

Trustee Recruitment Pack

You can make a huge difference to the lives of older people in Nottingham & Nottinghamshire.



Hello and thank you for your interest in this role. We're so pleased that you're considering volunteering for Age UK Notts. In this Trustee Information Pack you'll find the following information:

- About us, our history and our links with Age UK
- Our governance structure
- Role overview
- Role description
- How to apply

If you have any questions about any aspect of the organisation or the role, please don't hesitate to get in touch.

About us

Age UK Nottingham & Nottinghamshire is the largest local independent charity providing a wide range of services for older people from all communities and backgrounds in Nottingham and Nottinghamshire. Our mission is to enhance the quality of life and promote the health and wellbeing of all older people. **In the financial year 2019/20, we helped around 42,000 people.**

Awards and accolades



Our history

- WW2** We start life as a branch of the National Older Person's Welfare Committee
- 1950** Over 800 of these committees have been formed
- 1970** A new name is needed to reflect the work that the organisations are doing
- 2000** The Age Concern Federation is founded
- 2009** Age Concern and Help the Aged merge to form Age UK
- 2010** We join the Age UK brand and become a local Brand Partner
- 2022** Age UK Notts will celebrate our 80th birthday



Our links with Age UK

Age UK Nottingham & Nottinghamshire is an independent charity but we share a brand with Age UK. This recognisable and powerful brand helps to open doors for us locally. Of course, we always have to deliver, but it helps to have the strength of the Age UK brand with us.

Nationally, there are around 130 Age UK brand partners and each of them has a defined geographical area and their own separate charity number. Our charity number is 1067881.

We align ourselves with the work Age UK does nationally by supporting their campaigns, sharing reports and news stories, and using their research to underpin grant and tender applications. Age UK also provide our local MPs with information about older people that can help drive forward local policies.

Being an Age UK Brand Partner brings certain responsibilities – to deliver certain services, adhere to agreed quality standards and subscribe to shared values of being:

- Caring
- Effective
- Enabling
- Influencing
- Innovative

We are aligned with Age UK but we are still a local and independent charity. The services we deliver, the money we raise and the people we support are all in Nottinghamshire.

There are still some Age Concern Groups around (such as Carlton & District, Harworth & Bircotes and Eastwood) – these are separate charities and have their own charity numbers, too. There are even some Help the Aged shops and branches still in operation.



Our Governance structure

The Charity Group has two associated social enterprise companies. These are:

AUBD Ltd

The Age UK Business Directory (AUBD Ltd) is a membership scheme set up over 10 years ago. It aims to enable people to access reputable traders and services from companies signed up to a Code of Conduct, with the right insurance in place and a commitment to delivering a great service at value for money prices. As it is a commercial activity, it sits under our trading arm and pledges to donate any surplus to Age UK Notts.

The AUBD concept has been rolled out to other areas including some London Boroughs, Derby and Derbyshire, Northamptonshire, Birmingham, and Leicestershire. A small team of staff operates to recruit new members, build good customer relations with existing members, and to take calls from prospective customers (of any age) who need to find a trader or service.

Men in Sheds Community Interest Company (C.I.C)

Men in Sheds provides an opportunity for men aged 60+ to come together to share or learn woodworking skills, and to provide a place to make friends, find support and build strong social networks. The members produce wooden items for sale through fundraising activities, or on commission to local partners and the funds raised help to run the Sheds. Members take an active role in running the shed and overseeing its operations which supports and enables independence. Any surplus made by the Sheds is donated to Age UK Notts.

Sub-committee work

There is currently one sub-committee, the Finance & Audit Committee, which oversees all financial matters and the annual external audit. The committee meets at least twice a year, usually in February/March when the budget is drafted, and in October/November in the middle of the financial year. These meetings usually last approximately 2 hours. In addition to these meetings, the Finance & Audit Committee will meet with the External Auditors before (March/April) and after the external audit (July). These meetings usually last 90 minutes.

Community links

We are active within our local community through a range of networks and partnerships. This helps us to:

- Stay up to date with local developments
- Represent the voices of older people
- Influence local services

These community links can generate income, contracts and services. They also ensure we can raise awareness of the support we offer. We are mostly represented by senior managers, but the wider management team can also add significant value, especially through their detailed knowledge of frontline services.

Examples of networks include Age Friendly Nottingham, Veterans Information Network Nottinghamshire, and Gedling Seniors Forum.

Trustee role overview

“Being a trustee is a stimulating role that is at the very heart of the charity and its work. Together with a team of like-minded people it really is possible to make a tangible and positive difference to the lives of older people in this city and county of ours.”

