



Save the Family

Keeping Families Together

**Trustee Recruitment Pack
June 2018**

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Dear Applicant

Save the Family – Trustee Recruitment

Thank you for your interest in becoming a Trustee with Save the Family.

Save the Family is on a positive journey of change, as we seek to create a positive future both for the charity and the vulnerable families we support. With this in mind, we have recently started to implement our new business plan focussed on enhancing our family mentoring approach and securing a sustainable long term future for the charity.

Our Board of Trustees has a critical role to play in ensuring our business plan aims are effectively delivered, and that we continue to do our very best for the vulnerable families we support. We now have the opportunity to recruit up to four new Trustees to join the Board to complement the valuable skills and experience of our existing Trustees. With this in mind, we are inviting applications from candidates with strategic skills and experience in:

- Strategic management of a charity
- Fundraising
- Working with vulnerable children and adults
- The law

The appointment of our new Trustees will mean that as well as bringing important skills and knowledge to Save the Family, we can further strengthen our Governance arrangements by complementing our Governance structure which includes sub committees focussing on Families; Finance; Marketing and Fundraising and Human Resources.

If you believe that you can make a positive contribution to Save the Family at this exciting and challenging time we would very much like to hear from you. The information provided in this pack will give you more details about how to apply but if you have any questions please do get in touch.

Kind Regards

John Church

Chair

Jayne Phillips

Interim Chief Executive



Trustee Recruitment Advertisement

We're Looking for New Trustees

Save the Family provides a safe community environment and mentoring support for homeless and troubled families where safeguarding of children and vulnerable adults is paramount.

We are recruiting new Trustees who share our passion for creating a positive future for both the families and the charity. In particular, we are looking for talented individuals with skill and senior experience in one or more of the following:

- Strategic management of a charity
- Fundraising
- Working with vulnerable children and adults
- The law

You will also need to have a genuine commitment to helping vulnerable families, a desire for service excellence and an understanding of the challenges we face in delivering our mission backed by strategic thinking, communication and team working skills.

Whilst these positions are unremunerated, they offer the opportunity to make a real difference to the lives of vulnerable families.

We would expect that the time commitment would be an average of 8-10 hours per month, spent preparing for and attending meetings and using your professional skills to support the work of the charity in other ways.

For an informal discussion, please contact John Church, Chairman or Jayne Phillips, Interim Chief Executive on 01244333836

Information packs can be downloaded at www.savethefamily.org.uk/workforus



About Save the Family

Our Purpose

Save the Family is a registered charity based in rural Cheshire which was established over four decades ago. We provide a safe community environment combined with mentoring to help families overcome their life challenges and barriers and create a positive future.

Our mission is:

To provide a safe, supported community for homeless and troubled families where safeguarding is paramount.

To keep families together and help them create a positive future.

We work with troubled families who have often not had the fundamental problems of their lives properly addressed. Through a family mentoring approach, we support the parents to follow proper routines in order to maintain a good home and to exercise their parental responsibilities for their children properly and work closely with external agencies who provide more specialised interventions. Move on plans are developed soon after the family moves into our community at Cotton Hall and families are prepared and empowered to live independent lives back in the wider community again.

Cotton Hall has a purpose built children and families' centre with a state of the art sensory room, age specific play areas, mock home room, homework support areas and training kitchen. There is also a workshop, gym and many other facilities which enable staff and external professionals to work in collaboration for the recovery and benefit of both individuals and families.

We seek to keep families together and also help to reunite already fractured families. Our team of Family Mentors helps to build confidence and address barriers and provide specialised intervention which is generally met by external professionals working on a multi-disciplinary basis who work closely with our own staff team. In this way, Save the Family acts as a much needed catalyst in linking up each baby, child, teenager and adult with the necessary statutory services in the area and the adults are actively encouraged and empowered to work closely with the agencies around the family unit.

Our Values

Our core values framework was designed in consultation with staff and residents. This framework encompasses the way we work and our strong commitment to doing our very best for the families we support:



Save the Family

Keeping Families Together

Save the Family's core values define how we will achieve our mission of keeping families together. They encompass the Christian heritage of the charity and provide a thread which runs through everything we do.



Compassion

- Genuinely caring about colleagues and residents
- Understanding and meeting the needs of our clients



Respect

- Treating others as we would wish to be treated
- Recognising boundaries
- Using appropriate language



Empowerment

- Helping clients to grow and develop
- Sharing information and knowledge with colleagues
- Encouraging others to progress



Aspiration

- Helping others to aspire to be more
- Choosing to be positive
- Enjoying what we do



Trust

- Showing openness and honesty in all we do
- Demonstrating professional integrity



