



CANDIDATE PACK FOR TRUSTEES



WELCOME FROM THE CHAIR

Thank you for your interest in joining our Trustee Board at Royal Mencap Society ("Mencap").

Our vision is for the UK to be one of the best places for people with a learning disability to live happy and healthy lives. Everything we do is about valuing and supporting people with a learning disability, and their families and carers. Founded nearly 80 years ago, our mission is as vital as ever, and as a Trustee, you will be part of making a life-changing impact.

Despite progress that has been made, people with a learning disability continue to face inequalities in many aspects of life. The Covid-19 pandemic heightened and worsened these inequalities. Funding for social care remains under enormous strain and in need of radical reform. Against this complex backdrop, Mencap continues to ensure safe, independent and secure living in the community for people with a learning disability and is working to eliminate the remaining appalling and unsuitable institutional living in long stay assessment and treatment units, while improving opportunities and quality of life.

In recent years we have strengthened the charity's foundations through investment in practice development, digitalisation, research and the piloting of new interventions, as well as making significant system change happen through powerful campaigns. As we prepare to welcome our new Chief Executive, Jon Sparkes OBE, we are looking to our future and seeking three new Trustees who will add to the skills and perspectives of an already high performing Board. In particular we are seeking leaders who bring:

- experience of leading social care practices in an organisation of comparable size and scale. In particular your insights into compliance, quality and governance will be enormously valuable;
- fundraising leadership with a strong track record in developing high level fundraising strategies for a national charity and who can demonstrate success in effective long term donor stewardship;
- HR/People leadership evidenced by a Director level role in a large and complex values driven organisation. You will play a pivotal role by helping our leadership cultivate an environment where employees feel valued and empowered to contribute effectively

This is a pivotal moment for Mencap and the impact of our work. You will find us a rewarding, inclusive and stimulating Board to join and one where your insight, experience or influence will place us in a strong position as we begin to shape an ambitious new strategy that will push us further towards our vision.

If this sounds like the Board for you, we'd love to hear from you

Dame Carolyn Fairbairn.



ABOUT US

We are Mencap. We are passionate about changing the world for everyone with a learning disability.

Everything we do is about valuing and supporting people with a learning disability, and their families and carers.

Our vision is for the UK to be the best place in the world for people with a learning disability to live happy and healthy lives.

OUR STORY

In 1946, Judy Fryd, angered and frustrated by the lack of support and provision available to her daughter Felicity, who had a learning disability, wrote to Nursery World magazine asking that other parents of children with a learning disability reach out to her. More than 1,000 parents responded, and Judy went on to suggest they should all band together to plead their cause with the various health and education authorities. Here, Mencap was born.

Since our inception, we have been a driving force for advocacy and support, expanding its reach across the UK and leading campaigns for equality and inclusion. Despite challenges, Mencap's steadfast dedication to empowering individuals with learning disabilities remains unwavering, shaping a more inclusive society for all.

Today we are a large, national charity operating across the three nations with an annual income of over £200m and over 8,500 employees and 1,675 volunteers, in addition to the very large number of people who work with Network Partners, including Mencap Local Groups, which are independent charities.

OUR VALUES

We are **Passionate** about making the world a better place.

We are **Inclusive** of everyone.

We are **Brave**, we challenge and try new things.

We are **Positive** in our work and with each other.

We are **Kind** to everyone.

OUR APPROACH

Mencap is dedicated to supporting people with a learning disability to speak out and be heard, make their own choices and realise their own ambitions.

This guiding priority is evident throughout Mencap from the central strategic role of the **Voices Council** working in partnership with the Board of Trustees to the Learning Disability Panels' role in our interview processes, from the vital contribution of Mencap colleagues with a learning disability to our **myth busters**, media spokespeople and parliamentary engagement teams who add their own voices to champion the rights of people with a learning disability.

Keeping people with a learning disability at the heart of all we do shapes our organisational structure and approach, and integrates the work of a vast grassroots community network, extensive personal support services, and a bold influencing agenda.

