

# Dear future Trustee

## Help shape the future of the Elfrida Society

### Trustee Recruitment Pack





# Welcome

Thank you for your interest in the Elfrida Society. We are excited to be recruiting 3 new trustees to join our Board of Trustees team and help us build on the great work the charity is doing and to help us achieve more.

Since the start of my position as Chief Executive Officer in Sep 2019, under the leadership of our current chair and board of trustees, we have led a process that has transformed the charity into the focused and sustainable organisation we are today. There is no doubt that COVID-19 will change the charity sector landscape and we can already see the creation of 'the new normal' – we are ready for the challenge, we have the liquidity to survive and we have the plans to emerge from this challenge a more agile and impactful service.

We are not complacent; we know we are a work in progress and most importantly we have the Trustees and staff team who are eager to improve outputs and are ready for the challenge.

We need the support of more trustees to help shape our future and ensure that we continue to deliver our vital work for people with learning disabilities across Islington and beyond.

We think this could be you. We want you to use your voice to make sure that we continue to improve, to innovate and work to ensure that people with learning disabilities have the same chances and opportunities to succeed in life and that their voice and rights are represented.

Good Luck, we look forward to hearing from you!

A handwritten signature in black ink, appearing to read "Dolly Galvis". The signature is fluid and cursive, with a long, sweeping tail that extends to the right.

Dolly Galvis  
Chief Executive Officer  
2<sup>nd</sup> June 2020

# About us

The Elfrida Society (Elfrida) started its work with people with learning disabilities 100 years ago. Initially known as Elfrida Rathbone Islington, continues to build on its work with people with learning disabilities, in Islington and surrounding boroughs, to this date. Throughout our long history The Elfrida Society has always been proud of its cherished community base and strong record of campaigning for inclusivity and against injustice. To ensure that people with learning disabilities have the same chances and opportunities to succeed in life and that their voice and rights are represented.

We are particularly proud to be an accessible and accountable employer of people with learning disabilities. Currently our organisation is supported by a strong team of 22 staff, including 12 employees with learning disabilities and a dedicated team of volunteers.

## Vision

Our vision is for a better world, social justice and equality of opportunity for people with learning disabilities.

## Mission

Our mission is to support and work with people who have learning disabilities. Our aim is to provide services and support that help people with learning disabilities build connections, have happy and independent lives and have fun.

## Values

Our values of trust, care, choice and opportunity reflect our history and have been developed in consultation with our service users, staff and volunteers.

These values are embedded into our mission, vision and overall aim and objectives of the organisation and all our projects.

All our work is underpinned by the following values:

- ✓ **Equality:** We value diversity and strive to give equality of opportunity. We believe the organisation and society is enriched by its diversity.
- ✓ **Respect:** We respect the experience of our staff, volunteers and supported employees, which include people with learning disabilities. We believe in their potential and will help to realise their ambitions.
- ✓ **Creativity:** We encourage innovation in the solutions we adopt.
- ✓ **Cooperative:** We value partnerships based on honesty and trust. We believe that people working together can achieve positive and lasting change.

- ✓ **Co-Production:** We value the input of our service users and volunteers in all the work we do.
- ✓ **Challenge:** We will advocate on behalf of our service users with local and national institutions in order to achieve our vision and mission.

## About the role

As the strategic management body of the Elfrida Society, Trustees have specific responsibilities. These include responsibility for directing the affairs of the Elfrida Society, ensuring it keeps good finances and is well run, and that it acts within its aims. Trustees are responsible with looking after the resources of the Elfrida Society ensuring that these are used effectively for the overall purpose of the organisation.

Trustees are accountable for their decisions and actions to the Elfrida Society's governance structures, the public, Courts, funders and the people who use our services. As a Trustee you will bring your knowledge, experience and skills to help us to make an even greater difference to the lives of the people with learning disabilities we support. You will be committed to delivering meaningful outcomes for our beneficiaries and to reaching ever greater numbers of people with learning disabilities through our services development.

The Chair is supported by a highly effective, diverse and active Board with a wide mix of skill, including two Trustees with learning disabilities who use their knowledge and lived experiences to represent the voices of the learning disabilities community.

The successful candidates will understand the charity landscape and be comfortable with the governance requirements that it carries, will have some board level experience, a sound understanding of finances, be commercially savvy and ideally have experience of working with people with learning disabilities (this is desirable but not essential).

## Role Description

### Responsibilities

- To agree on and regularly monitor the Elfrida Society's strategic direction and ensure that it pursues its objectives in keeping with that strategic directions.
- To ensure that the organisation functions within the legal, charitable and financial requirements of a charitable organisation, pursues its objects and strives to achieve best practice.
- To contribute actively to giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To act in the best interests of the Elfrida Society's objectives.
- To safeguard the good name, ethos and values of the organisation.
- To ensure the effective and efficient administration of the Elfrida Society.

- To ensure the financial stability of the organisation and the proper investment of funds in accordance with the Elfrida Society's stated aims and objectives and relevant legislation.
- To appoint the Chief Executive Officer, support him/her and monitor their performance.
- To use any specific skills, knowledge and experience to help the Board of Trustees reach sound decisions (this will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience).
- To chair and/or attend events given delegated authority by the Board.
- Establish and build a strong, effective and a constructive working relationship with the CEO, ensuring s/he is held to account for achieving agreed strategic objectives

# Person Specification

## Essential

- A commitment to the organisation
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort
- Strategic vision
- Good independent judgement
- An ability to think creatively
- A willingness to speak your mind
- An ability to work effectively as a member of a team
- An ability to communicate effectively
- Willingness to be available to staff for advice and enquiries on an ad hoc basis

## Desirable

- Financial management expertise
- Previous experience as a Trustee of a charity or board of directors
- Experience of leadership and/or service delivery within the learning disabilities sector
- A knowledge of IT and Digital Service Provision
- A background in Income Generation

## Time Commitment

Four/six Board meetings per year on weekday evenings, including one away day. Trustees are also required to join one of the Board sub-committees which meet quarterly.

## Additional Commitments

Utilising their expertise for specialist projects or organisational policies. Supporting the organisation's fundraising strategy and activities. Representing the Charity at events and meetings with key stakeholders.

Trustees will receive full training on information and skills necessary to be successful in the role and are reimbursed for any reasonable expenses, e.g. travel.

## Terms

The charity's Trustees will serve a three-year term to be eligible for re-appointment for one additional term.

The successful applicants will be expected to comply with all of the Elfrida Society's policies, in particular:

- Equality and Diversity
- Health and Safety
- Safeguarding

## Disclosure

The appointment is subject to an enhanced DBS check and suitable references.

# How to Apply

To apply to become a Trustee of the Elfrida Society please include a copy of your CV together with a supporting statement (maximum two sides).

Please ensure that your application fully addresses the requirements for the role.

Please let us know if you will require any special provision as a result of any disability should you be called for interview.

Finally, please ensure that you have included your telephone numbers, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

## Recruitment timetable

Deadline for applications: Sunday 26<sup>th</sup> July 2020

Interviews: w/c 3<sup>rd</sup> August 2020

## How to apply

Sent your CV and supporting statement to [elfrida@elfrida.com](mailto:elfrida@elfrida.com)

If you wish to arrange an informal discussion about the opportunity, please email Dolly Galvis on [dolly.galvis@elfrida.com](mailto:dolly.galvis@elfrida.com)