



**RECOVERY  
FOCUS**

**RICHMOND  
FELLOWSHIP**  
MAKING RECOVERY REALITY

Non-executive  
Directors



**Starfish**

# Welcome

Thank you for your interest in joining our Board.

Recovery Focus is a group of expert charitable organisations working in a new form of collaboration to deliver the best possible outcomes for the people who use our services. The Group's vision for the future is a society that values everyone including those with mental health or addiction issues. We are working to inspire individual recovery and believe that with the right support, recovery – however that's defined by an individual – is achievable for everyone.

The Group works across many parts of England providing care and support to nearly 18,000 people with mental health and substance misuse challenges. We employ over 1,000 staff and have a current annual turnover of around £45m, working together with partners to further enhance our offer to the people we support.

Coproduction is at the centre of what Recovery Focus and its partner organisations, Richmond Fellowship and Aquarius, stands for. We define coproduction as the knowledge, expertise and life experience of employees and people who access services being given equal value to improve the support we provide.

We are looking for two new non-executive directors with deep experience of one or more of the following: as a Leader in the Health and Social Care sector, you will have a detailed understanding of national policy and strategy for the sector, latest commissioning trends and the current ambitions and challenges for the NHS; as a qualified Accountant with senior level commercial experience, but with current or recent experience in the regulated social housing sector. This appointment is specifically made to Richmond Fellowship, with Recovery Focus as the brand name for the Richmond Fellowship group of companies. We are particularly interested in people who have also faced the challenge of leadership and culture change within a large and diverse group structure.

All our non executive directors demonstrate sound judgement, strong communication and interpersonal skills, and independence of thought. They also demonstrate strong governance skills and ensure that throughout the group we put those who use our services at the heart of everything we do. We are particularly keen to hear from candidates who bring a diverse range of perspectives to the Board.

This is an exciting time to join our Board, shaping our future in the face of the sector's considerable challenges. I look forward to discussing with you further how we could work together to achieve this.

**Helen Edwards,**  
**Chair, Recovery Focus**





# About us

Richmond Fellowship is part of the group of organisations known as Recovery Focus. Recovery Focus aims to bring together organisations with strong individual services, innovative approaches, flexible local presence and a wide range of expertise from around England. The partners within the Group have a track record of developing and running personalised services that work with people who are working through mental health, substance use, domestic violence and other complex challenges to achieve their ambitions.

Our Group has consolidated over recent years and currently comprises just two partners:

*Richmond Fellowship* – a specialist provider of mental health services which has pioneered and practiced its belief in social inclusion and recovery for more than 60 years. It's now one of the biggest voluntary sector providers of mental health care in England, offering a wide range of housing, care, crisis provision, domestic violence programmes, employment and community support, social enterprise, well-being services and peer support networks.

*Aquarius* – a research-based charity set up in 1977 to develop effective new interventions for people with alcohol problems. It now operates across the Midlands and the northern home counties and provides services for people with drug and gambling issues in addition to their broad range of services for those with challenges around alcohol. Aquarius recently opened a pioneering social enterprise.

Our ambition is inspiring individual recovery nationwide. We believe that everyone should have the opportunity to take control of their life and to develop new meanings and purposes. We concentrate on the person and their individual needs, choices and aspirations, rather than on diagnostic categories or labels and tailor what we do accordingly.

One of our founding principles is that we work with the people we support as equal partners to design, plan and provide services together. We recognise that we all have valuable skills, knowledge, experience and resources that could improve the quality of life for individuals and our communities. We harness this by creating opportunities for people to be more actively involved at all levels of the work that we do including:

- individuals' own recovery support plans
- how our services are run
- how our organisations are run
- raising awareness of mental health and substance misuse issues and challenging stigma in society.

## Further information

For further information about Recovery Focus please visit [www.recoveryfocus.org.uk](http://www.recoveryfocus.org.uk)



# Role Description

## Appointment

Non-executive Directors

## Accountable to

Chair of the Recovery Focus Board

### All board members are expected collectively (with fellow directors) to:

- set the strategic direction for the group
- be assured that the charity provides safe, high quality, cost effective services for those using the services and relevant stakeholders
- ensure the charity is sustainable in the long term.

### Principal duties and responsibilities

#### Collectively, non-executive directors will:

- ensure those using our services are at the heart of everything we do and be able to use lived experience to inform process
- be able and willing to take on the responsibility of Chairing a board committee and driving forward the work tasked to that committee (when required)
- set strategy for the group by contributing to reviewing the market, setting policy and priorities, defining goals and evaluating performance against agreed plan targets
- be assured that the group is appropriately managing risk, has effective controls in place (and receives assurances to that effect) and uses resources effectively
- ensure we are making ourselves accountable to our stakeholders and partners
- constructively work alongside directors and staff to be an Ambassador at all times, including when visiting our services and stakeholders but also with national and regional agencies plus other networks
- uphold the latest legal and regulatory standards required of directors
- define and aid compliance with the values and objectives of the group and ensure these are reflected in the actions of and communications from group partners
- appoint and monitor performance of the senior executives in both the group parent and provider partners within the group
- ensure they have adequate information and guidance to execute the above responsibilities and are not conflicted in their involvement in the decisions.

