



Trustee

Welcome

Dear Candidate

Thank you for your interest in becoming a Trustee of The Wilf Ward Family Trust. You may not be familiar with the work of the Trust, but I hope that now you have become aware of us you will be encouraged to take a closer look at the great things we do and the amazing people we support. Prior to joining as Chair, I had heard little about the Trust, other than that it had a strong reputation for quality and delivering outstanding care and support, and that its staff and leadership were well respected. As I am entering my fourth year of engagement with the Trust, I can truly say that what I had heard before was and continues to remain true. I continue to discover and remain impressed by the daily interactions and successes of the staff teams and the individuals we support. Despite the challenges of the past few years, the Trust remains in robust financial and operational health. We recognise that we cannot rest on our laurels, and we have ambitious plans to grow the influence and impact of the Trust.



Presently there are seven Trustees who support the Leadership Team to develop and deliver the strategic plans for the Trust. As part of our succession planning, we are seeking several new Trustees to join us in the coming months. Having undertaken a skills analysis of our existing Trustees we would benefit from people with backgrounds and experience in finance, housing management / development, marketing and social care. Alongside this we are actively seeking to widen the diversity of our Board and welcome applications from a wide range of backgrounds, experiences and cultures. Regardless of your background, what is important is that you can join us and share our passion for improving the lives and outcomes of the individuals we support, and that you can utilise your experiences of diversity to enrich and develop the wide range of needs and ambitions that exist in every one of our services.

In the next few years, we are hoping to increase the level of engagement and strategic conversations that the Board has with the individuals we support. In the next calendar year, we will establish systems that will facilitate this. As Trustees we are already invited to celebrations and parties (both in person and virtual) at our services, and we also enjoy interacting with staff and the individuals we support when we undertake visits to services. Our Jigsaw Group comprises several individuals we support who actively engage with Trustees and are involved in various activities such as interviewing senior staff, assessing policies, and reviewing our strategic plans. They have created a brief video to accompany this pack, by way of introduction to what they do and how they wish to interact with you as a new Trustee.

Both the Chief Executive and I would be delighted to have a conversation with you about the Trust and the opportunity a Trustee role offers if that would help you decide whether to apply. This can be arranged through our colleagues at Starfish. Finally, thank you for showing an interest in the work of the Trust and I very much hope to meet you soon.

A handwritten signature in blue ink that reads "Dianne Willcocks".

Prof Dianne Willcocks, Chair 2019-

About us

The Wilf Ward Family Trust is a large regional social care charity which operates across North Yorkshire, Leeds, East Riding and The City of York. We are a forward-looking Yorkshire Charity which is planning to strengthen its visibility, diversity and impact over the coming years.

The Trust was formed in 1986, by our founder Trustees Wilf & Phyllis Ward, who recognised that more support needed to be provided to individuals with learning disabilities and complex needs. Our first service opened in Pickering, North Yorkshire in 1988 and since then we have grown to become one of the biggest but perhaps less well-known social care charities operating in Yorkshire. We have developed lasting and meaningful relationships with the individuals we support and many of the individuals we began supporting in our early years, still receive support from us now.

Across the years the Trust has grown to deliver respite, registered care and supported living services that provide care and support to approximately 240 individuals with a learning disability and complex needs. We operate across 78 sites, ranging in size from single occupancy supported living services to a 12-bed registered care home, providing outstanding care and support via our 780 staff. We have a strong balance sheet and access to resources, a well-established Board and Leadership Team, and we are entering a new period of ambition, strategic planning and growth.

Our Mission, Vision and Values

The work of The Wilf Ward Family Trust is built around a core mission, vision and set of values.

Our Mission

Challenging ourselves and others to provide choice and opportunity for adults with learning disabilities.

Our Vision

Enabling extraordinary lives through outstanding support.

Our Values

We will:

- Act with honesty, fairness and integrity
- Keep the person at the centre of everything we do
- Listen, learn, reflect and grow
- Maintain inclusive and respectful relationships
- Value, respect and develop people.



Our Services

During its long history, the Trust has developed strong expertise in supporting individuals with learning disabilities, profound needs and challenging behaviours.

