

Candidate Briefing Pack

Age Cymru West Glamorgan Trustee Roles



Age Cymru West Glamorgan is a registered charity no:
1140989.

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Letter from our Chair, Sophia Miller

Thank you for your interest in becoming a trustee of Age Cymru West Glamorgan. This year marks a significant milestone for us as we celebrate 50 years of supporting older people across our communities. It's a time of both reflection and forward momentum, and we're excited about the future ahead.

We are proud to have a friendly, passionate, and welcoming team, and we are looking for new trustees who share our commitment to making a real difference. This is an opportunity to be part of something truly meaningful—where your ideas, values, and experiences can have a direct impact on how we support those we need us.

We actively welcome and value a diverse range of backgrounds and perspectives, recognising how essential this is for good governance and strong decision-making. Whether you bring decades of experience, or are stepping into your first trustee role, we are here to support you.

We're particularly keen to hear from candidates with lived or professional experience relevant to our mission, including those with an understanding of the needs of unpaid carers and those living with dementia.

We also encourage applications from people of Black, Asian and minority ethnic backgrounds, those from the LGBTQ+ community and people of all ages.

The role of trustee is both rewarding and challenging. As we navigate complex times, we also see countless opportunities to strengthen and extend the impact of our work. This is a chance to help shape the direction of a dynamic charity at a pivotal time in its journey.

At Age Cymru West Glamorgan, our vision is that everyone in our communities can age well and enjoy life. This vision guides everything we do, and we are committed to delivering trusted, quality-assured, person-centred support that empowers people to live their lives with dignity and independence.

Thank you again for your interest. I very much look forward to receiving your application.



Warmest regards,
Sophia Miller
Chair, Age Cymru West Glamorgan

Governance Structure

Age Cymru West Glamorgan's Board of Trustees has control of the charity, and its property and funds and is responsible in law for the governance of the charity.

Legal Objects

Age Cymru West Glamorgan is a charitable company, limited by guarantee and registered in England and Wales so our trustees are both charity trustees and company directors.

The charity's purposes, as set out in its objects contained in the Articles of Association, are to support people in Wales to age well.

Vision, Mission, Strategy and Culture

Our Vision

Our vision is that everyone in Swansea, Neath Port Talbot and Bridgend is able to age well and enjoy life.

Our Mission

Age Cymru West Glamorgan is a local charity that delivers trusted, quality-assured and person-centred support that promotes well-being and empowers people to age well.

Our Values

Age Cymru West Glamorgan's values are to ensure that we **C.A.R.E.**

Centred – We put our clients at the heart of everything we do, ensuring our services are relevant and appropriate

Adaptive – We see the individual, delivering person centred, quality assured and outcome focused services

Responsive – We listen, learn and take action based on feedback

Efficient – Donations are a gift; we constantly strive for efficiency and effectiveness to make sure nothing is wasted.

Our Culture

Age Cymru West Glamorgan is building a culture of freedom and responsibility that allows staff and volunteers to maximise their individual strengths in a collective effort to achieve our vision. We work together to deliver the highest quality services, tailored to the individual needs of our clients. Staff and volunteers feel empowered to make decisions based on a clear understanding of their boundaries and with our values at their core.

Freedom means:

- Being empowered to innovate, problem solve and make decisions
- Confidently but respectfully challenge, question, and give feedback on decisions /actions, particularly those you feel may not fit with our values
- Continually evolving services to meet the needs of our clients and the challenges of the organisation
- Communicating in an open and honest way.

Responsibility means:

- Keeping our values at the core of everything you do
- Taking ownership of your decisions and being comfortable in receiving open and honest feedback with a view to continually improve
- Knowing and remaining within the boundaries of your role
- Understanding how you and your work are contributing to operational, annual and 5-year plans.

Our Strategic Goals

Over the next five years our overarching goals are:

- To achieve our vision
- To achieve an overall surplus budget
- Generate non-grant income to increase our sustainability and financial resilience
- To reduce the time client needs to wait to access our services
- To remain an employer of choice
- To ensure our services meet our charity objective and do not duplicate existing services
- To collaborate with local partners, where appropriate, to further our charitable objectives
- To raise awareness of the services we can provide to local people
- Help people understand we are here to help everyone age well
- To become better at supporting people living with dementia
- To remain a dementia friendly organisation

Role Brief

Position: Trustee

Location and Time Commitment

- **Board Meetings:**

The Board meets at least quarterly, with the majority of meetings held virtually via Microsoft Teams for accessibility and convenience.

- **Annual In-Person Meeting:**

Each October, we host a full-day, face-to-face Annual Business Planning Day and Annual General Meeting (AGM). This year, it will be on the 22nd of October 2025.

- **Committee Involvement:**

All trustees are expected to sit on one of two key sub-committees:

- Assurance and Risk Committee
- Quality and Safeguarding Committee
- These committees also meet quarterly, usually online.

