

# Trustee Recruitment Pack 2020



For an informal discussion please call Cath Lee, CEO on 0113 235 1331.

To apply, please send your CV, together with a supporting statement detailing how you meet the requirements of the role and what you think you can offer, to Cath Lee, CEO at [cath.lee@leedsmencap.org.uk](mailto:cath.lee@leedsmencap.org.uk).

**Closing date: 30<sup>th</sup> September 2020**

**Please also get in touch if you are interested in becoming a Trustee but are not currently in a position to apply.**

## Background



Leeds Mencap is a completely independent charity that has come a long way since we opened our doors more than 65 years ago. We support over 400 children and young people with learning disabilities and their family members each year directly and support around 1800 more by providing specialist facilities in our purpose built centre that is used by people from all over Leeds and beyond.

Although we're affiliated with the national Royal Mencap Society, we're an independent and local charity. That means we need to secure all our own funding to continue to offer our valuable services.

At Leeds Mencap, we offer support to the whole family. We aim to support children to have the best start in life. We run a fantastic range of services, clubs and activities for children and young people with a learning disability from age 0 – 18, so we can support them in helping them achieve their dreams and aspirations for the future.

From our specialist playroom for 0 – 3s to our clubs for teenagers, our activities are designed to help children and young people of all abilities to have the opportunity to socialise with their peers, build friendships and have fun in a safe, welcoming environment where they are supported. The Vinery Centre has excellent facilities from inclusive outdoor play spaces, a cycle track, trampoline and climbing frame, to sensory room and soft play room. In the summer we get out our very own bouncy castle! The groups and activities help to build confidence as the group members choose and decide what activities they like to do. They get to learn new skills and trips and activities off site help them to stretch and develop themselves in ways you wouldn't imagine they could.

Young adults aged 18 – 25 are catered for too with a social club that meets on a Friday night. The club members go out frequently, bowling, to eat out, pizza making, whatever they feel like doing. The group supports the development of independence and skills to help with the transition to adult life.

We run a very popular club for the brothers and sisters aged 7 – 14 of those children and young people we support. This club gives them time to themselves and to socialise with others who understand the challenges having a sibling with a learning disability can present.

The Vinery Centre is a fantastic, welcoming space where the learning disability community and our local community come together, to meet, to learn and grow, to play and to support each other. In addition to being an ideal base for Leeds Mencap's services we also run a busy Community Nursery (Jimbo's Community Nursery) and a busy room hire service to generate income. We have a large sensory room and soft play room as well as a range of flexible spaces and meeting rooms that can be hired for formal meetings, training courses, conferences as well as activities as diverse as bingo, church groups or dance. We're proud of the fact the Vinery Centre is completely accessible and has a Changing Places toilet.

There is a lot going on and we are constantly looking at learning and improving what we do in order to respond to change and ensure people with learning disabilities continue to get the support they need into the future.

## **Purpose of the role**

The Trustee role is vitally important to the charity. Trustees take ultimate responsibility for the work of Leeds Mencap and the way in which it uses its resources to achieve its aims. Trustees are responsible for setting the strategic direction of the organisation, ensuring it is solvent and well run, ensuring it delivers the charitable objects. Trustees need to make sure the charity complies with charity and other relevant law and regulation and they are key to identifying and managing risk. On a day to day basis the Trustees delegate delivery and management to the CEO and staff team.

## **Time Commitment**

At Leeds Mencap being a Trustee means more than just attending quarterly meetings. Trustees meet on average once every six weeks and these meetings tend to be held in the evening on Mondays from 6.30pm – 8.30pm. In addition, Trustees may be called upon to get involved in working groups for specific strategic projects, attend events or network on our behalf. All Trustees are expected to be ambassadors for Leeds Mencap and people with learning disabilities. Joint strategy and planning events are held on an annual basis with staff and managers. Meetings are generally held at our offices in East Leeds (The Vinery Centre, LS9 9LU). During the Covid-19 pandemic meetings are being held over zoom.

Covid-19 has had a significant impact on our income, both fundraising income and the income we generate from The Vinery Centre. Pre-Covid-19 our priority was to grow our income in order to secure the sustainability of our services for people with learning disabilities and our strategy to achieve this was due to be complete in 2021. However, given the impact on our finances of the pandemic this has now taken on greater urgency and we are currently implementing a recovery plan to ensure our survival before developing a longer term strategy for 2021 and beyond. There is much to do and in this context we need Trustees who can commit and give time over and above attendance at Trustee meetings.

## **Term of Office**

We are in the process of amending our Articles of Association and anticipate that this will be complete by September 2020. Trustees currently retire by rotation but under the new Articles Trustees will serve up to three terms of 4 years.

## **Expenses**

Trustees may claim out of pocket expenses incurred in carrying out their duty as a Trustee.

## **Job Description**

**Job purpose:** To further Leeds Mencap's mission, keeping within its charitable objects.

### **Duties**

- Ensuring that Leeds Mencap pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that Leeds Mencap complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that Leeds Mencap applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that Leeds Mencap defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

### **Person specification**

We would like prospective Trustees to demonstrate the following in their application and during interview:

#### **Experience and knowledge**

- Understanding of the challenges that people with learning disabilities face
- Ideally an understanding or experience of working in the voluntary and community sector/not for profit environment
- Ideally experience of having been a member of a group or committee governing a project or organisation.
- A specific area of knowledge or experience from those particularly relevant to the work of Leeds Mencap listed below.

## **Skills and attributes**

- Commitment to Leeds Mencap and supporting people with a learning disability, their families and carers.
- Ability to work effectively as a member of a team that makes collective decisions
- A willingness to speak your mind while collaborating with others
- Willingness to devote the necessary time and effort to the job
- The ability to undertake analysis, discussion and decision making at a strategic level
- Sound, independent judgement
- Ability to think creatively
- A willingness to work in uncertain circumstances and be receptive to change
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **Areas of knowledge and experience particularly relevant to Leeds Mencap's current work**

- Personal experience of living with a learning disability either themselves or as a parent/carer/relative or friend.
  - Learning disability/autism
  - Accountancy/experience as a charity Treasurer
  - Child development/Early years education/SEN education
  - Health service experience and/or knowledge
  - Social care experience and/or knowledge
  - Information, advice and advocacy services
  - Service design and development
  - Commissioning/statutory funding environment
  - Fundraising including contacts to support us in extending our networks, profile and generate income.
  - Marketing
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- Because of the nature of Leeds Mencap's work all Trustees will be subject to a DBS check.
  - Any appointment will be subject to the receipt of two satisfactory references.
  - Trustees will be expected to declare that they are eligible and willing to act as a Charity Trustee and Company Director and that they comply with the Fit and proper persons test in relation to Leeds Mencap's registration with HMRC as a charity for tax purposes.