What is the purpose of this role?

Age UK Notts has a Board of Trustees with between 7 and 10 Trustees. Our Trustees ensure Age UK Notts has a clear strategy, and that our work and goals are in line with our vision. The Trustees are the ‘guardians of purpose’, making sure that all decisions put the needs of our beneficiaries first. The Trustees have independent control over, and legal responsibility for, the charity’s management and administration, and the role of the Finance Trustee is to maintain an overview of the charity’s affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

What impact does this role have?

Our Trustees are the people who lead the charity and decide how it is run. Being a Trustee at Age UK Notts means making decisions that will impact on people’s lives. As a Trustee you will make a difference to your local community and through the Age UK Network, to society as a whole. Our Finance Trustee supports the work of the board through their specialist financial and commercial experience, and also works closely with our Finance Team.

Finance Trustee role description

Role Location: Nottingham

Role Support: You will be supported by other Members of the Board of Trustees and The Senior Leadership Team

What are the responsibilities of the role?

All Trustees will act as ambassadors and in the best interests for Age UK Notts and the wider Age UK network. Trustees are also expected to ensure the charity is carrying out its purpose for the public benefit as well as being compliant with Age UK Notts’ governing document and the law.

Finance Trustee role description

The specific responsibilities of the Finance Trustee include the following:

- To oversee and present budgets, accounts and financial statements, and to formally present these accounts at the annual general meeting and draw attention to important points in a coherent and easily understandable way
- To ensure the financial resources of the charity meet its present and future needs
- To ensure the charity has an appropriate reserves policy
- To present financial reports to the board
- To ensure appropriate accounting procedures and controls are in place
- To liaise with the Interim Chief Executives and Finance Lead about financial matters
- To advise on the financial implications of the charity's strategic plan
- To support the Board in ensuring that the charity has an appropriate investment policy
- To support the Board in ensuring that there is no conflict between any investments held and the aims and objectives of the charity
- To support the Board in monitoring the charity's investment activity and ensuring its consistency with the charity's policies and legal responsibilities
- To ensure that the accounts are audited and prepared in accordance with SORP and company law, any auditors' recommendations are implemented, the accounts are included in the annual report and are submitted to the relevant statutory bodies, e.g. the Charity Commission and Registrar of Companies
- To keep the board informed about its financial duties and responsibilities
- To contribute to the fundraising strategy of the charity

What are we looking for?

The Finance Trustee must have:

- Integrity
- A commitment to the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good, independent judgement
- A willingness to speak their mind
- An ability to work effectively as a member of a team
- Financial experience and business planning skills
- Some experience of charity finance and fundraising
- The skills to analyse proposals and examine their financial consequences
- A preparedness to make unpopular recommendations to the board
- A willingness to be available to give financial advice and answer enquiries from staff on an ad hoc basis

Finance Trustee role description

What is the time commitment?

- The charity holds six full board meetings per year in Nottingham, with each meeting lasting around 2½ hours
- In addition, Trustees need to set aside a minimum of 2 hours reading time before each board meeting
- There may be specific occasions when a Trustee is required to attend an event to open/close it, for example a staff conference
- The charity board also has a Finance & Audit Committee which has its own Terms of Reference and has meetings separate from the Full Board Meetings. As Finance Trustee you would be required to sit on this committee and attend the additional meetings which happen 3 times per year to cover the pre audit/budget, post audit and at the 6 month point to review finances
- Trustees serve a three-year term of office and can be re-elected to serve additional three-year terms

What training will you be given?

You will be given a basic induction to the Charity and an opportunity to spend some time with the Senior Leadership Team and other key members of staff. There will also be a full suite of training on offer to help you develop in your role.

What can you gain from this opportunity?

Trusteeship can be rewarding for many reasons, from a sense of making a difference, to gaining new experiences and new relationships.

Please note the following key information before you submit an application:

- You must be at least 18 years old
- You must be properly appointed following the procedures and any restrictions in the charity's governing document
- The role of a Trustee is voluntary and is not accompanied by any financial remuneration, although expenses for travel may be claimed
- You must not act as a trustee if you are disqualified under the Charities Act, including if you have an unspent conviction for an offence involving dishonesty or deception (such as fraud), are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor or have been removed as a company director or charity trustee because of wrongdoing.

How to apply

If you would like to apply for the Finance Trustee role, please contact **volunteering@ageuknotts.org.uk**

If you would like an informal, no-obligation discussion about the role, one of our two interim Chief Executives will be happy to discuss this further with you. Please email **volunteering@ageuknotts.org.uk** with your contact number and we can arrange this for you.