- **Additional Engagement:**

Occasionally, there will be ad hoc meetings in response to emerging opportunities or priorities. We also maintain a responsive and agile approach to governance using:

- WhatsApp for quick updates and informal communication
- Electronic decision-making tools for timely approvals

- **Flexibility and Volunteer Support:**

We understand that trustees are volunteers who often balance other commitments. While trustees hold legal responsibility for the charity, we are mindful of time constraints and strive to be flexible.

- We use polls and scheduling tools to agree on suitable meeting times
- We aim for clear, concise communication
- We create space for trustees to participate in a way that works for them

Your flexibility and willingness to engage in a dynamic, collaborative environment will be key to supporting the charity's mission and making informed, timely decisions.

Reports to: Chair

Overall Responsibility:

As a member of the Trustee Board, it is the responsibility of every trustee to ensure that Age Cymru West Glamorgan operates in a manner which enables it to fulfil its charitable objects as set out in the Memorandum & Articles of Association in as effective a manner as possible.

Specific Duties:

- To ensure that Age Cymru West Glamorgan complies with its Memorandum & Articles of Association, charity law, relevant company law and any other relevant legislation or regulations.
- To ensure that Age Cymru West Glamorgan pursues its charitable objects as defined in the Memorandum & Articles of Association and applies its resources exclusively in furtherance of its charitable objects.
- To safeguard the good name and principles of Age West Glamorgan.
- To maintain proper governance by ensuring that the Board: -
 - Agrees the charity's strategic direction and goals.
 - Ensures that risk audits are conducted regularly and that strategies for risk management are in place.
 - Defines the boundaries of management authority and delegates to management the implementation of plans and budgets.
 - Monitors performance on a regular basis and holds management accountable for outcomes.
 - Ensures that proper processes are in place for the appointment, dismissal and monitoring the performance of the management team.

- To ensure the financial stability of the charity.
- To protect and manage Age Cymru West Glamorgan's property and to ensure the proper investment of its funds.
- To represent properly any agreed Board position or decision when speaking publicly.
- To ensure that proper processes are in place to review the Board's performance annually.
- In addition to the statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, participating in discussions, focusing on key issues and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of Age Cymru West Glamorgan's work in which the trustee has special expertise.

Person Specification

All individuals selected will be expected to demonstrate the abilities to deliver against the essential criteria. Previous board/trustee experience is not necessary. We actively welcome members of the BAME and LGBTQ+ communities and local candidates who want to make a difference to older people.

Essential

- A commitment to the aims and values of Age Cymru West Glamorgan
- 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
- Experience to think strategically and creatively
- Ability to make sound, independent judgement
- Ability to know when to seek professional advice
- Ability to work effectively as a member of a team

Desirable

- Lived experience that helps deepen our understanding of the communities we serve—this may include experience of ageing, caring, navigating health or social services, or facing barriers to inclusion
- Ability to speak Welsh.

Trustee Commitment

Each individual trustee is expected to attend Trustee Board meetings on a regular basis and to make all reasonable efforts to avoid other commitments on these occasions. These meetings do require preparation prior to the Board meeting to read papers.

The Trustee Board meets quarterly, but we do ask all our trustees to also sit on one of the two sub-committees. Either the Assurance and Risk committee, or the Quality and Safeguarding Committee.

Successful candidates will be invited to attend their first Meeting of the Board on October 22nd, 2025 - 09:00-16:30 to be elected formally. This is our AGM and Business Planning Day and attendance is essential.

Trustees will be provided with an induction to Age Cymru West Glamorgan on their appointment, tailored to their requirements.

There is no remuneration for these Trustee positions. However, reasonable out-of-pocket expenses will be paid in line with Age Cymru West Glamorgan's agreed policy and practice.

Disqualifications

You are disqualified from being a charity trustee or a company director if you:

- Have an unspent conviction for an offence involving deception or dishonesty
- Are an undischarged bankrupt
- Have been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement
- Are under a disqualification order under the Company Directors Disqualification Act 1986
- Are under sixteen years old

Successful applicants will be subject to a satisfactory DBS check .

How To Apply

Please complete an application form and return it to the email address below. Please note that applications will only be accepted via email. For further information, please do not hesitate to contact Rebecca Murphy via the email address below, and she will arrange an informal discussion about the role.

Email applications to:

core@agecymruwestglamorgan.org.uk

Telephone enquiries: 01792 648866

For further information and details on the current work that the charity is undertaking, please visit www.ageuk.org.uk/cymru/west-glamorgan/

Recruitment Timetable

Closing Date for Applications: Monday 16th June 2025 23:59

Interviews conducted: Week beginning 7th July 2025

Attend first board meeting as a Trustee on 22nd October 2025 09:00-16:30