



Trustee Recruitment Information Pack

Age UK Wiltshire

In this candidate information pack, you will find further information on Age UK Wiltshire search for Trustees, together with details on the application process.

Welcome from the Chair of Trustees

Thank you for your interest in joining the Board of Age UK Wiltshire & Age UK Southampton.

We're looking for experienced, enthusiastic individuals who bring energy and drive to provide the strategic direction and good governance behind our goal of delivering and expanding high-quality services that promote choice and independence for older people. As Trustees, we need people who can lead with compassion and confidence, while upholding the fiduciary duty and sound judgement the role requires, to build a strong, sustainable future.

We have an amazing team of dedicated staff and volunteers who are passionate about helping older people stay independent, informed and connected. They are supported by an experienced and skilled Board of Trustees who bring a wealth of knowledge and sound judgement to guide our growth and development, and we are seeking to welcome new Trustees to that Board.

Our work is diverse and not always easy, as we navigate the growing needs of older people within a challenging environment. This is a highly rewarding role, working alongside staff and volunteers dedicated to meeting those needs, while ensuring the charity operates within its legal and regulatory framework and maintains sound financial management of its resources. Our services range from Information & Advice to Wellbeing Checks with Meals, charity shops and Daytime Discos, to name a few, across a large footprint encompassing Swindon, Wiltshire and Southampton.

Our new Trustees will help build lasting relationships with partners, funders and supporters to ensure sustainability and growth, while providing the oversight and governance that keeps the charity accountable to its service users, members, funders and regulators. They will work closely with the Executive Team and senior managers.

If you're the person who meets the expectations we have, we'd love to hear from you. The Board and I look forward to welcoming new Trustees to work with us and lead the organisation into the future.

Richard Purchase
Chair of Trustees

About the Role

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Main Responsibilities and Duties

Main Responsibilities

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisations' governing document.
- To continually strives for best practice in governance that adds to public confidence and trust in the charity.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its relevance.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
- Ensuring the effective and efficient administration of the charity and its resources

As the Board is responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders and regulators.

Time Commitment

General Information

The Board accepts a range of skills and experience given the range, variety and diversity of the organisation. These include financial management, legal matters, health and social care issues, fundraising, HR, public relations, marketing, and mental health and wellbeing. New trustees are given an induction to the Charity and an opportunity to spend some time with the Senior Leadership Team and other key members of staff. There will be opportunities for specific training for the Board as a group and individual trustees as identified. Trusteeship can be rewarding for many reasons, from a sense of making a difference, to gaining new skills and experiences and new understanding, and although it is an honorary position, trustees will be reimbursed for out-of-pocket expenses.

Board Meetings

The Charity holds six full board meetings per year in Wiltshire, with each meeting lasting 2 hours.



Reading Time

Approx. 2 hours of reading and preparation before each board meeting



Ad-hoc Activities

There may be specific occasions when a Trustee is required to attend an event to represent the Charity.



Length of Service

Trustees serve a three-year term of office and can be re-elected to serve an additional term.



About Age UK Wiltshire

We are an independent older people's charity providing services to people living in Wiltshire, Swindon and Southampton.

Age UK Wiltshire provides support and services to older people, their families and carers, something we've been doing for over 75 years (albeit with different names following various mergers). We want to support older people to live a long and fulfilled life.

We do this by inspiring, supporting and enabling older people, helping them to stay safe, make informed choices and be independent yet connected.

We recognise that every person is an individual with different needs, preferences and abilities. We aim to reflect this diversity in everything we do, including making our services inclusive and accessible to older people from all sections of the community and by attracting and retaining a diverse workforce of both staff and volunteers.

We choose to be a partner of the national charity, Age UK; however, we are responsible for our own funding and set our own strategy and priorities. Our charity is overseen by a Board of Trustees who themselves are volunteers from the local community, bringing their career and life experiences to Age UK Wiltshire.

Our services are provided by a team of 90 paid employees and around 200 wonderful volunteers, without whom we would be unable to deliver much of what we do. We have been recognised by Age UK nationally as a high-quality organisation.



