

Trustee Recruitment Pack

Age UK Oxfordshire



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These unremunerated roles are open to all.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status, or other category protected by law.

Words from our Chair

Thank you for your interest in the work of Age UK Oxfordshire, and for taking time to consider whether you might be a suitable candidate for the role of trustee.

It is an exciting and challenging time to be joining Age UK Oxfordshire as we make headway with our new 3-year strategy.

We are proud of the positive effect our organisation has on the lives of the people we support, and of how creatively and innovatively we have developed and grown. Looking to the future, we want to strengthen our reach and our partner networks and ultimately enable more people from our diverse communities to live the later life they want to live.

We are currently seeking three trustees and are particularly interested in people bringing experience in marketing, fundraising, digital, legal or HR and who will be aligned with our vision, passionate about our cause and aims, and can bring a diverse range of experience and expertise.

This is a hugely rewarding role in which you will play a key part in leading our invigorated and ambitious organisations to deliver tangible, positive outcomes for older people across Oxfordshire.

Andrew Lane - Chair of Trustees

Why become a trustee?

People become trustees for many reasons. These include having the chance to support and shape the work and strategic direction of an organisation and make a significant difference to a cause that matters to you. In return you will build your experience of working at a strategic level, gain a better understanding of what good governance looks like, and be exposed to financial and other performance management activities.

About Age UK Oxfordshire

Age UK Oxfordshire is an independent local charity supporting older people to maintain their independence and live life to the full, focusing most resource on reaching those older people who face a struggle, whether through low income, poor health or loneliness.

Our organisation is striving for a world where all older people are living their best lives, by delivering on the following five ambitions:

- Connecting people to the support they need to manage their daily lives, maintain their independence and secure their rights.
- Improving health & wellbeing by understanding how we all age differently and ensuring our delivery supports better mental and physical wellbeing for everyone.
- Celebrating life, campaigning against ageism and supporting more older people to experience meaning, joy and celebration as they age.
- Building partnerships to drive an Age Friendly and inclusive Oxfordshire that values all older people.
- A strong organisation, achieving more for older people by being an innovative, sustainable, and inclusive organisation, which uses resources effectively, and is a great place to work.



- **No. of people directly supported each year:** 30,000+
- **No. of staff:** 147
- **No. of volunteers:** 335
- **Board of trustees:** 9
- **Income (2021-22):** £3,107,934
- **Expenditure (2021-22):** £3,069,034
- **Free reserves (2021-22):** £871,000

We provide a comprehensive range of services to achieve these ambitions, with a wide community reach. We have seen demand increase very significantly over the last few years in the aftermath of the pandemic and in light of the rising cost of living.

Our services include information, advice and support (eg Community Network; Dementia Oxfordshire; Discharge Support Service; social prescribing; welfare benefits advice); practical assistance (eg foot care and home support); social, creative and physical activities, including bereavement support, specialist exercise classes and falls prevention programmes, telephone befriending, walk and talks and much more.

We are a local, financially independent charity, and a member of the national Age UK Network.

Our organisation's values are at the heart of everything we do:

Caring **Listening & amplifying people's voices** **Enabling & empowering** **Passionate for better** **Collaborative**

Our commitment to diversity

At Age UK Oxfordshire, we recognise the importance of promoting equality, valuing diversity and creating an inclusive environment for everyone who we interact with. We respect the diversity of those in later life, their carers and advocates, and understand that there are different needs, choices, cultures and values. We are seeking to ensure diverse views are represented in our trustee board and are proactively seeking trustees who reflect all our different communities in Oxfordshire.

Get in touch for more information or to find out more about our Diversity and Inclusion Policy.