Excellence

- Always aiming to be the best at what we do
- Celebrating success

Together we can **CREATE** a positive future

Governance Structure

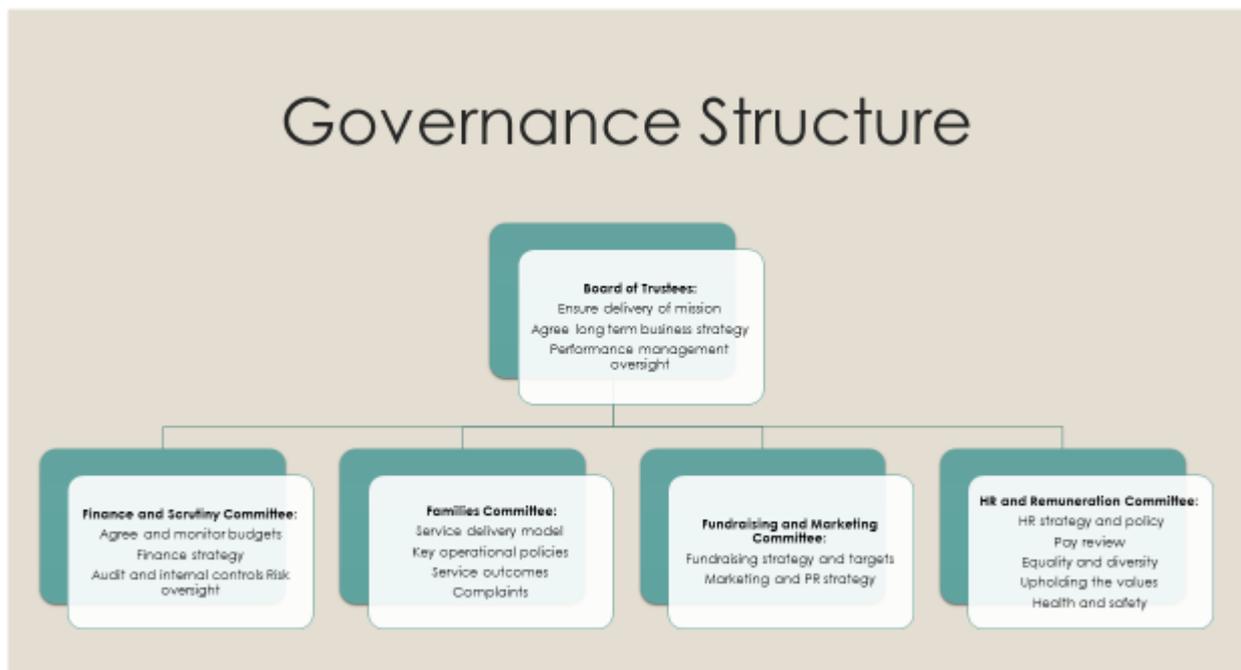
Save the Family's Board of Trustees meets every other month in the early evening at Cotton Hall, Cotton Edmunds, near Chester.

We would like to complement our existing Board by appointing Trustees who can offer the following strategic knowledge, skills and experience:

- Strategic management of a charity
- Entrepreneurship
- Fundraising
- Providing homes and support to vulnerable families

Whilst our Trustees are unpaid, the role is very rewarding and it offers the opportunity to join a very committed, professional and knowledgeable team who have the best interests of the charity and the families it supports at heart.

Our Board is supported by four sub committees and we are keen to hear from applicants who would be willing to contribute to a Committee, as well as the main Board:



Trustee Role Profile

Role Title: Trustee
Responsible To: Chairman of the Board of Trustees
Role Purpose: To work with, motivate and support other Board Members, the Chief Executive and management team in ensuring that Save the Family's strategic business objectives are developed and achieved, in support of the mission and values.

Key Achievement Areas
<p>1. Personal Integrity</p> <ul style="list-style-type: none"> Attend Board meetings, read papers in advance and participate actively and positively in Board discussions Comply with the Code of Conduct for Trustees, displaying probity and integrity in all activities as a Trustee Act in accordance with Save the Family's values framework Demonstrate commitment to equality and diversity Undertake relevant training and appraisal Act as a positive ambassador for Save the Family
<p>2. Strategic Direction and Policy</p> <ul style="list-style-type: none"> Contribute to planning and setting strategic direction Agree strategic policy and objectives and approve the corporate business plan Approve the financial plan and forecasts Contribute to specific strategic issues as a member of a subcommittee, as appropriate Support and promote stakeholder and client participation in strategic planning Contribute to the identification of key strategic targets, key performance indicators and standards
<p>3. Performance Monitoring</p> <ul style="list-style-type: none"> Receive and scrutinise performance reports using sound business analysis skills Receive and consider reports in respect of emerging issues or business opportunities Exercise sound commercial judgement to constructively question and come to the right conclusions
<p>4. Legal and Regulatory Requirements</p> <ul style="list-style-type: none"> Comply with duties and responsibilities as a Trustee of the charity, as set out in the Memorandum and Articles Uphold the requirements of the Charity Commission and the principles of good governance practice
<p>5. Professional Expertise</p> <ul style="list-style-type: none"> Utilise professional expertise, skills and knowledge for the benefit of the charity Declare any conflicts of interest as appropriate

Trustee Person Profile

Trustees are required to operate within legal and regulatory requirements, together with those set out in Save the Family’s memorandum and Articles of Association, further details of which will be provided on appointment and through our induction process. Trustees have ultimate responsibility for directing the affairs of the charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

The following table provides an overview of the key skills and personal attributes Save the Family seeks in its Board of Trustees. Of course we do not expect each Trustee to demonstrate all of them – it is a matter of achieving the right mix of skills on the Board. The key requirements for this current Trustee recruitment exercise, as identified by the recent skills audit, are highlighted in bold.

