



**Member of the Board of  
Trustees  
Recruitment Pack**



# Dear Applicant...

Firstly, thank you for your interest in this exciting role with Age Cymru Gwent.

Age Cymru Gwent prides itself on our values. We believe in dignity and respect at all levels – from our care of our service users, our relationships with our co-workers as well as our funders and corporate partners.

Our colleagues tell us, if you are looking for a career in the care sector our track record is second to none. We actively train and develop our staff and encourage them to progress through hard work, commitment and training.

Age Cymru Gwent provides a range of services for older people and their carers throughout Gwent. Age Cymru Gwent makes a valuable contribution as a single organisation in Wales as well as our continued work with our many partners including Age Cymru and Age UK provides us with opportunities to influence the wider issues which affect the lives of older people. This is even more important now as many older people are very concerned or even confused about COVID-19 restrictions and their impact on their personal well-being. It's important for us to remember that by working together we can all make a difference by helping older people gain access to the latest and accurate information and to make informed choices as we hopefully all return to 'normal' living in our communities.

There are more people aged over 60 than ever before, and we're the fastest growing group in society. Our vision is a world where everyone can love later life.

I look forward to hearing from you.

*Best Wishes*

*Gail Gordon*



# Values and Behaviours

Our values create a sense of unity and inspire behaviours that are needed and lead to success.

## CARING

We put people at the heart of what we do. We are determined and passionate about making life better by:

- Always putting older people first
- Listening to and valuing what other people have to say

**RESPECTING** our colleagues and clients and endeavouring to gain and inspire trust

Acting in a **FRIENDLY** and professional manner, showing empathy and being supportive

## EMPOWERING

We enable people, build confidence and provide practical support by:

- Taking delegated power, authority and **AUTONOMY** within clear boundaries
- Taking personal responsibility and being accountable for own decisions
- Giving time, guidance and advice

## INCLUSIVE

We ask, listen and respond by:

- Advancing **EQUALITY**, embracing **DIVERSITY**, and promoting human rights  
treating everyone with dignity and respect
- Maintaining a culture where everyone feels valued and included
- Treating people as **INDIVIDUALS**, recognising that differences exist and responding to varying needs



# About Us

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Age Cymru Gwent was established in and has been providing care in the community for over 40 years. We provide services and support to older people in the boroughs of Blaenau Gwent, Caerphilly and Torfaen, the city of Newport and the county borough of Monmouthshire. In order to achieve this the charity aims to:

- To be seen as experts in issues affecting older people;
- To provide quality services which meet the needs of older people as they define them;
- To listen to the views of older people and ensure that they are communicated;
- To ensure that the Charity observes the principles of dignity and respect in all that it does and to promote these values to the wider community;
- To be proactive in securing the optimum level of resources (financial, staff and volunteers) and to ensure that they are used efficiently and effectively;
- To monitor and evaluate changes in society as they affect older people and to react accordingly. The success of these activities will be measured by monitoring, recording and analysing outcomes for service users and by evaluating service user satisfaction using a variety of different tools.



# About the role

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## Member of the Board of Trustees Voluntary

### *What does the role of the Trustee include?*

Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do.

Trustees are the people who lead the charity and decide how it is run. Being a trustee means making decisions that will impact on people's lives.

Trustees use their skills and experience to support their charities, helping them achieve their aims., by:

- Regularly attending scheduled Board meetings
- Sharing responsibility for Governance of the Charity with fellow Trustees
- Ensuring the organisation complies with its constitution, Charity Law and any other relevant legislation and regulation
- To safeguard Age Cymru Gwents values and principles
- To work alongside the Treasurer to ensure the financial stability of the Charity
- To represent properly any agreed board position or decision when speaking publicly
- To serve on one of the Charity's standing committees, either Finance or Human Resources
- To Form a professional liaison with one of the organisations service areas, attending team meetings and supporting the management team

# About the role

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## Trustees' 6 main duties

1. Ensure your charity is carrying out its purposes for the public benefit

- [The essential trustee - purposes and public benefit](#)

2. Comply with your charity's governing document and the law

- [your governing document and the law.](#)
- [Change your charity's details](#)
- [Send a charity's annual return](#)

3. Act in your charity's best interests

- [The essential trustee - act in your charity's best interests](#)

4. Manage your charity's resources responsibly

- [The essential trustee - manage your charity's resources responsibly](#)

5. Act with reasonable care and skill

- [The essential trustee - act with reasonable care and skill](#)

6. Ensure your charity is accountable

- [The essential trustee - ensure your charity is accountable](#)

# Time Commitments

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We are looking for one Trustee to serve on our Executive Committee, which meets 8 to 10 times a year.



