



Trustee Recruitment Pack 2024

Care for the Carers is seeking volunteers to join our Board of Trustees

Our vision is to improve the quality of carers' lives by helping the local community recognise and value the role of carers, and by enabling carers to access the services and support they require. We're working hard to make sure that no one is left to care alone, and seeking to grow our Board of Trustees to help achieve this.

Being a Trustee is a particularly rewarding way to make an impact. You will be helping a dynamic and developing charity, which makes a huge difference to local people's lives, often at the time when they need it the most. We are seeking people who can help direct Care for the Carers towards achieving its mission and ensure the charity is effectively managed.

We provide a detailed induction into our work and ongoing support, and any travel expenses are reimbursed. This post is subject to an Enhanced DBS check, which will be paid for by Care for the Carers.

The Board meets quarterly, typically in Lewes (with a hybrid option), but also at various locations in East Sussex. There are also monthly catch-up calls in between meetings. We do ask that Trustees make a commitment to the role and can devote the necessary time. You'll need to be willing to contribute to the charity's strategic vision, to exercise independent judgement, think creatively and speak your mind – and work as part of a team.

Care for the Carers values diversity and is committed to equal opportunities. We encourage applications from people of all backgrounds, and highly value the insight gained by caring for a relative or friend. We strive to support all carers across East Sussex. To do that well, we need a Board that is properly representative of the communities we serve, so we're actively increasing the diversity of our Board, and are keen to receive applications from people who can contribute a variety of perspectives, experiences and skills, reflecting the rich cultural diversity of East Sussex. We would particularly welcome applications from candidates who have experience of being a carer, young carer or young adult carer, have a disability, and/or are from ethnically diverse or LGBTQ+ communities.

We are also seeking to build the range of skills within the Board, and are particularly keen to hear from candidates with experience in **Finance, Digital Development, and Charity Governance.**

Further information on the Finance Trustee Vacancy

As an Accountant or Charity Finance Specialist, you will help to oversee the financial matters of the organisation in line with the regulatory requirements of the Charities Act and the Companies Act, and the Charities Statement of Recommended Practice. You will provide appropriate support and challenge to the Senior Management Team with regards to presentation of budgets and financial statements, and specialist input into the organisation's Risk Management. You will also be a member of the Finance Sub-Committee. The Finance Sub-Committee meets quarterly online, in advance of our Board Meetings. You will also be invited to attend all Board Meetings.

To arrange an informal discussion with Jennifer Twist, Chief Executive, please email jennifert@cftc.org.uk to make a mutually convenient appointment.

More information about Care for the Carers and an Application Pack is available by clicking on the 'Job Vacancies' link at www.cftc.org.uk, or by emailing us at info@cftc.org.uk , or call us on 01323 738390. **Interviews will take place virtually, via MS Teams, and will be arranged by agreement at a mutually convenient time.**

BECOMING A TRUSTEE

Frequently Asked Questions

What do Trustees do?

Trustees are responsible for ensuring that a charity has a clear strategy, that it remains true to its vision, and that it complies with all necessary rules and legal obligations. As Care for the Carers is both a Registered Charity and a Company Limited by Guarantee, the Board of Trustees are also the organisation's Directors. They have a number of formal roles and responsibilities, including appointing key people and keeping a check on the organisation's finances and activities.

What questions should I ask myself when thinking about becoming a Trustee?

- What skills and experience do I have to offer?
- What makes me passionate?
- Does Care for the Carers' work feel relevant and does its vision inspire me?
- Can I commit the time and the energy?
- Do my caring, career or family commitments limit this?
- What support/flexibility will I need to be able to really engage in the role?

How much time would I need to commit to being a Trustee?

This will depend on how many sub-committees you join and whether you wish to take on a more active role such as Chair, Vice-Chair or Chair of the Finance Sub Committee. The Board meets quarterly, typically in Lewes (with a hybrid option), but also at various locations in East Sussex. There are also monthly catch-up calls in between meetings. Meetings are arranged at a time convenient for the majority of the Board.

What are the aims of the organisation?

Care for the Carers aims:

- To empower carers to be involved in decisions and making choices that affect their lives.
- To ensure that carers are recognised and valued.

- To inform carers of their rights and help them to access the services and support to which they are entitled.
- To enable carers to acquire skills, knowledge and understanding of their role as a carer.
- To enable carers to access a good quality of life within and outside caring (to include health and well-being, leisure, education and employment).