Personal Attributes	Business Skills and Experience
<ul style="list-style-type: none"> • Able to develop productive relationships within Save the Family and with key stakeholders • Visionary leader • Decision-making: supporting the decision-making process and encouraging other Board members to contribute • Strategy: participating in and contributing to the long-term strategy • Commitment to personal development • Leading and motivating: enthusiasm for the role of being a Trustee and taking responsibility • Communicating and representing: effective at communicating and participating at Board meetings and other events and representing the charity • Analysing and challenging: Able to understand and analyse Board papers and discussions. • Challenge: Constructively challenging proposals, strategy and performance. • Self-management: preparing for meetings, bringing enthusiasm and passion and giving adequate time • Passionate about continuous business improvement • Genuine commitment to Save the Family’s mission and values 	<ul style="list-style-type: none"> • Strategic management of a charity • Charity governance, regulation and law • Fundraising • Social inclusion • Education • Social Services • Supported Housing • Commercial Awareness • Entrepreneurship • Business Planning • Managing property and contracts • Business development • Financial management • Equality and Diversity • Knowledge of the local community and its needs • Knowledge of local authorities • Working with vulnerable people • Customer Care and complaints • IT • Legal matters/Governance • Audit, Risk Management and Internal Control • Public Relations and Marketing • HR/Training



How to Apply

Please apply to be a Trustee with Save the Family by sending your CV together with a supporting statement to jayne.phillips@talktalk.net . Your supporting statement should explain why you would like to be a Trustee and the contribution you believe you would make to the charity, with particular reference to the above role and person profiles. It would be appreciated if you could also complete and return the confidential equality monitoring questionnaire below.

Candidates who are successful at interview will be recommended to the Board of Trustees for formal appointment.

Thankyou for your interest. We hope that this recruitment pack provides all the information you require, but if you have any queries, or would like to have an informal conversation about becoming a Trustee please don't hesitate to get in touch.

Equality and Diversity

Save the Family welcomes applicants regardless of race, ethnic or national origin, colour, creed, religious or political beliefs, gender, sexual orientation, marital status, disability or age.

We believe that diversity adds value to our organisation and valuing the individual and individual differences enables us to develop and improve our services and explore new ideas.

We expect all our staff, voluntary members, residents and their families to respect and value diversity and to highlight and challenge any form of discrimination. We will endeavour to support people to deliver this commitment.

As part of our commitment we aim to:

- Value diversity and the individual
- Ensure that our staff and members are aware of their obligations to counter disadvantage and discrimination
- Monitor our key services against equality targets and performance indicators
- Ensure that our communications with customers meets all needs
- Select our partners in a fair and non-discriminatory manner
- Operate a zero tolerance policy against all forms of harassment
- Involve residents in a way which meets their needs and aspirations
- Ensure that our contractors and consultants demonstrate their commitment to equality and diversity
- Meet our obligations under the relevant legislation and good practice guidance

To assist us in achieving these commitments, it would be appreciated if you could complete the following monitoring form and return it with your application. Thank you. Please note that if you prefer not to complete the form this will in no way affect your application.

Save the Family
Cotton Hall
Cotton Lane
Cotton Edmunds
Chester
CH3 7PZ
Tel: 01244 409100
Web: www.savethefamily.org.uk

Equality and Diversity Monitoring Form

Save the Family is committed to equal opportunities and diversity. It is determined that in its provision of services and as an employer it will ensure equality of opportunity for all, regardless of age, race, gender (including gender reassignment), disability, marital status, sexual orientation, or religion or personal belief.

ABOUT YOU:

Name:.....

To help us implement and monitor this policy please could you provide us with the following information:

1. Gender

Male Female Other

2. Disability

Do you consider yourself to have a disability as defined above?

Yes No

If yes, please give brief details:

3. Date of Birth ----/----/----- (Optional)

4. Ethnic Origin

Please circle the appropriate letter, A to E, then tick one box within that section to indicate your cultural background

A White

- British
 Irish
 Any other white background, please state

ABOUT YOU

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background, please state

C Asian, Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background please state

D Black, Black British

- Caribbean
- African
- Any other Black background, please state

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

- Chinese
- Any other background, please state

5. Sexual Orientation

- Bisexual
- Heterosexual
- LGBT
- Other

6. Religion or Personal Belief (Please state)

Thank you. This information will be kept separate from your application form and will be treated in the strictest confidence.