



## Trustee Recruitment Pack

### 1. Introduction

Welcome to our Trustee Recruitment Pack and thank you for your interest. We are an energetic local charity working for older adults in Waltham Forest. This autumn we are particularly keen to recruit new Trustees to further strengthen our organisation and add new skills to the board especially related to:

- Marketing
- Social Media
- Legal (i.e. for contracts/leases)
- Minute secretary

We are also interested in new trustees with fundraising or financial skills to complement the skills of our existing trustees and we are keen to recruit people from all age groups (60+ especially welcome to apply) to the vacant trustee roles from across our Borough.

We are excited about the future of our charity and keen to find people with the right skills and expertise to join our Board to govern our charity. We hope this pack provides you with the information you need to apply. For an informal discussion about the role you can contact our Chief Executive, Emma Tozer.

### 2. About Age UK Waltham Forest

We are an independent local charity supporting older people in Waltham Forest and a member of the Age UK Federation. We are a trusted and respected organisation with a good reputation in our Borough for quality; and demand for our services is rising. We help older people lead good quality, enjoyable and fulfilled lives, ensuring that in their later years they are supported to live independently, safely and comfortably at home for as long as they wish. We aim to make later life a more fulfilling and enjoyable experience and provide support especially at those points in life when the right help can make a significant difference.

Our beneficiaries are older people (aged 60+) living in Waltham Forest, including those who are housebound, lonely, frail, without digital skills or access to technology, needing help with benefits and knowing their rights. In terms of outcomes, our range of services provide older people with increased knowledge and confidence along with decreased social isolation; promoting

independent living and wellbeing. Outcomes include improvements in self-confidence, mood, health, interpersonal relationships and cognitive ability.

In 2017/18 with our small team of Staff, a turnover of about £372,000 and 152 Volunteers we helped over 4,000 older people in Waltham Forest, in a variety of ways including:

- providing information and advice to 747 individuals and claiming an estimated £626,788 in previous unclaimed benefits
- providing 111 housebound isolated older adults with befrienders
- running digital inclusion classes – both beginners and topic based sessions which 722 individuals attended
- organising 492 exercises classes.

Our services are planned around six themes:



For more information on Age UK Waltham Forest please visit: <https://www.ageuk.org.uk/walthamforest/>

### **3. Some qualities, abilities and skills we are looking for**

To complement our existing Trustees we are keen to recruit people with skills in marketing, social media and legal. It would be great to recruit a minute secretary and we are also interested in new trustees with fundraising or financial skills to complement the skills of our existing trustees. We are keen to recruit people aged over 60 years to the vacant trustee roles from across our Borough and reflect the diversity of the Borough.

In addition we are looking for people who have:

- commitment to supporting older people in Waltham Forest
- vision for our charity and ability to help us develop and grow
- ability to work collaboratively with our Trustees, Staff and Volunteers
- an understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee.

### **4. The pattern of meetings and commitment levels for Trustees**

Trustee Board meetings are held at the Hub in South Chingford. We have been meeting bi-monthly but plan to move to quarterly meetings from January 2019. In addition we will hold one meeting a year with staff to discuss their work and the forward looking strategy of the organisation and another meeting with the auditors.

At least three Trustees must be present for our meetings to be quorate. Agendas, papers and minutes are distributed via email, usually five days in advance of the meeting. We are an active Board of Trustees and get directly involved in supporting Emma as the Chief Executive through fund-raising, supporting service delivery, helping at events etc. Out of pocket expenses for travel and sustenance can be claimed by Trustees in line with our expenses policy.

### **5. Our plans for 2018/19**

We have a rolling three year plan, updated annually as the situation changes. As a team of Trustees and Staff we are passionate about what we do. We remain committed to providing and developing our local Services to support older people in our Borough. During the next three years we aim to:

- Maintain and develop our range of quality Services based on priorities that matter to older people in our Borough
- Ensure we are a resilient and flexible organisation, responding to our external environment
- Retain our kite marks and membership of Age UK National
- Network with a range of stakeholders to the benefit of our Service Users and to influence policy and practice
- Increase and diversify our restricted and unrestricted income so we continue to meet the needs of our Service Users
- Secure suitable and affordable premises in the north of the Borough

- Support and develop our Staff, Trustees and Volunteers in a professional and friendly manner

## **6. The recruitment process – next steps**

If you would like an initial conversation about becoming a Trustee please contact Emma Tozer, our Chief Executive at [e.tozer@ageukwalthamforest.org.uk](mailto:e.tozer@ageukwalthamforest.org.uk) or by telephone: 020 8558 5512. To apply, please complete the application form which can be found at: <https://www.ageuk.org.uk/walthamforest/about-us/news/articles/2017/volunteer-trustees/>

We are open to receiving applications until the end of October 2018. Once we have reviewed your application Emma will let you know whether we can take your application forward. If so the next step will be an interview with two of our Trustees and if successful an invitation to our next Board meeting and our AGM in December where you will be nominated as a Trustee.

We look forward to receiving your application.

Good luck!

Best wishes  
Debbie

Debbie Ladds  
Chair of Trustees