time, we are still committed to putting the people we support at the centre of everything we do, to understanding the needs of the individual and supporting them to live fulfilled, independent lives, within their communities.

Our charitable status is vital: it allows us to fundraise to create new ways to support people so that they can live the best life possible. We don't have shareholders, we don't make a profit – any surplus of funds is continually reinvested back into our services to benefit the people we support. Our annual income is c.£83m

Our Mission, Vision and Strategy

Our Mission: The **best** life possible

Our vision

People with learning disabilities should be able to live within their communities with all the choice and support they need to live the best life possible

For and **with** people with learning disabilities, their families and our partners **we** will focus on:

Achieving outstanding quality and experience



Care

Providing innovative support

- Co-produced, sustainable service models
- Excellent outcomes for people we support
- Partner of choice for funders
- Supporting more people who need our help



Homes

Providing excellent homes

- Expert housing design
- More future proof, sustainable homes provision with Hft and other partners
- Co-produced, well-regarded housing services



Charity

Growing our impact as a charity

- Brand, positioning, policy and influence
- Growing voluntary income
- Investing in research and development
- Increased social value, impact and reach

Enabled by working with the people who we support and our staff teams to deliver **strong foundations** and ensure we are **structured to support quality and growth...**

Great Governance

- Strong, accountable leadership driving performance and quality
- Effective, consistent governance and compliance framework across the organisation
- Consistent, on-target performance

Financial Sustainability

- Financial surplus across all activities
- Creating independence between housing and support
- Commercial development capability
- Increased fundraising
- Innovation

Outstanding People

- Attract, grow, nurture, retain agile, innovative people.
- Enhance leadership capabilities
- Embed ownership, accountability and service
- Dynamic, empowering, service culture

Organisational excellence

- Effective strategic planning and delivery
- Efficient structures + ways of working
- Robust, effective business information systems and IT
- Data driven decision making
- Metrics, reporting and delivery assurance

Underpinned by our shared **values** and common **purpose**

The Role

The role of the Trustee

Engaged Trustees, offering a range of skills and experience, are vital to the success of Hft and the lives of the people we support. Our Trustees come from diverse backgrounds and are chosen for the skills and expertise they can bring to Hft's delivery of support and services. Many who join us already have an understanding of the issues that affect people with learning disabilities.

Our Board of Trustees is responsible for the overall strategic direction and effective management of Hft. The implementation of strategy and day-to-day running of Hft is managed by the Leadership Board. Both boards share a common goal to ensure that Hft delivers the best support possible and continually looks for new ways to ensure that the people we support have every opportunity to live the best life possible.

Our requirements

We are seeking to recruit two new Trustees with specialist skills and expertise. Below we have outlined the particular skill sets and expertise we seek at this time in order to meet our objective of sustaining and developing a high performing Board. Ideally we would expect all potential candidates to be experienced to Board level and to understand the principles of good governance and have strong leadership skills and to possibly already have some charity experience or understanding of the issues facing social care. It is essential that all Trustees want to actively engage in guiding the success and future direction of Hft.

Specialist skills and expertise being sought:

Care

A Trustee who is a professionally qualified within social care, for example a social care career practitioner with strategic or principal social work experience ideally in adult social care preferably with experience in delivering learning disability services, and ideally someone with a national reputation who is capable of leading policy discussions.

Commissioning

A Trustee who has knowledge of social care and commissioning and who understands the changing social care and commissioning environment and ideally, how to influence it.

In addition we are open to considering as Trustees other suitable candidates who have additional skills that may further diversify the subject matter areas of expertise we currently have as a Council Board.

Asset management

A Trustee who brings knowledge and expertise of asset management, ideally within a housing context. In addition we are open to considering as Trustees other suitable candidates who have additional skills that may further diversify the subject matter areas of expertise we currently have as a Council Board.



Personal Specification

- Demonstrable strategic leadership experience gained at board level
- Commitment to Hft's vision, mission and values
- Experienced in good communication and understanding the importance of "involvement" for parties and stakeholders
- Strategic vision and good independent judgment; an ability to think creatively and to speak openly
- An ability to work effectively as a member of a team
- An understanding and acceptance of the legal duties, responsibilities and liabilities of charity trusteeship
- Commercial focus and understanding
- A willingness to devote the necessary time and effort to their duties as a trustee.



Terms and Conditions of Appointment

The role of Trustee is an unremunerated role although reasonable expenses will be paid.

Commitment

All Trustees are members of Council Board, which meets six times per year as a minimum, with two away days which are generally strategy focused.

Individual Trustees will also be assigned to sit on up to two of Hft's board subcommittees which include amongst others: Audit and Risk, Finance and Performance, Quality, People and Charitable Funds. These various subcommittees typically meet four times a year.

Pre the Pandemic meetings have generally been held at Hft's offices in Emersons Green, Bristol or in London however COVID-19 has demonstrated that the Council Board can be agile enough as an organisation to deliver the team function remotely. There will however be the requirement for some face-to-face meetings once the current COVID-19 restrictions are eased.

Meetings and away days are generally 4–5 hours, with pre-meeting preparation of reading the meeting papers.

Trustees are also required to undertake an induction and visit at least two sites a year to ensure they both act as ambassadors for Hft and also to help their understanding of Hft's operations, particularly the care given to the people we support.

Trustees are encouraged to attend appropriate external training courses and/or use Hft's own online training.



How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Katy.Giddens@starfishsearch.com or Juliet.Brown@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/hft-trustee/> and click on the apply now button, with the following prepared:

- a CV (no more than three sides) or equivalent biographical information
- a short covering letter that explains your motivation and availability for the role along with how you meet the requirements outlined in the specification. Please also confirm that you would not be subject to any conflict of interest
- please also tell us about any dates provided in this pack on which you would not be available to participate in the selection process.

Please see below for a guide to the recruitment timeline for this role. If it is subject to any changes, we will update candidates accordingly.

Closing date for applications:

Closing date 14th June

Final interviews with Hft:

during July – to be confirmed.