Ageing in Oxfordshire		
Across Oxfordshire more people than ever are aged over 65, and the population is continuing to age.		
Over 270,000 people are 50+, with over 67,000 aged 75+		
50-64	65-74	75+
137,538 people	67,827 people	67,175 people
80% are in employment	45% volunteer	40% don't use the internet
61% are physically active for 150+ mins/week	43% live with a life-limiting illness or disability	39% are physically active for 150+ minutes per week
26% are living with a life-limiting illness or disability	42% live in rural areas	19% report they feel lonely sometimes or always
23% report that they feel lonely sometimes or always		



History

- 1960s** – The Society for the Welfare of the Elderly in Oxfordshire was established by local GP, Dr Gordon, and a group of friends, with links to the National Older People’s Welfare Committee (NOPWC).
- 1970s** – NOPWC became Age Concern and two regional branches were established, Age Concern Oxfordshire and Age Concern Oxford City.
- 1980s** – The organisations grew, with a small staff and volunteers answering the phones. Mrs Troup of Wheatley loaned her camper van to visit rural villages and gather older people together for a cup of tea and a chat.
- 1990s** – Saw the merger of the two local Age Concerns into one countywide organisation and a continuation of growth. An information & advice helpline and day service provision were the main activities.
- 2000s** – Development of a programme of community development work and a network of Local Link volunteers. Foot care and Phone Link services were launched. Age Concern England and Help the Aged joined together to create a new charity, Age UK, and in 2010 we officially became Age UK Oxfordshire (AUKO).
- 2010s** – A period of very significant growth with the development and introduction of numerous new services. Action for Carers (Oxfordshire) and social enterprise, Beacon, established. AUKO became a founder member of the Campaign to End Loneliness, and of the Age Friendly Banbury Partnership.
- 2020 - 2023** – Focus on strengthening the infrastructure of the organisation, with renewed emphasis on digital transformation, marketing and communications, co-production, campaigning and influencing as well as building the capacity and reach of our core services.

Opportunities & Challenges

The context in which we operate continues to change and we need to change with it, bringing challenge and opportunity in equal measure.

Never more needed

Older people and unpaid carers have been disproportionately affected by the pandemic and the cost-of-living crisis following hard on its heels. The system of care and support on which people depend is under-funded and over-stretched. As a result, more people are needing our services and support – this presents both the challenge of keeping pace with demand and an opportunity to develop.

Inequalities

The pandemic shone a spotlight on inequality, including the digital divide and there are stark contrasts in people’s experiences of ageing and of caring related to this. Ensuring that our offer is truly accessible to all presents us with a challenge.

Partnerships for change

No one agency can be all things to all older people or unpaid carers, nor should they try to be, and the partnership working that burgeoned during the pandemic has left a lasting legacy. There is a strong system-wide appetite amongst statutory and voluntary sector partners to deliver support in different ways – the *Oxfordshire Way*, virtual wards and other new initiatives are examples of this. There are opportunities to strengthen alliances, to innovate and to develop new pathways.

Influencing

Negative attitudes to age and ageing are deep-rooted and pervasive and present a significant barrier to people living their best later lives. Changing negative attitudes that are being reinforced all the time presents us with a huge challenge, but there are enormous opportunities to change the narrative to be much more positive and to build a local age-friendly movement to effect real change.

Prevention

Our challenge here is that our capacity is increasingly being diverted into meeting more acute needs, and our primary focus, which was once very much on primary prevention has shifted further downstream. There are opportunities to work alongside older people, unpaid carers and others to strengthen the county’s prevention offer.

Fundraising

The funding environment is undoubtedly a challenging one but there are opportunities to review our fundraising strategy and strengthen this aspect of our work to fund some of the opportunities outlined above.

The Role

As a trustee, you will provide a non-executive oversight of all of Age UK Oxfordshire's activities and lead the overall governance and strategic direction of the charity.

Trustees have six legal duties

These are to:

1. Make sure your charity is carrying out its purposes for the public benefit.
2. Comply with your charity's governing document and the law.
3. Act in your charity's best interests.
4. Manage your charity's resources responsibly.
5. Act with reasonable care and skill.
6. Make sure your charity is accountable.

In addition to the above statutory duties, trustees are encouraged to use any specific skills, knowledge, or experience to help the charity develop its activities.

This may involve:

- Providing guidance on new initiatives.
- Advising or taking the lead on other issues on which the trustee has special expertise.
- Increasing public awareness of the work of Age UK Oxfordshire.
- Supporting fundraising at a strategic and practical level.

Specific areas of focus for the board:

Given the needs of the charity and the skills of the current board members, they are particularly interested in increasing diversity to represent Oxfordshire's culture and bringing to the board the following skills and experience: digital, social care, legal, marketing and fundraising.



Each trustee must have:

- Commitment to the organisation.
- Willingness to devote the necessary time and effort.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Good, independent judgement.
- An understanding and knowledge of good governance.
- Able to work effectively as a member of a team.