If appointed as a committee or partner board Chair, you will be required to meet regularly with the lead executive director within the Group Leadership Team (GLT) to stay abreast of issues and offer support from an independent and external perspective.

# Person Specification

In your written application, we would be grateful if you could provide an indication of your experience against the priorities listed below.

## Part one

### Knowledge and experience

- Deep experience of one or more of the following;
  - as a Leader in the Health and Social Care sector with a detailed understanding of national policy and strategy for the sector, latest commissioning trends and the current ambitions and challenges for the NHS
  - as a qualified Accountant with senior level commercial experience but with current or recent experience in the regulated social housing sector. Any experience of governance of small defined benefit pension scheme would also be of significant interest
- Appreciation of the main service areas in which the organisation operates.
- Experience of helping to set and contribute to high-level desirable outcomes that meet needs of all stakeholders.
- Experience of group cultures and their governance, independence of decision-making and managing conflicts of interest.

## Part two

### Skills and abilities

- Outstanding communication, interpersonal and influencing skills with the ability to make considered contributions and exchange respectful views with board colleagues.
- High strategic capacity – able to set strategy, policy, business plans and assess competing objectives.
- High analytical capacity with the ability to assess use of resources, risk management and controls assurance, operational and financial performance and accountability to stakeholders
- Able to work pro-actively and constructively with fellow directors and key staff, as an Ambassador and in a way that demonstrates positive behaviours.
- Able to uphold good governance by observing directors' duties and legal and regulatory governance standards, and by setting and delivering charitable goals.

## Part three

### Attributes and behaviours

- Holds productive and current relationships and networks in relevant communities and is committed to working with diverse and disadvantaged groups.
- Has a perspective on 'lived' experience(s) and can relate this to business decisions to ensure charitable objectives are achieved.
- Committed to the Group's mission, values and ethos and has an interest in the client group; in particular, holds a strong commitment to co-production ethos.
- Strong personal commitment to diversity and to ensuring that the principles of diversity are promoted across all aspects of the Group's work.
- Commitment to supporting the continuous quality improvement initiatives for the benefit of the future users of our services across our spectrum of care and support.

# Terms of Appointment

<b>Time commitment</b>	<p>This appointment is likely to require up to 15 days per year.</p> <p>The Board generally meets bi-monthly. In addition to this, all directors attend Away Days (twice annually), board development sessions and have a commitment to visit services on an occasional basis.</p> <p>All non-executive directors become members of at least one board committee (which each meet quarterly) where many board decisions are taken under delegated authority.</p>
<b>Remuneration</b>	<p>This role is remunerated at £5,000 per annum. All reasonable travel expenses incurred in fulfilling the role are reimbursed.</p>
<b>Term of appointment</b>	<p>Board appointments can be for any duration up to three years. An appointment can be renewed, subject to a review of contribution, performance and future requirements, for up to a maximum of six continuous years.</p>
<b>Location</b>	<p>Board meetings are held at the registered office at 80 Holloway Road, London, N7 8JG. Meetings may be a mix of in-person and video conferencing in future.</p>
<b>Conflict of Interest</b>	<p>We ask all candidates invited for interview to refer to our Conflict of Interest Policy.</p>
<b>Board profile</b>	<p>The Group Board comprises a mix of executive and non-executive directors and quorum arrangements are in place to ensure that executives are unable to out-vote independent non-executives in formal board decisions (though in practice votes are rare and consensus is almost always achieved).</p>





# To be considered for this role

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 [Juliet.Taylor@starfishsearch.com](mailto:Juliet.Taylor@starfishsearch.com) and we will be happy to arrange a call.

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

- your CV or equivalent biographical information;
- a covering letter that sets out your motivation for taking on this appointment, and why you think your skills and experience make you suitable;

Recovery Focus will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

**Closing date: Tuesday 4th January 2022**

Initial interview with selected candidates w/c 17th January 2022

Agreement of the shortlist by the end of January 2022

Final interviews will be held (accountant role) on 15th or 17th February; interviews for the second role will be held in w/c 21st February 2022

The Selection Panel for the Accountant NED appointment will be Helen Edwards, Alan Powell, June Riley; they will be accompanied by a service user and Juliet Taylor of Starfish Search. The Selection Panel for the second appointment will be Helen Edwards, Rachel Perkins and Derek Caren, along with a service user and Juliet.





