

AGEconcern
Liverpool & Sefton

A name you can trust

RECRUITMENT PACK

Trustee Vacancies

Welcome from our Chair and Chief Executive

Thank you for your interest in becoming a Trustee of Age Concern Liverpool and Sefton. We have a long rich history in Merseyside which is down in a large part to the quality of trustees who have guided us over nearly 100 years. Our Senior Management Team and Board of Trustees work collaboratively together for the benefit of older people in our community. Our trustees not only provide guidance and strategic direction but challenge.

We currently have seven trustees who meet generally once per quarter and occasionally to address a specific issue. These are a mixture of face to face and virtual meetings. There are also two sub-committees covering finance and personnel which meet at least bi-annually. We are keen to find new potential trustees who can strengthen the board. Particularly those with specific skills and experience in either social care, finance, communications or fundraising.

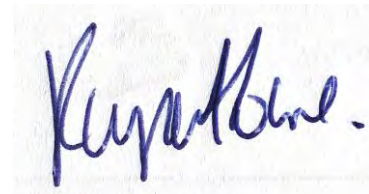
In the pack you will find useful information on the current board members and senior management team as well as information about Age Concern and the role of our trustees.

If you are interested and feel you have the skills and experience we need please do arrange an initial conversation with me, Sandra either by email to Sandra.mccaughley@ageconcernliverpoolandsefton.org.uk or by calling 0151 256 2565.

We look forward to hearing from you,



Sandra McCaughley
Chief Executive



Rupert Lowe
Chair of Trustees



Who We Are

Age Concern Liverpool & Sefton is a medium sized, local charity which supports thousands of older people each year. The organisation was the very first Age Concern type charity in the world, founded in 1928 by the social pioneer, Eleanor Rathbone. Age Concern in Southport was launched in 1963 and in 2008 Age Concern Liverpool and Age Concern Southport merged to become Age Concern Liverpool & Sefton. In 2014 the charity was awarded the freedom of the City of Liverpool in recognition of the high quality work it undertakes with local older people.

Our Mission

To improve the quality of life of older people in Liverpool and Sefton

Our Values

(CARING)

- **C – Care**
 - Demonstrate a caring attitude in everything we do. Putting older people first and protecting them from harm in a way that demonstrates kindness in all our actions.
- **A- Active (Pro Active)**
 - Keeping abreast of good practice. Look at what older people need in an ever changing landscape and adapt our services accordingly.
- **R- Respect**
 - Treating older people, the way they wish to be treated. Involving them in decision making and speaking to them in a way that they feel that they are engaged and matter.
- **I – Integrity**
 - Work and support older people in an open and honest way and work with high morals principles.
- **N- Needs focussed**
 - Look at what older people want, not what we think they want. Make sure that delivery of services is done in a person centred way.
- **G- Governance (Well led)**
 - Ensure that we support staff, check on our processes and delivery of service to ensure we are fulfilling not only contractual expectations but also the expectations of all stakeholders including older people.
 - Learning from our experiences and continually learning and improving our delivery of services.
 - Becoming experts in the delivery of services we are good at and not trying to become “everything to all men”. In other words, trying to stay with what we are good at and build deep understanding of this.

What We Do

- **Befriending Services**
- **Active Ageing**
- **Specialist Nursing Home**
- **Information & Advice**
- **Products & Services**



Current Trustees

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|-----------------------------------|---|
| Rupert Lowe, Chair | Chartered Surveyor. Rupert has held roles within companies, running departments, and reporting to business owners in terms of budgets, targets, activities etc. |
| Keith Cawdron, Vice Chair | Retired as CEO and Company Secretary of St Joseph's Hospice. Keith has also held a number of positions including Diocesan Secretary - Diocese of Liverpool, Director of Corporate Affairs - Liverpool Health Authority, Non Exec Director of Sefton PCT. |
| Ken Ravenscroft, Treasurer | Chartered Accountant. Before Ken retired he worked in various finance jobs. Latterly at Ocean Group as Group Pensions Manager. Ken has a Bsc (Econ) from the London School of Economics. |
| Andrew Booth | CEO of a local Advocacy Service for the past 15 years. Previously Chair of Older People's Advocacy Alliance and Trustee of Action for Advocacy. |
| Alison Dean | A Chartered member of CIPD with a Masters degree in Theatre Arts from Lancaster University, Alison is currently an independent HR consultant and has held a variety of roles in a HR leadership capacity. |
| Jane Eckford | Non Exec Director for Society of Local Authority Chief Executives (Solace), Non Executive Director of Open Data Manchester, Strategic Advisor to Peoples Powerhouse, Women's Leadership Mentor Whitehall and Industry Group and you Northern Powerwomen, Member of One Day movement in Liverpool. Fellow of Institute of Leadership and Management. Fellow of Royal Society of Arts, Manufactures and Commerce, Member of ESF Community Grants Giving Panel – Liverpool Combined Authority. Pioneer in customer contact industry. Chief Officer And Joint Venture career in Local Government. |
| Martin Rogers | Martin is a Chartered Certified Accountant and holds an MBA from Warwick Business School. Now largely retired, Martin spent his career in a variety of industries including banking, telecommunications and logistics. In addition to his work for ACL&S, Martin is currently Treasurer of the Royal School for the Blind Charity, Liverpool. Martin also sits as a Magistrate in the criminal and family courts across Merseyside. |