How the board works in practice

Time commitment

We hold trustee meetings quarterly and are currently alternating holding these meetings virtually and in person in Abingdon. The meetings last about 2.5 hours. In addition, there are two awaydays a year and an AGM. Papers typically require about two hours reading per meeting.

We also ask each of the trustees to take lead responsibility for an aspect of governance and to 'champion' an area of our work. This gives trustees the opportunity to get more involved in the organisation and contribute towards the development of projects that they find particularly interesting.

Structure of the board

The board of trustees is composed of up to 12 individuals, with the option to have additional co-opted trustees if required.

There is a permanent Finance Review Group and a Nominations and Remuneration Committee. Different working groups are sometimes established to deal with specific strategic issues. Working groups often have some trustee representation and sometimes involve other advisers and stakeholders.

Examples of previous working groups have included property management, board development, governance review and community fundraising events.

Term in office

Our governing documents state that trustees are elected to serve for up to three years. If they wish to continue, they are subject to re-election at the AGM.

We also ask that trustees provide a minimum of one month's notice if they choose to step down from the board at any time.

How we support you

We want to help new trustees to learn about our organisation and their role within it; we provide an induction programme which includes the opportunity to meet with senior managers, and to spend more time exploring specific services as required.

We can also offer access to trustee training programmes, as well as board development days twice a year. All trustees will have an annual appraisal with the chair and this, alongside ad hoc conversations as required, provide the opportunity to review their role and address any questions or concerns they may have.

What's in it for you

- Volunteering experience
- Involvement in senior management teams and board activity
- Working with different sets of people
- Specific experience within the different teams
- General management experience
- Annual strategic away day with Trustees and Senior Management Team

How To Apply

These unremunerated roles are open to all.

Stage 1: To apply for these exceptional opportunities, please submit your CV and supporting statement via the Charisma website.

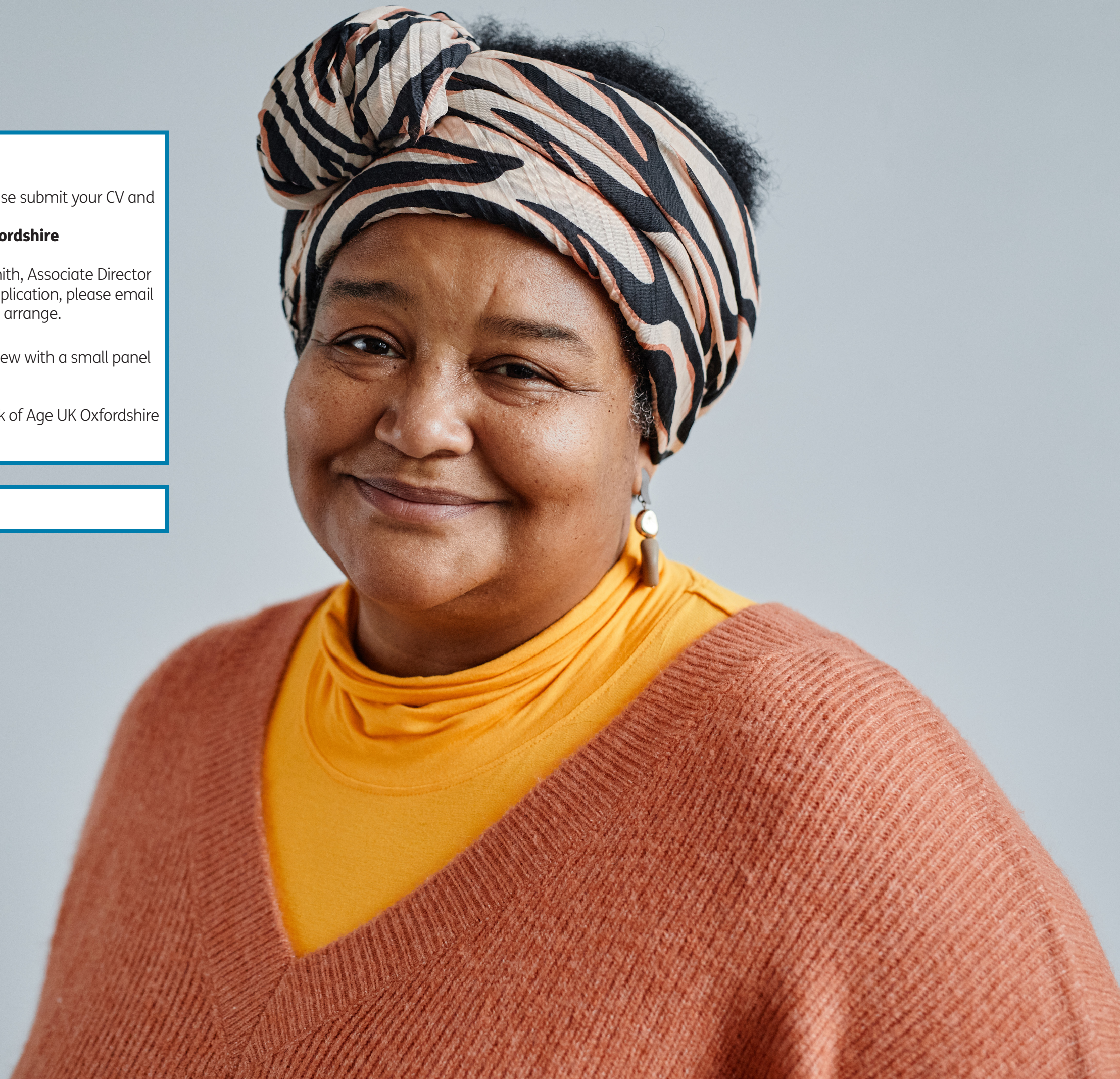
www.charismarecruitment.co.uk/job/trustee-age-uk-oxfordshire

