



Save the Family

Keeping Families Together

**Trustee Recruitment Pack
January 2022**

CONTENTS

	Page
Letter from Save the Family's Chair and Chief Executive	3
Trustee Advertisement	4
About Save the Family	5
Governance Structure	7
Trustee Role Profile	8
Trustee Person Profile	9
How to Apply	10
Equality and Diversity Monitoring	12

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 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 launched an ambitious new business plan focussed on embedding our family mentoring approach and developing our service offering.

Our Board of Trustees has a critical role to play in ensuring our business plan aims are effectively delivered, and that we do our very best for the vulnerable families we support. We now have the opportunity to recruit two additional Trustees to 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:

- Finance
- PR and Marketing

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 existing Governance structure which includes sub committees with focus on Corporate Governance, Finance and Major Projects and Families (core service delivery).

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

Tracy White

Chief Executive

Trustee Recruitment Advertisement

We're Looking for New Trustees

Save the Family provide a safe community environment combined mentoring 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 the families we support and for the charity. In particular, we are looking for talented individuals with skill and senior experience in the following areas:

- Finance
- PR and Marketing

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

For an informal discussion, please contact John Church on 07703 199132 or Tracy White on 01244 333836

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 three decades ago. We provide a safe community environment combined with mentoring to help families with complex needs address their 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.

Who we are

Save the Family provides residential accommodation and support for Families that are homeless or at risk of becoming homeless and who have multiple and complex needs. We are based outside Chester near Cotton Edmunds. Our site has 26 self-contained residential units, a community hall, sports hall, training kitchen, training and enterprise workshop, creative space, and a well-equipped Children's Centre, including a library and Sensory Room. Almost half of our families are referred from within the Cheshire West and Chester area and others come from The Wirral, Merseyside, Warrington, Cheshire East, Manchester and beyond.

We spend time with our families, preparing and mentoring them for independent living, by developing role-model family mentors and teaching basic life-skills and training, together with essential daily and weekly routines. We bring the family back together and prepare them for Multi-Agency support and move-on back into the community.

What we do

Prevention → **Residential Mentoring** → **Resettlement**
Early outreach On-site mentoring Outreach, after Move-On

Save the Family strives to address the issues of:

- homelessness - our families will be resident
- family breakdown – whole or part family supported, as appropriate
- domestic abuse – our families are in a supported environment, with access to agencies
- alcohol & substance misuse – our families are mentored by staff, with access to agencies
- debt – our families are supported by mentors who are skilled in basic financial management
- mental health – we have instant access to trained volunteer Mental Health Counsellors
- child protection – support with relationships with social services and other agencies
- parenting – support to develop parenting skills
- education and training – provide adults and young teenagers with on-site accredited courses

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 provides and specialised intervention 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 challenge

Our families are below the radar of published statistics, with complex multiple issues, often due to family breakdown and domestic abuse where children are at risk of being taken into care. Issues include alcohol and substance misuse, domestic violence, debt, mental health, child protection and a poor example of parenting. Our approach mentors and supports the families and helps them work with the relevant agencies.

Our mentoring approach, to gain the trust of families and prepare them for specialist support, has a better chance of tackling the intergenerational problems with these families.

Family breakdown is increasing and is more difficult to address with the most vulnerable homeless families:

- 120,000 children were living in temporary accommodation with their families in December 2016. (*Shelter 2016*)
- 3.9 children are living in poverty in the UK (*CPAG 2015*)
- Child poverty costs society £3.9 billion a year (*CPAG 2013*)
- 66% of children living in poverty reside in a household where at least one family member is in employment (*DWP 2016*)

Our own research into what works with families has established that trust is the key to success with a family who has never trusted and empathy is a key requirement for staff.

External verification

Evidence from extensive research conducted by The Centre for Social Justice (Ref: Breakthrough Britain 2015) supports our “family fostering” approach, where Family and Peer Mentoring is what opens up our families to further essential services. Our research has shown that with homeless families, our approach captures their needs and provides a necessary safety-net from which to nurture their relationships with statutory agencies.

Save the Family

Our approach enables families to grow in a mentoring environment, with emphasis on key life skills, routines, independence and building self-esteem. It will allow us not to judge, but to encourage and not to just provide rules, but to provide realistic challenges and objectives. Our families arrive with complex needs, we believe in creating better futures for the families.

Together we can CREATE a positive future.

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 current 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:

- Finance
- PR & Marketing

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 three sub committees, Corporate, Finance and Major projects and Families. We are keen to hear from applicants who would be willing to contribute to a Committee, as well as the main Board. At least two trustees and the CEO sit on each committee, along with the senior manager responsible for the relevant business area:

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 tracy.white@savethefamily.uk.com. 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.

Applications will be considered by the chair of the Board, and/or the Deputy Chairman, Chief Executive and Save the Family's Human Resources consultant.

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 contact Tracy White, Chief Executive on 01244 333805.



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.

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

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
- Homosexual (Lesbian/Gay)
- 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.