



CANDIDATE PACK FOR TRUSTEES



WELCOME

Dear candidate,

This is a really exciting time to join our Board at Hft 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 adults with learning disabilities. We are passionate about what we do and we use our unique understanding of the challenges facing the adults we support to speak up with them to bring about positive change.

Our CEO, Kirsty Matthews, joined us at the end of 2020 and has made enormous strides in advancing our ambitious and strategic vision. At the heart of our work is our focus on ensuring that Hft delivers high quality services, and continually looks for new ways to ensure that the adults we support have every opportunity to live the best life possible. It is also important that we are a commercially focused, outstanding provider.

Our Trustees are integral to enabling us to achieve our vision. We are seeking three new Trustees to join our Board, who bring particular expertise in Commercial Financial Management, Audit and Risk Management, and Property Development, Real Estate and Asset Management. 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 across the footprint of our organisation's services. Your expertise and 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 pivotal 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 adults 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

We are a national charity founded in 1962 by a group of families who had a vision for creating a better life for their relatives who had learning disabilities. We pioneered the idea that everyone with a learning disability could have choices about how they live.

Today, we are trusted to support more than 2,000 adults with a learning disability across England and Wales, providing specialist care and support and housing to enable them to live with as much independence, choice, dignity and control as possible. Whether that's through Hft providing support for the person to live independently in their own home, to join day opportunities and learn new skills or through socialising and building relationships and getting experience that will help adults find employment. From a few hours a week, right up to 24 hours a day, we are here for as long as someone might need us.

We are funded in several ways: predominantly through local authorities, who fund vital care and support services, through Housing Benefit from the Department for Work and Pensions, through personal budgets and private funding and through donors, supporters and volunteers who enable us to find new ways to help more adults to thrive, rather than just get by.

For every person we support, we are committed to working in partnership with them to realise their best life possible.



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 adults 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 adults 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 Executive 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 adults we support have every opportunity to live the best life possible.

OUR REQUIREMENTS

We are seeking to recruit three 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. We are seeking individuals who bring an understanding of the principles of good governance and have strong leadership skills. It is essential that all Trustees want to actively engage in guiding the success and future direction of Hft, and we would expect all potential candidates to be experienced to Board level. Ideally, candidates will already have experience in the charity sector, or an understanding of the issues facing social care.

SPECIALIST SKILLS AND EXPERTISE BEING SOUGHT:

COMMERCIAL FINANCE

A Trustee who is professionally qualified with a commercial finance background, for example a CFO used to managing a modern and innovative organisation who has strong experience managing large scale projects, and ideally someone with a national reputation who is capable of leading policy discussions.

AUDIT AND RISK

A Trustee who has knowledge of audit and risk management. You will bring significant experience working within a large, complex organisation that has undergone high levels of change and transformation.

REAL ESTATE AND 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 Board of Trustees.



PERSON 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: Quality and Compliance, Audit and Risk, Remunerations and Nominations, Commercial Performance. 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.

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 adults we support.

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

Requirements for a Trustee:

- You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a trustee of any other charity.
- You must be properly appointed following the procedures and any restrictions in the charity's governing document.
- You must not act as a trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification are shown in the disqualifying reasons table and include:
 - being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
 - having an unspent conviction for certain offences (including any that involve dishonesty or deception)
 - being on the sex offenders' register

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 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:

Friday 27th October 2023

Preliminary Interviews:

Commercial Finance Trustee:

Monday 6th November 2023

Audit & Risk; Real Estate & Asset Management Trustees:

w/c Monday 13th November and w/c Monday 20th November 2023

Final Panel Interviews:

Commercial Finance Trustee:

w/c Monday 27th November 2023

Audit & Risk; Real Estate & Asset Management Trustees:

w/c Monday 11th December