If you would like to have an initial discussion with Sandra Smith, Associate Director of Charisma Charity Recruitment, prior to submitting your application, please email info@charismarecruitment.co.uk or call **01962 813 300** to arrange.

Stage 2: Shortlisted candidates will be invited to an interview with a small panel of trustees, including the Chair and the CEO.

This provides an opportunity to find out more about the work of Age UK Oxfordshire and the role of the Trustee Board.

Closing date for applications: 7th January 2024



Trustees case studies

John Jackson

Having trained as a public sector accountant and worked for a variety of authorities and in a variety of roles, John has spent over 42 years working in local government. In 2003, he joined Oxfordshire County Council as Director for Resources and at the end of 2006 made the unusual move to become the Director for Adult Social Services which he did for 10 years. During this time John was also the national lead for resources for the Association of Directors of Adult Social Services (ADASS) between 2009 and 2021. John is currently working with the Local Government Association providing advice on adult social care financial issues.

John is relatively new to the trustees, joining the board in February 2021. John was impressed by the work of Age UK Oxfordshire during his time at Oxfordshire County Council and wanted to help Age UK Oxfordshire continue to have a strong impact on the lives of older people and the contributions they can and do make. John's positive impressions have been reinforced by the commitment of those working for the organisation and by the contributions of other board members.

John brings his national knowledge of adult social care in particular on financial matters but also on the strategic challenges that must be addressed.



Tehmeena Ajmal

Tehmeena has worked in the NHS since 1994 in a range of roles including operational management, service improvement, quality and governance, leadership development and equalities work in acute, community mental health, ambulance and commissioning services. In the last year she led the local response to the COVID-19 pandemic and more recently the development of the mass vaccination centres in Oxfordshire, Berkshire West and Buckinghamshire.

As director of community services in Oxfordshire, Tehmeena developed a passion for improving services for older people, focusing on enabling independence and care close to home. Tehmeena joined Age UK in November 2020, to support the organisations work with and for older people across Oxfordshire.



Amber Pavey

Amber Pavey joined the board of trustees as a co-opted trustee through the Young Trustees Programme at the Oxford Hub, while studying at the University of Oxford. This programme provided support and training in the basics of being a charity trustee. She came to the board having previously primarily volunteered with younger people, but she had an interest in support for older people through experiences with her grandparents, who she was close to.

Within the board, Amber has led aspects of responding to a governance review, and also sits on the finance review group board and the nominations and remuneration committee. She also brings her perspective as a younger member of the board to focus on social media and intergenerational work.



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www.ageuk.org.uk/oxfordshire

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