Local Community Engagement: Mencap works with a diverse network of hundreds of local groups and partner organisations, from large-scale service providers to small social groups who organise leisure and sport activities. These organisations share our values and many also share the Mencap brand. Our Network Partners contribute countless volunteer hours to enrich the community life of people with a learning disability, increasing the opportunities available to them in their local area.

Providing Personal Support Services: Mencap delivers personal support services to more than 5,000 people. Our services range from round-the-clock care to employment programmes and other day services. We also provide information and advice. Last year 94.5% of our services in England were rated Good or Outstanding by the Care Quality Commission. Like all of us, the lives of people with a learning disability are individually complex, so our service offering needs to be relational and tailored to people's needs, desires, and expectations. Read more about our services [here](#).

Influencing Systemic Change: Our relationships with people with a learning disability inform our influencing agenda, and research and advocacy in turn shapes best practice. By funding research, launching campaigns, tireless advocacy, and an increasingly active media presence, we aim to amplify the voices of people with a learning disability. We won't stop until people with a learning disability are included and valued equally in society. With these three expressions of our mission working together, centred on the experience and voice of people with a learning disability, Mencap is a powerful and effective force for change. To learn more about our organisation's strategic influencing, please find the Mencap 2024 Manifesto [here](#).

You can also find out more about our current Trustee Board [here](#).

EQUITY, DIVERSITY AND INCLUSION (EDI)

At Mencap, our focus is on comprehending and embracing diversity and inclusion, recognising our collective responsibility in advocating for these principles at every level of our organisation and within society as a whole.

Mencap envisions the UK as the global leader in providing a nurturing environment for individuals with learning disabilities to lead fulfilling and healthy lives. We are fully committed to deepening our understanding of diversity and inclusion and recognise our shared responsibility in championing these values throughout every facet of our organisation and within broader society.

Equity is embedded in our current strategy, [Our Big Plan](#), ensuring this is owned at every level, beginning with the Board of Trustees. Our commitments are not performative or tokenistic and we hold ourselves accountable.

We pledge to be informed and inclusive leaders, accepting that inequalities and bias are constantly at play in working practices and personal attitudes. We know that strategy, policy and processes on their own change nothing. We are on a learning journey to encourage certain values, challenge our perspectives, to change behaviours, decision-making and our culture.

OUR EDI AIM

Our aim at Mencap is to hold ourselves accountable to tackle and eradicate inequalities and achieve positive change and inclusion for everyone. This means:

- **Inclusive Leadership:** We are committed to developing inclusive leaders who will proactively champion inclusion and build diverse teams who respect and support each other.
- **Equitable and Inclusive Workplace:** We are committed to promoting activities and platforms that enable the voices of all of us, ensure that everyone has a say and can exist at work authentically.
- **Community Engagement:** We are committed to engaging and working in partnerships with underrepresented communities to identify and eliminate barriers to equitable support and resources.
- **Data:** We will use our people data to measure our progress on inclusive recruitment, retention and development of all our people and the progression of those from underrepresented groups.
- **Employee Feedback:** Our employee surveys will include EDI indicators which will provide a baseline measurement and better understanding of the people experiences.



JOB DESCRIPTION

Job title: Trustee

Reports to: Chair of the Board of Trustees

ROLE PURPOSE

As a Trustee of MENCAP, you would be required to fulfil a number of statutory duties to ensure the charity is well governed.

Trustees are responsible for:

- Overseeing and contributing to the setting and shaping of Mencap's strategic direction, financial management and governance.
- Ensuring that Mencap is well governed, that effective governance structures are in place and are regularly reviewed and followed.
- Ensuring that Mencap works within its charitable objectives and is compliant with charity and company law within the jurisdictions within which it is registered and operates.
- Ensuring financial sustainability and robust financial management of Mencap.
- Championing Mencap's work by supporting its activities, fostering networks within wider communities and promoting what we do.
- Engaging in Mencap's work, acting as ambassadors for Mencap broadening its reach and impact, and offering additional resource as and when available.
- Supporting, questioning, and holding to account the Senior Leadership Team.
- Contributing on one of Mencap's Board sub-committees.
- Furthering the charitable objectives of the organisation.

