

Blackburn with Darwen age UK

Let's change how we age

Trustee Information pack



Welcome from our Chair
Tony Hedley

Thank you for your interest in Age UK Blackburn with Darwen and for considering joining our Board of Trustees. We are a local organisation rooted in the local community in Blackburn with Darwen, with 50 years' experience of working with older people. We are proud of the work we do and the difference we make to the lives of many each year. If you become a Trustee, you will join a team which is passionate about its work and delivering the best we can every day. You will also join colleagues who are welcoming, supportive and work as one team.

We are working hard to encourage people from all backgrounds and communities to join our team as we know that having a diverse Board and workforce helps us to be a better organisation. Through our Equalities, Diversity and Inclusion Action Plan we are aiming to continually improve and increase our inclusivity.

I hope that the information in this pack introduces our charity, encourages you that we are a great charity to be involved with and provides the information that you need to decide if joining our Board is right for you.

We look forward to receiving your application.

Welcome

About Us

We are a charity (registered charity number 1143809) working with and for older people and their families and carers, in Blackburn with Darwen in Lancashire. Through our services and support we work to promote independence, improve health and wellbeing and enable older people to access the information they need to make informed decisions about their lives. We encourage older people to use their own networks, skills and abilities promoting active ageing, along with supporting the most frail and vulnerable to continue to live independently for as long as possible. The charity has been in existence since 1976, originally as Age Concern Blackburn & District. In 2011 we changed our name to Age UK Blackburn with Darwen. We are a partner of the Age UK network which is comprised of 100+ local partners and our national Age UK partner, which are each independent charities working together to deliver a shared strategy through a legal Network Agreement.

Our Vision

For all older people in Blackburn with Darwen to have the opportunity to live the life they choose

Our Mission

To listen to the diverse voices and views of local older people and use these to influence both our own and others priorities. To deliver quality, person centred services which meet local needs and maximise independence.

About us

Our Organisational Values

We will

Treat people with respect and dignity
Listen and respond to people's views
Recognise and respond to the diversity of individuals
Recognise and maximise the contributions individuals can make
Care about each individual and be passionate in what we do
Encourage and support innovation

Our Operating Principles

We will

Be customer led and responsive to changing needs
Offer effective services delivered by a professional and trained workforce
Work in partnership to achieve the best result for local older people
Be efficient and offer the best value we can
Have a workforce we are proud of who are proud to work for us and who feel valued, supported and respected
Strive for continuous improvement, providing quality services and ensuring we meet all legislative and regulatory requirements
Work as one team to meet our aims and objectives

To deliver our mission we have a 3 year business plan in place with key aims and objectives along with an annual action plan across all areas of activity.

Our Values and Principles







Our current services include:

- Advice & Information
- Community day care
- Befriending and social inclusion programmes
- Stepping out project
- Active ageing physical activity programme
- Digital inclusion programme
- Dementia services including Memory Makers activity groups
- Here to Help Integrated care service

More detail about our services can be found on our website www.ageukbwd.org.uk

Our Services & Activities







Funding

Our activities are funded from a variety of sources including two commissioned contracts with the local authority and a range of grant funding. Most of this funding is to pay for specific delivery so to meet our core running costs we also deliver a community fundraising programme, have a charity shop in Darwen and have income from some charged for services. Funding is an ongoing challenge and continuing to develop and diversify our income sources is a key priority.

More details on our finances can be found in our annual accounts and annual review at

https://www.ageuk.org.uk/blackburnwithdarwen/about-us/organisational-documents/

Partnership and Influencing Activity

In addition to the delivery of services, to achieve our mission we play an active role within the Blackburn with Darwen area sitting on a number of key strategic boards and development networks; and work across the wider Lancashire area on developments relevant to older people.We also co-ordinate the strategic Blackburn with Darwen Age Well Partnership. We work closely with other Age UK local partners and the national charity on joint developments and in particular work in partnership with Age UK Lancashire with which we also have a joint Community Interest Company.

Our Funding & Partnerships

Governance

The charity is governed by the board of trustees who are all local people and who bring a broad range of skills and experience to the organisation. We strive to have 8 trustees including the Chair and Vice Chair. At present the role of Honorary Financial Adviser is vacant so the board pay for independent financial oversight to be provided.

The board usually meet 6 times a year on a planned schedule and at each meeting receive reports from the Senior Management team, along with a rolling programme of update reports on each area of business. Occasionally additional board meetings may be called to discuss particular items/decisions. Each scheduled board meeting lasts for 2-3 hours, and papers are provided 5 days prior to the meetings. Board meetings are usually held face to face in Blackburn but may take place online.

The board has an Investment Sub Committee and also uses a model of convening task and finish groups with trustee membership to work on particular tasks and trustees are asked to be involved in these relevant to their skills and experience.

The charity is managed by a Senior Management team



Senior Management team

Role Title: Trustee

Legal Responsibility: A trustee is a voting member of the governing body of a charity, and therefore shares a legal responsibility for determining what the charity does and how it is run

1. Role Summary

The role description for a trustee can be summarised as:
To work in the interests of your charity, and not for personal gain
To work together with other members of the trustee board to ensure that your charity;
- Adheres to the rules set out in its governing document
- Works to achieve the purposes for which it was established
- Works in the best interests of the people it was established to help
- Manages its financial, legal, employment and other responsibilities reasonably and properly

2. Main Responsibilities of a Trustee

Ensure that the charity complies with its governing documents, charity and company law, and other relevant legislation or regulations
Ensure that the charity pursues its objects as defined in its governing document
Ensure that the charity applies its resources exclusively in pursuance of its objects
Give firm strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
Safeguard the good name and ethos of the charity
Ensure the effective and efficient administration of the charity
Appoint the Senior Management team and monitor their performance
Where appropriate, serve on sub-committees of the board

3. Qualities of a Trustee

Essential

- Commitment to the charity
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak your mind and to provide constructive challenge to proposals where necessary
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A team-oriented approach to problem solving and to management
- Ability to maintain confidentiality
- Ability to manage conflicts of interest

Desirable

- Understanding and or experience of the issues facing older people.
- Willing to act as the charity's ambassador to external bodies, charities and companies
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business development, HR, finance, experience of Trusts or other grant-giving bodies and legal knowledge

4. Time Commitment

- You will be required to attend at least 6 Board meetings annually
- You may also be a sub-committee member and attend other specific meetings

If this sounds like an opportunity you would love to be involved in then get in touch today

Recruitment Process

If you are interested in joining our charity, please complete the application form and return it to admin@ageukbwd.org.uk or Age UK Blackburn with Darwen, Suite 12 Kings Court, 33 King Street, Blackburn, BB2 2DH.

We will then contact you to arrange a discussion with the Chair and Vice Chair of Trustees and Senior Management team at which point it will be mutually agreed whether to proceed with the appointment. If it is agreed to proceed, we will then send for references from the referees provided. Upon receipt of satisfactory references, the Chair will recommend the appointment at the next full board meeting or the AGM (whichever is the sooner) for approval. Following this we will provide you with an induction pack, introduce you to the organisation and complete the registration formalities with the Charity Commission and Companies House.

Thank you for your interest and we look forward to hearing from you.

How to apply