Our services are comprised of a range of different types of accommodation (respite, registered care or supported living). As is often the case in learning disability services we operate each service with a high staff to individual support ratio. Most of our services support four or less individuals, usually in well-established shared households. Our largest service, Sherburn House, can support up to 12 people. The way we work means that we develop strong and lasting relationships with the individuals we support and their families. We encourage Active Support principles in all our services to ensure each individual engages in activities that are beneficial and important to them.

We also have two accessible holiday homes in Filey. These properties are available to hire all year round and each property can accommodate up to 7 people.

The Trust supports individuals across the Yorkshire and Humber regions. From the East Coast including Whitby, Bridlington and Beverley, to the west side of Leeds, and from Northallerton, to Selby and Wakefield, and most places in-between, we are able to provide an outstanding service to the people of Yorkshire.

Please click here to learn more about [The Wilf Ward Trust](#)

Please click here to read more on our [Values in Practice](#)



Description of the Role:

The principle role of Trustees is to be responsible for the effective governance, leadership and direction of the Trust. While the responsibility of the day to day running of the Trust is usually delegated to the Chief Executive, all Trustees have a collective responsibility for ensuring the Trust meets all legal requirements, that it has clear aims and safeguards its assets (people, property and financial) and that these are used appropriately for the beneficiaries of the charity both in the present and into the future. The Trust has adopted as best practice The Charity Governance Code and operates within it. Additionally, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. The role of Trustee is clearly defined in charity law and further information on the role can be found at Charity Trustee What's Involved (CC3)

The following responsibilities also apply to this role:

- Ensure that the Trust complies with its governing document, organisation law and all other relevant legislation or regulations
- Ensure that the Trust pursues its objectives as defined in its governing document
- Ensure that the Trust applies its resources exclusively in pursuance of its objectives
- Contribute actively and provide considered strategic direction to the Trust, working collectively to set overall policy, defining goals and evaluating performance against agreed targets
- Safeguard the reputation and values of the Trust
- Represent the Trust at functions and meetings as appropriate
- Take responsibility for own personal development and to actively seek out opportunities to learn and develop new relevant skills
- Demonstrate good communication and interpersonal skills and the ability to respect the confidences of colleagues, peers and the wider stakeholders of the Trust
- Provide appropriate advice, guidance and resources to ensure the Trust continues to provide high quality care and support
- Contribute specific skills, interests and contacts and support the Trust and its senior staff in developing and delivering high quality care and support
- Develop and maintain positive relationships with all members of the Leadership Team and other staff as appropriate
- Reflect the Trust's vision, mission and values at all times
- Commit to follow The Trustees' Charter at all times, particularly when exercising the functions of Trustee (see below)
- Act with discretion and to recognise the need for confidentiality, working within the principles of current data protection legislation
- Disclose any potential or actual conflicts of interest as and when they arise.

Board Meetings

Trustees meet as a Board, a minimum of four times a year. Our Board meetings focus on setting and monitoring the strategic direction of the Trust. These meetings are usually held face to face at a location near York. The Board meetings are supported by two Committees, the Governance and Remuneration Committee (GAR) and the Finance and Assurance Committee (FAA). The GAR focuses on ensuring that the Trust is well governed and meets all requirements under charity law, it also oversees the appraisal processes of both the Trustees and the Chief Executive and approves senior staff remuneration. The FAA focuses on providing the Board with assurance that all budgetary plans, business plans and regulatory and contractual requirements are adhered to across the Trust's portfolio of services and properties. The FAA and GAR are usually held at our Registered Office in Pickering. As with the Board meeting in person attendance is encouraged, but we do have the facilities to support remote attendance as and when required. Trustees are invited to join one of the Committees, subject to their professional background and experience.

Details of the next sets of Committee and Board dates are provided below:

Board Meeting	Finance and Assurance Committee	Governance and Remuneration Committee
14 October 2022 (AGM and Strategy Day)	10 November 2022	14 November 2022
25 November 2022	3 February 2023	15 February 2023
24 February 2023	5 May 2023	15 May 2023
26 May 2023	4 August 2023	15 August 2023
1 September 2023	2 November 2023	15 November 2023
30 November 2023		



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 Hannah.Chapman@starfishsearch.com and we will be happy to arrange a call.

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

- Please include an up-to-date CV (no more than 3 sides)
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

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.

The Trustees are keen to engage with, and agree interview dates with potential applicants at the earliest mutually convenient opportunity. Therefore, they have decided rather than provide a date for interview, this can be arranged at a time that fits around candidates existing commitments.

