



HR TRUSTEE RECRUITMENT PACK

Contents

Letter from Imelda Redmond, our chair of trustees.....	2
About us	2
Our work	3
How we help	3
The Team.....	3
Who we are looking for	4
What I get out of being on the AUKEL Board.....	4
Time commitment.....	4
How to apply	5
Appendix 1	6

Letter from Imelda Redmond, our chair of trustees

The current Board is a welcoming, collegiate and energetic group, working hard to make a positive impact on the lives of older people in Tower Hamlets, Newham and Hackney. I joined the organisation a year ago as chair and am enjoying steering the organisation through an exciting period of transformation as we implement our new, and [ambitious, five year strategy](#).

AUKEL has sound finances and a strong reputation for its service delivery (Hospital to Home service, community services, digital inclusion and Information and Advice). From this strong base, the organisation has an ambition to amplify the voices of older people within our communities and to create a more collaborative culture which both improves the connectedness of our services and also strengthens our relationships with local voluntary, statutory, community and faith groups.

We are looking for someone with the time, passion and expertise we need to work collegiately with trustee colleagues to lead the organisation through this next exciting phase.

Yours,

Imelda Redmond

AUKEL Chair of trustees

About us

Age UK East London (AUKEL) is a local independent charity, which is part of the national Age UK network. We work across Tower Hamlets, Hackney and Newham to deliver services which support older people to live healthier, happier and more fulfilled lives.

Our work

Each year we support around 20,000 older East Londoners by providing flexible practical and emotional support in homes, hospitals and in the community.

Our boroughs have the country's highest pensioner poverty in the country, further exacerbated by the current cost of living crisis.

How we help

1. We tackle poverty

Each year our advice service supports over 2,000 older people to claim £3.2million in welfare benefits, grants and relief entitlements. During the cost of living crisis we distributed £42,000 worth of emergency vouchers for food, helping older people ensure there was food in the fridge.

2. We alleviate loneliness

According to a national model, Tower Hamlets has the highest rates of loneliness in London and in England. Our East End Friends initiative teams housebound older people who'd like a bit more company with a volunteer to visit them at home. 92% of older people said they felt less isolated and lonely and 100% of volunteers would recommend the scheme.

3. We improve health.

Many older people in our boroughs have very poor health. For example, at age 65, women can expect just six more years of good health, which is the lowest in London and almost the lowest in England. This reduces their quality of life and can make it harder to remain independent. As well as increasing income and addressing loneliness (both determinants of health) we offer yoga, walking, and chair-based exercise groups at our community centre in Bow. 87% of participants said they are more independent as a result.

4. We increase independence.

Many older people live alone and struggle to manage around the home. Our home from hospital service supports 3,000 older people to return to a safe and warm home. Just 6% are readmitted to hospital within 28 days compared to 15.3% in areas where there aren't these services.

The Team

We have an established and talented Senior Management Team, a committed staff team and an extraordinary group of volunteers. Two years ago the board recruited a new Chief Executive. She is ambitious for the charity, comes with a great track-record of charity leadership, and has worked hard with trustees to develop our new organisational strategy.

Who we are looking for

We want our trustees to understand the community we serve and are therefore specifically looking for applicants who live in and/or have strong connections with Hackney, Tower Hamlets or Newham. Additionally, we are determined to increase the diversity of the current Board in line with our organisational EDI Objectives. For this reason, we are actively seeking candidates from the Global Majority (all non-white ethnic groups, including Black, Asian, and other groups previously labeled as "ethnic minorities" or "BAME").

We are looking for someone with HR expertise to support our Board and to chair our People Committee. Any previous experience in the voluntary sector, adult social care, NHS, or similar relevant experience to the work of AUKEL would be helpful. However, this is potentially a developmental role where you will gain knowledge and experience of charity governance – so the most important thing is your commitment to our organisational aims and your local connection.

You must want to improve the lives of older people across East London and understand the impact disadvantage and discrimination has on the life chances of our local population. You will be curious, collaborative and ambitious and able to commit to an average of one-to two days a quarter (most meetings are in the evenings).

If you're new to being a trustee, we can offer additional training and pair you with a fellow trustee as a 'buddy' to help guide you. They'll be there to walk you through trustee materials, answer any questions, and provide support along the way.

