

Trustee

Age UK Hillingdon, Harrow & Brent



Candidate
Info Pack
March
2021



Candidate Brief – Trustee for Age UK Hillingdon, Harrow & Brent

This is an exciting opportunity to join the Board of Age UK Hillingdon, Harrow & Brent and make a real difference to services for the older people in the local community.

BACKGROUND

Age UK Hillingdon Harrow and Brent is a regional charity supporting the older residents of West London who reside in our three boroughs. We provide a wide range of services all of which aim to support and improve the health and wellbeing of older people, empowering and promoting independence and choice. We have information and advice services that ensure older people have access to all the benefits they are entitled to and provide support around housing and lifestyle choices. We offer a variety of activities that promote social integration and physical exercise as well as paid for services such as domiciliary home support, will-writing, trusted traders and our Homeshare scheme. We work in close collaboration with the NHS supporting older people in and out of hospital and provide falls prevention services and social prescribing in partnership with local GP practices.

We are one of the larger brand partners of Age UK with around 120 paid staff and 300 volunteers who collectively support over 15,000 older people per year. We work in close partnership with our 3 local authorities and our local Clinical Commissioning Groups, and we are a leading member of local Third Sector consortium partnerships in all three boroughs.

We are a dynamic, ambitious and forward-thinking charity. Our turnover has grown from under £2 million to close to £3 million over the last 3 years. We generate our income through a diverse spread of sources: We deliver a range of contracted services in partnership with our 3 local authorities and the NHS and are growing our offer of paid-for services. Alongside our retail charity shops, we run a successful fundraising programme, which raised unrestricted funding to support our work.

Throughout the pandemic, we have played a key role within local partnerships in ensuring that our older residents had access to food and medicines in the early stages and in preventing social isolation and increasing digital inclusion during the latter months. As the vaccination programme rolls out and the end of lockdown is getting closer, we are focussing our efforts on developing a Recovery Programme for 2021/22. Many older people have been effectively housebound for the last year and have hence lost physical conditioning, confidence and motivation and have reduced social support networks. We are planning a range of programmes to help our older residents to reverse this trend and regain their health, wellbeing and quality of life.

At this important point in our journey, we seek to appoint two new Trustees who can bring different perspectives to our Board and help Age UK Hillingdon, Harrow and Brent achieve its plans for growth and build on the passion within the community for our work. We welcome candidates from a wide range of professional backgrounds, thereby continuing to ensure we have a well-rounded, diverse Board, capable of providing strong strategic oversight and guidance to the organisation. Commercial and business expertise and expertise in all areas of fundraising, social enterprise, NHS commissioning/transformation/integration, property law and digital strategy and communication, are some of the skills which are particularly relevant at this stage of our strategy implementation.

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We want to be more representative of the communities we serve and hence seek to become more diverse as a Board, which is reflected in the person specification you will find in this pack. As with our current Trustees, our preference is for those who live in or have knowledge of the local area or who have a keen passion for, or professional experience related to our cause.

Our Mission

To make later life better in Hillingdon, Harrow and Brent

Our Vision

To create a world where everyone can love later life

Our Values

- Caring about what we do and the needs of older people being representative and grounded in the community
- Respect for the choices of older people
- Valuing diversity of different ethnicities, gender, ages, experiences and cultural backgrounds
- Accessible, responsive and enabling in our approach
- Professional in our approach
- Accountable to all our stakeholders

Our Aims

- Increase the number of older people benefitting from our services
- Reduce isolation for older people and particularly older people living alone
- Increase our net contribution to Hillingdon, Harrow and Brent
- Improve the quality of life for older people using our services, as evidenced by reporting that they are better able to:
 - Look after their home and keep safe
 - Look after themselves and retain their independence
 - Maintain their health and wellbeing
 - Keep in touch with people and life
 - Manage their money

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THE POSITION

Location:	London
Remuneration:	Unpaid, expenses covered in line with policy

Overall purpose of the role

The Board of Trustees is responsible for the management of the affairs of Age UK HHB. It conducts its business through its meetings and sub-committees and follows agreed processes and procedures. It produces reports to funders and where appropriate to its regulators the Charity Commission and Companies House.

Responsibilities

The duties of a Trustee Board member are to:

- Be diligent and sensible in the administration of their duties
- Keep within its charitable objects and powers
- Maintain confidentiality and exercise proper discretion at all times in regard to the affairs of Age UK HHB
- Observe all policies /procedures agreed by the Board in day to day and strategic matters
- Actively participate in promoting the work and image of Age UK HHB to the wider community
- Provide the necessary information to comply with the requirements of regulatory and other statutory bodies
- Comply with the Charity's code of conduct, conflict of interest policy and professional standards by behaving in a professional manner at all times and promoting the charity's policies including Equality and Diversity
- Respond sensitively to the needs of older people as members, service users or in the wider community in the carrying out of Board plans and policies

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 leading discussions, identifying key issues, providing advice and guidance on new initiatives and evaluating or offering advice on other areas in which the trustee has particular expertise.

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PERSON SPECIFICATION

What are we looking for?

We want the Charity Board to be representative of our service users and so would welcome approaches from people who live locally or have a professional or personal connection with or passion for our cause.

We encourage applications from under-represented groups, particularly people from Black, Asian and Minority Ethnic communities, but also a broad age-range and people living with disabilities.

We are looking for trustees with skills and experience in the following:

- Fundraising, income generation, social enterprise
- NHS commissioning, transformation and integration
- Business and commercial expertise
- Digital strategy and communication
- Property law

In addition to the above, you will need to show evidence of the essential competencies required of a Trustee.

Essential

- A commitment to the mission of Age UK HHB
- A willingness to meet the minimum time requirement
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of the charity

Desirable

- Knowledge of and/or strong connections within the one or more of the 3 boroughs

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The board of trustees collectively needs skills and experience in the following areas:

- Financial management
- Income generation
- Business development and marketing
- Local voluntary sector in each of the three boroughs
- Local government and statutory bodies in each of the three boroughs
- Charity law and governance
- Digital strategy and communication
- Trading subsidiaries and social enterprise
- Human resource management
- Estate management
- Collaborative partnerships
- Social investment and impact

Commitment

Six board meetings a year (3 hours' duration) plus one all day strategy meeting, usually held at Fassnidge Hall in Uxbridge (just across the road from Uxbridge station). Please note that meetings are currently held via Zoom as per government guidelines related to the Covid-19 pandemic.

In addition, trustees are encouraged to join a subcommittee or working group to further the work of the board and support the SMT. These usually meet in Hayes (teleconference facilities available).

Trustees are expected to keep up to date with board and other documents and contribute to email discussions. Trustees may be invited to participate in induction sessions, staff and volunteer events, external gatherings with stakeholders and an annual meeting with the Chair.

How to apply?

Application is by CV and a covering letter which should indicate why you are interested in applying for the role and how you meet the role requirements. Please send this to Marlijn Wijkhuizen, marlijn@ep-uk.org.

The **closing date for applications is end-of day Friday the 16th of April 2021**. Interviews with Age UK HH&B will take place week commencing 26th of April or the 3rd of May.

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