In addition to the above, Trustees use their specific skills, knowledge and experiences to help the Board reach sound decisions.



PERSON SPECIFICATION

Following a skills-audit of the Board, we are now seeking to recruit three new Trustees, each bringing a distinct and specialised proven experience in one of the areas of expertise outlined below:

1. Operational Delivery of Social Care Practices

This trustee's expertise in social care will enable effective implementation of services that meet the diverse needs of service users. By engaging with stakeholders and overseeing compliance, they will help us ensure quality, accountability, and responsiveness to evolving needs. The successful candidate will also be required to join our Delivery and Strategic Impact Committee as part of their role.

2. Fundraising Development

This trustee will bring expertise in fundraising strategies, donor engagement, and resource mobilisation, essential for securing the financial resources necessary to support Mencap's programs and services. Their strategic input will ensure alignment with our organisational goals, while their oversight of donor stewardship efforts will help us foster the lasting relationships that are critical for long-term sustainability.

3. People/HR Director

This trustee will play a pivotal role in ensuring employee well-being, talent management, compliance, and organisational development. By helping our leadership implement policies that prioritise diversity, equity, and inclusion, they will help us cultivate an environment where employees feel valued and empowered to contribute effectively. In addition to their primary responsibilities, the successful candidate will be expected to participate in our People and Culture Committee.

In addition to experience gained in an organisation of comparable scale and complexity to Mencap and relevant to one or more of the areas above, we are also looking for the following skills, abilities and personal qualities:

- A commitment to living our values.
- A commitment to increasing the visibility and power of people with a learning disability to working alongside them to create a more inclusive and diverse society.
- A strategic perspective, and particularly an understanding of how to apply this in a governance role.
- An active and intelligent listening style, with an ability to build on the strong contributions from others.
- An orientation toward team dynamics, with an approach which treats all people with dignity, respect, and interest.
- A willingness to challenge and debate with respect and an ability to accept constructive challenge in return.
- An ability to maintain calm and sound judgement in order to govern change, innovation, and growth successfully and negotiate effectively the risks, criticisms, and failures that will arise along the way.
- Agility and openness in thinking, a curious learner, committed to developing personal knowledge about our work.



TERMS OF APPOINTMENT

RENUMERATION

Mencap Trustee positions are offered on a voluntary basis; however, travel and out-of-pocket expenses are covered.

TIME COMMITMENT

Each year, our Trustees are expected to attend four regular board meetings, which occupy most of a day and are normally held in our central London office, and a two-day meeting outside London that incorporates a review of strategy and more time to consider bigger issues.

In addition, Trustees would attend potentially four meetings of any committee(s) of which they are a member. Further time is required for reading of papers before meetings, an established programme of visits to Mencap activities, and occasional ad hoc meetings.

With these commitments, we believe a realistic expectation for this commitment is between 12 to 15 days a year (or around a day a month).

Trustees also receive invitations to various Mencap events which are optional. We are particularly cognisant of the need to be flexible in the demands we make of Trustee colleagues. Each year there is an opportunity to meet with the Chair for mutual feedback and to discuss ways in which Trustees might wish to develop their roles

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/mencap-trustees> and click on the apply now button, with the following prepared:

- a CV (no more than three sides) or equivalent biographical information
- a supporting statement that sets out why you are interested in joining our Board of Trustees and the experiences and qualities you believe you can bring in order to be successful in post
- please tell us if there are any dates during the selection process (outlined below) when you would not be available to participate.
- If you have a disability and identify any barriers in the job description or person specification, please tell us.

We would also be grateful if you would 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: Friday 24th May 2024

First stage discussions: w/c 10th June 2024

Final interviews: End of June/early July 2024

The first board meeting for appointed candidates will be 19th September 2024 in London.