

# Dear future Chair

# 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 a new Chair to 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 a staff team and Board of Trustees who are eager to improve outputs and are ready for the task at hand.

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

It's not just about strategy, governance and finance, though these are important. It's about using your skills, creativity and commitment to make a real difference.

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, we continue to build on our 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 14 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 Chair of the Elfrida Society, 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.

As Chair of the Board of Trustees of the Elfrida Society you will be responsible for ensuring the charity is well governed and able to achieve its charitable objectives in the context of a fast changing world. You will also be expected to represent the organisation at our external events with our commissioners and supporters.

We are looking for that special individual who can provide leadership to the organisation, the Board and the Chief Executive Officer with integrity, compassion and aptitude. Without doubt, the role requires the levels of governance and oversight expected of a local charity but the key ingredient will be passion – passion for our cause, passion for our team and, above all, a passion for making a positive difference.

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 candidate will understand the charity landscape and be comfortable with the fiduciary requirements that it carries, will have 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

#### Strategic Leadership

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity
- Ensure that the Board takes collective ownership of all decisions

- Work closely with the CEO to give direction to Board policymaking and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction for the Charity
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Work with the Board and the Chief Executive Officer to develop the long term strategy for the organisation (growth ambition, impact goals, income generation target, org development). Track progress against annual business plans
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

## Governance

- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity
- Ensure that the governance arrangements are working in the most effective way for the Charity
- Develop the knowledge and capability of the Board of Trustees
- Address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population and the people it supports
- Work within any agreed policies adopted by the charity

## Relations with the CEO and the wider managements team

- Establish and build a strong, effective and a constructive working relationship with the CEOs, ensuring they are held to account for achieving agreed strategic objectives
- Support the CEOs, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the CEO to maintain an overview of the Charity's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for CEO in consultation with other Trustees
- Ensure that the CEO has the opportunity for professional development and has appropriate external professional support

# Person Specification

## Essential

- Experience of operating at a senior strategic leadership level within an organisation
- Experience of charity governance and working with or as part of a Board of Trustees
- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

## Desirable

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

## Time Commitment

Four/six Board meetings per year on weekday evenings, including one away day. The Chair is also expected to attend the Financial and Resources Sub-committee quarterly, and to have bi-monthly meetings with the CEO. There might also be matters that arise from time to time that might require immediate time an attention.

## 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.

The Chair 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 Chair (and board members) will serve a three-year term to be eligible for re-appointment for one additional term.

Our current Chair is due to step down at the end of June 2020 with an interim Chair stepping in, pending the recruitment of a new Chair.

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 the Chair 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)