Would I need to do any preparation before taking up a Trustee post?

Care for the Carers is keen to support prospective Trustees to find out as much as you can about the charity, what would be required of you as a member of the Board and what support you might need from us. We would be pleased to arrange an informal discussion with our Chief Executive, Jennifer Twist.

Can I see the organisation's annual report and accounts, annual review, plans and governing documents?

Yes, absolutely. Please contact us and we will share these by email.

What work would I be doing, and is there a role description?

Please see the Trustee Role Description, available on our website or on request.

Would I have any personal liability for my decisions?

A conscientious and committed Trustee need have few worries about personal liability, but it is important for all Trustees to understand their position. If Trustees act prudently, lawfully and in accordance with the governing document, then any liabilities (i.e. debts or financial obligations) that they incur as Trustees can normally be met out of the charity's resources. Further information is available in the Charity Commission's free publication, **The Essential Trustee: What you need to know, what you need to do**, and summary document: **Charity Trustee: what's involved**.

What sort of induction would I receive?

We will work with you to give you a good grounding in the Governance of the charity and a robust overview of our work. You will have the opportunity to meet with existing Trustees, Senior Management and the wider team, and see our work by shadowing the team, attending events and speaking with carers and Members. We will provide you with briefings about Care for the Carers' work, the strategic and political issues

affecting carers, and access to resources (such as e-learning) that will support you in your role.

Are Trustees paid?

No, Care for the Carers Trustees are volunteers.

Would I be reimbursed for out-of-pocket expenses?

Yes, of course. The organisation refunds all out-of-pocket / travel expenses.

Is there support available to new Trustees?

Yes, there is plenty of support and advice available for both new and existing Trustees. Within Care for the Carers, the Chief Executive supports Trustees by providing regular briefings to the Board on the progress of the organisation and key issues in relation to carers, and will provide the induction, support and training necessary to enable Trustees to carry out their duties. In addition, the following resources are available:

- The Governance Hub provides several publications on trusteeship on the **Governance Hub website**, and a free helpline for governance issues: 0800 652 4886.
- **The Charity Commission** has free publications, offering in-depth advice on being a Trustee, in particular The Essential Trustee: What you need to know. You can contact them on 0845 300 0218 for a list of publications, or access it via **The Charity Commission website**.
- Volunteer Centres help people to find suitable volunteering opportunities, and can continue to provide advice and support right through the volunteering experience. Our local Volunteer Centre is Volunteer Centre East Sussex: <http://www.vces.org.uk/>
- For general guidance on being a Trustee please see: <https://reachskills.org.uk/knowledge-centre/support-boards/becoming-and-being-trustee/our-guide-being-trustee>

Can anyone become a charity Trustee?

Most people over the age of 18 can become charity Trustees, but a few are not eligible. Those who have been disqualified as company directors and those who have been

convicted of an offence involving dishonesty or deception are some of the people who usually cannot become Trustees. We are particularly keen to achieve a diverse Board of Trustees, and we welcome applications from all sections of the community.

If you are considering nominating yourself to join Care for the Carers' Board of Trustees, and have any other questions, please do get in touch – I would be happy to have an informal conversation about the role.

A handwritten signature in blue ink, appearing to read 'Jennifer', with a long horizontal flourish extending to the right.

Jennifer Twist, Chief Executive

24th May 2024

Trustee Role Description and Person Specification

Term of Office: At each Annual General Meeting, one third of the Board will stand down, but may stand for reappointment.

Accountable to: Care for the Carers Membership; Board of Directors

The Board of Directors is responsible for:

- Giving strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Employing a Chief Executive and staff team to carry out the aims and objectives of the Charity.
- Ensuring that Care for the Carers complies with its Articles of Association, Charity Law, Company Law and all other relevant legislation and regulations.
- Working at all times in the best interests of the Charity, acting with integrity and avoiding any personal conflicts of interest or misuse of charity funds or assets.
- Safeguarding the good name and financial stability of the Charity.

In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve:

- scrutinising Board papers,
- attending Board meetings and Annual General Meetings,
- actively participating in discussions,
- focusing on key issues,
- providing advice and guidance requested by the Board on new initiatives or areas of individual expertise.

Trustees will have:

- a commitment to carers and to Care for the Carers
- a willingness to devote the necessary time and effort
- integrity and independent judgement
- ability to contribute to the strategic vision and think creatively
- a willingness to contribute to meetings
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work as an effective member of a team.

No one left to care alone

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