Full role description can be found in appendix 1

What I get out of being on the AUKEL Board

'I continue to be impressed with the extent of the help AUKEL provides in our communities. The need for the service is increasing as the cost-of-living crisis deepens. I see the Trustee role as an enabling role. I enjoy rolling up my sleeves alongside my fellow trustees to tackle some challenging issues with our combined skill sets. I particularly enjoy working on the new People sub-committee and I can sense a renewed enthusiasm for finding ways to optimise the Trustee contribution.' (Teresa, a current trustee).

New Trustees will complete an induction to the organisation and the Board. This will include site visits and meetings with the CEO, Senior Management Team, Chair and Board members. During your induction you'll have the opportunity to really understand our services and get to know our team. You'll be able to ask any questions you want and visit any service you wish!

Time commitment

The full Board meets quarterly on Wednesdays from 6.00 – 8.00pm in our Hackney centre.

We hope that all our trustees additionally sit on a sub-committee which reflects their interests and/or expertise. All the Committees meet quarterly: the Finance Committee meets on

Thursdays from 6.00 – 8.00pm usually face to face in Bethnal Green, the People Committee meets quarterly on Mondays from 6.00-7.30pm online, and the Service Development Committee usually meets from 6.00-7.30pm on Thursdays online.

Travel expenses can be reimbursed.

Board members may be asked to commit additional time to support staff recruitment, review tenders and share expertise.

The agenda and papers for each meeting are usually emailed to Trustees a week in advance.

How to apply

If you are interested in being considered for this role please submit your CV/LinkedIn profile with a covering letter explaining why you wish to join the charity and the skills/experience you will bring to the Board to recruitment@ageukeastlondon.org.uk.

Potential candidates are welcome to have an informal conversation about the role.

Please contact AUKEL recruitment team to arrange this at

recruitment@ageukeastlondon.org.uk

Closing date is 30th of June.

Appendix 1

Trustee role description

The Board is responsible for the smooth-running of the organisation and supporting the Chief Executive. You will be supporting our 70+ members of staff and part of our 80+ strong volunteer team. You will also have the opportunity to learn about how to tackle the challenges that our beneficiaries face, and how to deliver appropriate co-produced services that enrich older people's lives and enhance the whole community of East London. You will contribute to the Board and the governance of the charity as a whole and also provide strategic and operational advice to the Board, CEO and People Committee on particular HR matters.

Main tasks

- Chair and support the People Committee.
- Make decisions for the benefit of Age UK East London, exercising independent judgement and declaring any interests, exercising reasonable skill, care and diligence in carrying out activities.
- Be familiar with the rules that govern Age UK East London (Articles of Association) and make sure we follow those, Charity Law, Company Law and all other relevant legislation and regulations.
- Ensure the organisation's financial stability, overseeing the setting of the budget and monitoring variance against the budget (the Board also has a Finance Sub-Committee to help oversee this).
- Ensure that we use our resources in line with our Articles and the requirements of funders, and that our accounts are a 'fair and true' representation of our finances.
- Safeguard the values of Age UK East London and maintain positive reputation for the organisation and its work.
- Ensure the long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals of the charity
- Help the organization ensure best People practice
- Chair the People Committee.
- Support the Board, the Chair and the People Committee improve and further develop our existing People policy and practice
- Provide advice and guidance to the Board, the Chair and the People Committee on People matters and management
- Assist in workforce planning, succession planning, and organisational change initiatives.
- Support in handling any significant HR issues or disputes in an advisory capacity.

Person specification

We're looking for someone who:

- **Cares about older people** and wants to make a positive difference in their lives.
- Is **open-minded, fair, and respectful**, and values the opinions and experiences of others.
- Understands equity, diversity, and inclusion and its impact on older people and organizational practices
- Is committed to the charity's mission, values, and social impact.
- Is **reliable**, committed and can dedicate some time to attending meetings and getting involved in the charity's work.
- Is **willing to learn** about the charity's work, the role of a trustee, and the challenges older people face.
- Can **work well with others** as part of a team, sharing ideas and supporting the charity's goals.

In addition, as an HR Trustee, we're looking for someone who ideally has the following experience and knowledge:

- A substantial background as a senior HR professional, with proven track record of success at an operational and strategic level.
- Knowledge of HR employment law issues.
- Experience in strategic People planning, policy development, and organisational change.
- Experience of developing, executing and reviewing HR strategies and related goals.

It would be helpful (but not essential) if you:

- Have personal or professional experience with older people, or an understanding of the issues they face.
- Have lived experience or a connection to the charity's mission.