What we do

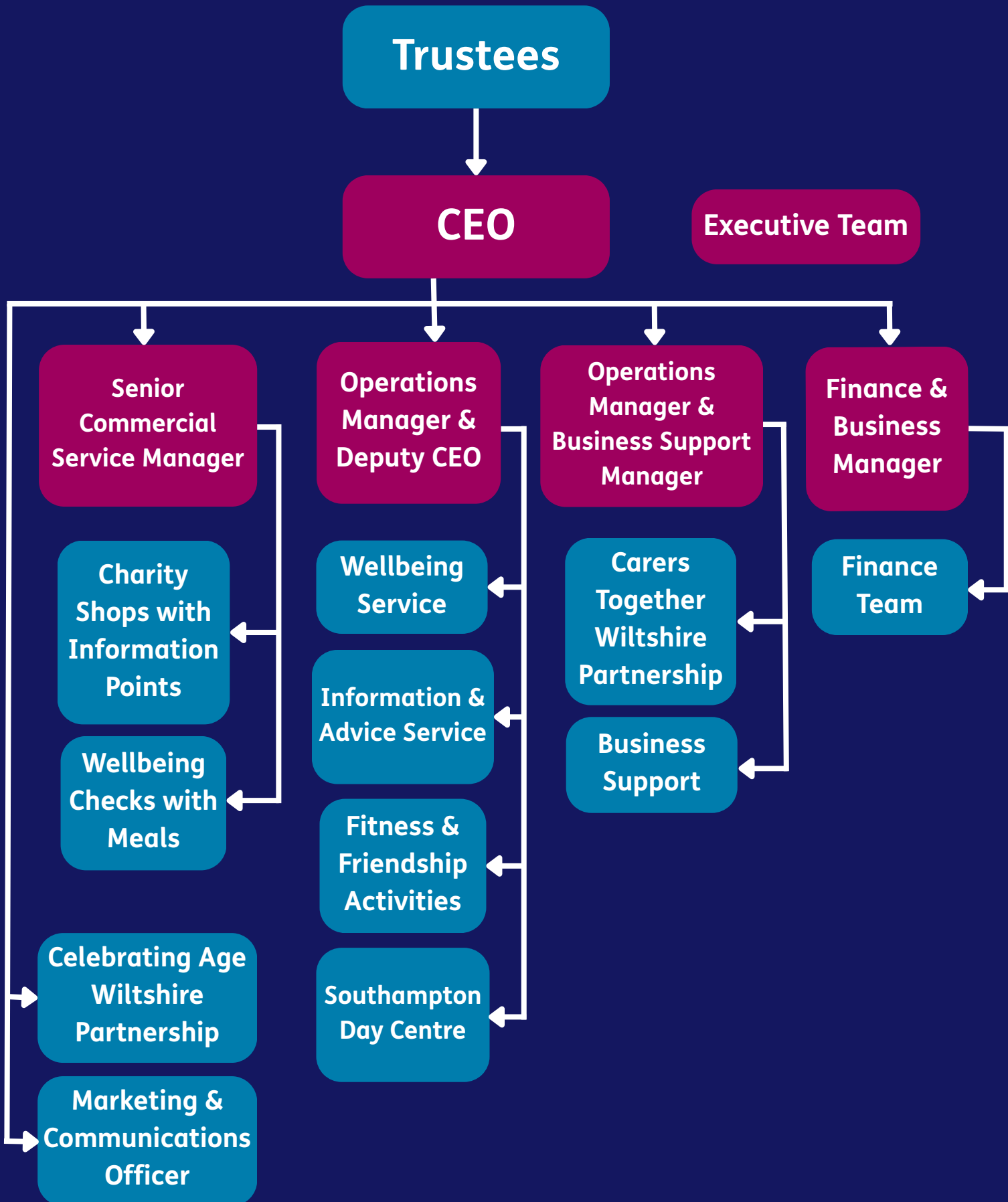
We provide a range of crucial support for older people and speak up about the issues we see people facing, to ensure we live in a society that respects and values older people.

We provide:

- Quality assured information and advice on a range of issues that affect older people, including generating over £2.9m per year of extra income (unclaimed welfare benefits) for our clients.
- A daily wellbeing check with a hot lunch delivered to over 210 people.
- Home visits delivered by a team of Community Connectors, supporting people to engage within their community, doing things that matter to them, reducing isolation and loneliness.
- Fitness and exercise groups enabling people to remain mobile and connected.
- Daytime Discos to encourage movement and connection.
- Support to unpaid Carers, as part of the Carers Together Partnership, carrying out statutory Carers Assessments.
- A warm and welcoming day centre in Southampton, providing meaningful activities tailored to each individual.
- Befriending service, with weekly telephone calls to older people who are spending long periods on their own at home or who may have caring responsibilities that isolate them from the outside world.
- A range of creative activities from art classes to concerts, workshops using storytelling, poetry, song, visual arts and dance.



Executive Leadership and Senior Management Team



Vision and Values



Our Vision

‘A world where every older person feels included and valued’

Our Values

- Person centred - which means we are holistic, caring, we see ‘people’, compassionate, supportive
- Trusted – we are professional, reliable, knowledgeable, diligent, honest, and provide a quality service
- Empowering – we are enabling, create independence, ownership, and are nurturing
- Ambitious – for our staff, our clients and the organisation.

Where do we get our money from?

We have built diverse funding streams to ensure sustainability and to reduce risk. As traditional funding has declined, we have developed our retail arm and have begun charging for some services.

Charity Funded Activities Fundraising & grants	Commissioned Services Full cost recovery	Paid for Services Service fees	Commercial Retail
Information & Advice Wellbeing & Befriending Programme Fitness & Friendship Clubs Activity programmes – Creative Arts Grants and trusts for general funds Community Connector schemes Daytime Discos	Unpaid Carers contract – Wiltshire Council Carers Together Wiltshire Partnership Advice in Southampton	Wellbeing Checks with Meals Fitness & Friendship Clubs Day Centre – Southampton Activities	Charity Shops with Information Points eBay

How to Apply

If you would like to apply to be considered for a Trustee position, please submit a completed application form via email to: recruitment@ageukwiltshire.org.uk or post to: Business Support, Age UK Wiltshire, Unit 10 Prince Maurice Court, Hambleton Avenue, Devizes, SN10 2RT.

Please ensure you have also completed the separate Diversity and Equality Monitoring form. The information on the form will be treated as confidential and used for reporting purposes only. The form will be kept separate and will not form part of the application process.

For general information on Age UK Wiltshire or if you have specific questions about the role of a trustee, please contact: Chair of Trustees, Richard Purchase at richard.purchase@ageukwiltshire.org.uk

You can find the Application Form and the Diversity and Equality Monitoring Form on the [Trustee Recruitment](#) page of our website.

www.ageuk.org.uk/wiltshire/about-us/work_for_us/trustee-recruitment

Please also read our [Trustee Code of Conduct](#)