We need your expertise and skills

We are interested in obtaining new Trustees to contribute to our very capable Board of Directors, and in particular we are looking for individuals with skills and expertise in social care, finance, communications and fundraising to play a significant part in delivering the next chapter of our success.

The roles not only provide oversight and direction of our affairs but provide a sounding board for our senior management team. We are keen to recruit people who are passionate, share our values and commitment to improving the lives of older people as well as reflect the diversity of the community we serve.

Please find attached a description of the Trustee Role which I hope provides some flavour of the leadership tasks which you would be asked to undertake. The commitment will not be overly onerous; as a minimum we expect Trustees to attend full Board Meetings (6 per year) and to participate in relevant committee meetings.

The bad news is that the role attracts no remuneration. It is purely voluntary (though we will meet actual expenses incurred for travel etc). The good news is that it will involve playing a vital leadership role in a vibrant and dynamic local charity and will result in thousands of local older people receiving the care and support they need. The one thing we can guarantee is real job satisfaction.

If you are interested, then please in the first instance please make contact with Sandra McCaughley. Applicants from diverse and minority backgrounds are encouraged to get in touch. If you require any additional information or have any queries please do not hesitate to contact her. If you wish to apply please forward a copy of your current CV with a brief letter (maximum two pages) setting out what you will bring to this role and Age Concern Liverpool and Sefton to:

Sandra McCaughley
Chief Executive
Phone Number : 0151 256 2565

Email: sandra.mccaughley@ageconcernliverpoolandsefton.org.uk

Thank you for taking the time to read this request

Trustee Role Description

The 12 Main Responsibilities of Trustees

1. Determine the organisation's mission and vision

Only the trustee board has the power to create and change Age Concern Liverpool & Sefton's essential mission and vision. Every policy decision the board makes is designed to help the organisation realise the aims laid out in the mission.

2. Engage in strategic planning

Trustee boards make strategic policy and work with the Chief Executive to develop long-term strategic plans. They tie their meeting agendas to key points in the strategic plan to ensure they are dealing with key issues.

3. Formulate requisite policies

The board creates policies to govern organisational activity, providing guidance for staff, setting up systems for reporting and monitoring, and establishing an ethical framework for all those who work for or on behalf of the organisation. It also creates policy governing the behaviour of trustees and all aspects of board business.

4. Approve and monitor the organisation's programmes and services

The board sees to it that all the organisation's programmes and services obey the letter of the law and effectively serve the organisation's mission. The board's vision for the organisation determines what direction programming will take.

5. Ensure adequate financial resources

The trustee board makes sure that the organisation has the resources to carry out its mission. Their work in this area may involve creating policies governing financial reserves and fundraising practice.

6. Provide effective fiscal oversight and ensure sound risk management

The trustee board approves the annual financial statement and budget, monitors spending, creates policies to manage and protect organisational assets and property and sees to it that finances are handled according to the letter of the law in the best interests of the organisation. It also protects the organisation against liability by providing adequate insurance and creating policy designed to minimise the amount of risk for the organisation.

7. Select and support the Chief Executive (CE) and review his or her performance

The board creates policy covering CE remuneration, hires the CE and is in charge of conducting his or her annual assessment. The board is also responsible for developing and supporting the CE.

8. Understand and respect the relationship between board and staff

The board needs to recognise areas of staff responsibility and avoid interfering in matters that are properly the domain of staff. At the same time, it creates policy to guide staff activities and safeguard the interests of the organisation.

9. Act as a responsible employer

The board creates comprehensive, fair personnel policies that meet legal requirements and protect both the organisation and those who work for it. It monitors organisational activity to make sure that practice lives up to policy.

10. Enhance the organisation's public image

Through their own behaviour, their governance oversight and their activities on behalf of the organisation, trustees enhance and protect the reputation of their organisation.

11. Carefully select and induct new board members

The board ensures the quality of governance for the organisation by carefully selecting and training new board members. It recruits and develops individuals who can provide the best leadership for the organisation.

12. Carry out board business efficiently

The board keeps its own house in order by conducting productive meetings where key organisational issues are dealt with in an efficient way. It creates effective committees and provides them with adequate resources and personnel. It hires consultants to bring needed expertise into the organisation. It engages in regular performance appraisals, periodic self-assessment and development activities to strengthen its effectiveness.

Trustee person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team