# Person Specification

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Our ideal candidate would have a background in any one of the following:

- Law
- Marketing / PR
- Fundraising

## Desirable Criteria

- A willingness to learn the formal processes undertaken at Board and Committee Meetings
- An awareness of the legal duties, responsibilities and liabilities that acting as a Trustee involves
- A willingness to attend a schedule of meetings as prescribed

## Eligibility

- You must be at least 18 to be a trustee
- You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Commission.

The reasons for disqualification are shown in the disqualifying reasons table and include:

- being bankrupt or having an individual voluntary arrangement (IVA)
- having an unspent conviction for certain offences (including any that involve dishonesty or deception)
- being on the sex offenders' register

You can read the [automatic disqualification guidance for charities](#) which explains the disqualification rules in more detail.

# Our History

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Age Concern's origins can be traced back to the 2<sup>nd</sup> World War. The dislocation and breakdown of family life arising out of conscription led to a recognition that existing poor laws failed to provide effective support for older people throughout the UK separated from family support networks.

Discussions between government and voluntary organisations led to the establishment of a National Old People's Welfare Committee and later to a network of local Old People's Welfare Committees. These groups were run by volunteers and focused on issues specific to their communities.

In 1971 the National Old People's Welfare Committee changed its name to Age Concern and established itself nationally as a lobbying and campaigning body in addition to an organisation which provided services, training and research.

Over a period of time the local organisations adopted this new brand name and Age Concern Gwent became a registered charity in 1974. From very humble beginnings the organisation began to grow and by the mid 1980's funding had been secured from Gwent County Council and a small handful of staff were employed to work with older people in the community.

Since then the organisation has grown to employ over 115 staff and over 60 volunteers and has an annual turnover of approximately £1.7 million. As the name implies the Charity covers five unitary authorities namely, Newport, Torfaen, Caerphilly, Blaenau Gwent and Monmouthshire. Most of the Charity's work is in the delivery of direct services to older people living in the community including Advocacy, Information and Advice, Hospital Discharge support, Day and Lunch Clubs, Community Support Services and Intermediate Care Services.

In 2009 Age Concern and Help the Aged merged at a national level primarily to consolidate the expertise of the two organisations and to remove duplication of effort and confusion in the public's mind.

In February 2011, after lengthy and painstaking consideration, the Board of Trustees of Age Concern Gwent agreed to become Brand Partners with Age UK and Age Cymru. The partnership required a change of name and from November 2011 the organisation became known as Age Cymru Gwent. The organisation remains a separately constituted and autonomous charity and works together with other Age Cymru Partners throughout Wales to improve lives of older people.

With a new name and exciting and colourful brand Age Cymru Gwent is moving forward and continues to strive to deliver services to meet the changing needs of older people throughout Gwent in the future.

# Vision Statement

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**AGE CYMRU GWENT'S VISION IS OF A FULLY INCLUSIVE SOCIETY WHERE OLDER PEOPLE ARE VALUED AS EQUALS**

**OBJECTIVE 1** - To provide quality services which meet the need of older people as they define them

**OBJECTIVE 2** - To listen to the views of older people to ensure that they are communicated

**OBJECTIVE 3** - To ensure that the Charity observes the principles of dignity, respect in all that it does and to promote these values to the wider community

**OBJECTIVE 4** - To be proactive in securing the optimum level of resources (financial, staff and volunteers) and to ensure that they are used efficiently and effectively

**OBJECTIVE 5** - To monitor and evaluate changes in society as they affect older people and to react accordingly

# Useful Information

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## Your Application

Thank you for reading the application pack for the role advertised. In this pack you'll find the job description and person specification. The person specification is a key document as it tells you what we are looking for through our recruitment process.

## References

We ask for references to cover the last three years of employment or all employment for our registered services, if you have had more than 2 jobs during this period we will require additional references.

## Personal Details and Equality Monitoring

Before shortlisting applicants we will separate your application form from your Equal Opportunity Monitoring details. This is to ensure all candidates are shortlisted on their knowledge, ability, behaviours and experience alone.

