

## Recruitment Information Pack

Your guide to becoming a Trustee at Age UK Wyvern



Thank you for expressing an interest in joining our Board of Trustees.

We are delighted to welcome you to Age UK Wyvern.

In this pack you will find detailed information about our charity, the role of a trustee, and the impact we make supporting older people to live their lives as independently as possible.

We are looking for people who share our values, possess strong leadership qualities, and are eager to contribute to the strategic direction of Age UK Wyvern. We look forward to the possibility of working together to ensure that we continue to provide services and activities that improve the quality of life for older people, their families and carers.



## **ABOUT US**

Age UK Wyvern is an independent local charity and a brand partner of the wider Age UK network, we are proud to deliver a range of needs led services in the community to support older people, across Herefordshire & South Worcestershire - helping to improve and sustain their quality of life.

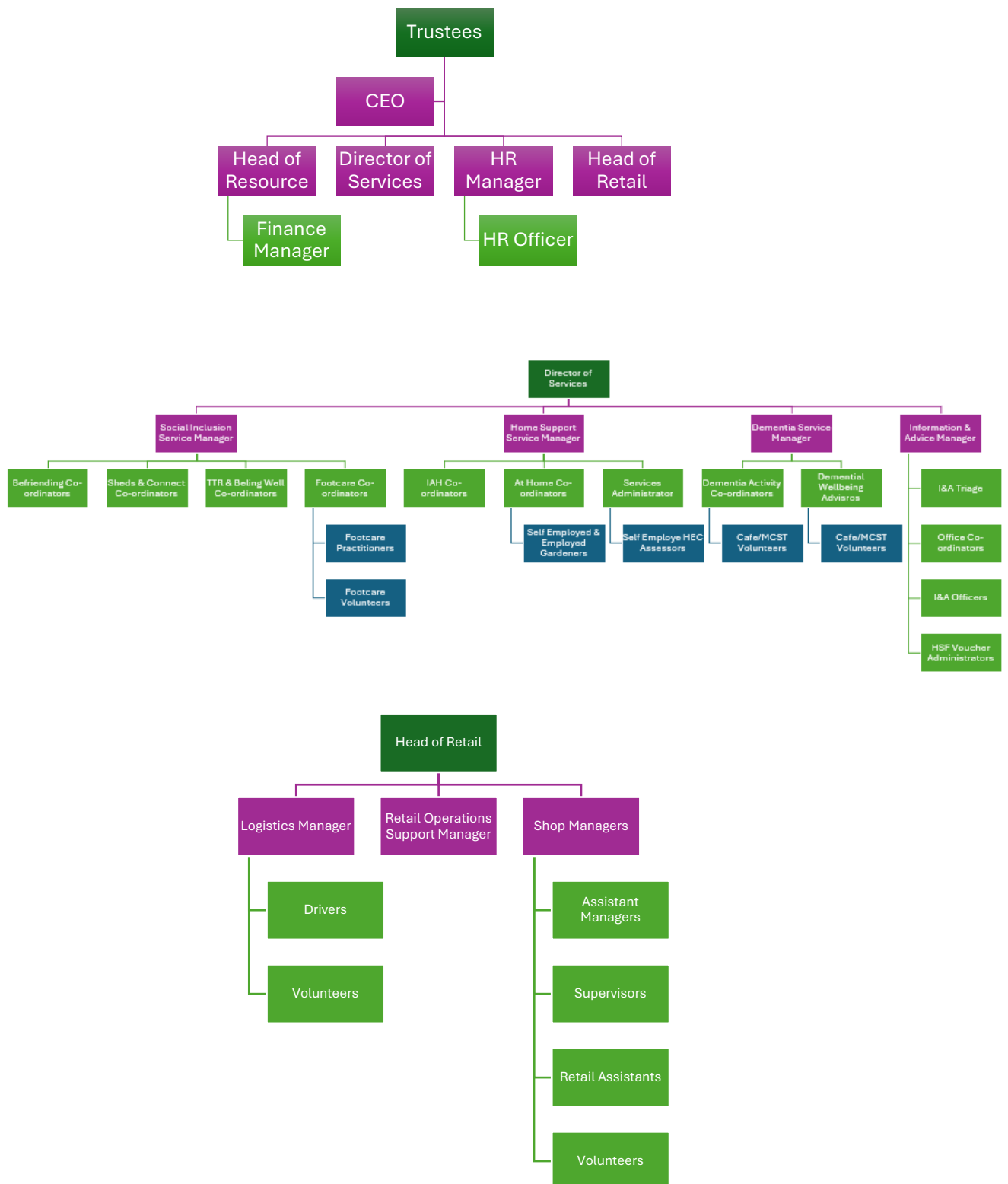
We have been working in the local community to help older people for many years now; assembling a dedicated office & shop staff team and a huge number of dedicated volunteers to help us deliver local services and activities to older people in our area.

We are governed by a Memorandum and Articles of Association and have Directors who are also Trustees.

We are supported by donations from the public, income from our charity shops, and some charitable grants; with around 60% of our funding coming directly from our charity shops.

## **OUR MISSION**

Our mission is to make a positive difference to the lives of older people by providing services that help maintain self-respect, dignity and independence, provide support as needed and serve to enhance the quality of everyday life.



## **WHAT WE ARE LOOKING FOR**

Our Board comprises 7 Trustees including our Co-Chairs.

We are looking for committed individuals to expand and consolidate the range of skills on our Trustee Board. We require enthusiastic and motivated people, who are sympathetic to the aims and objectives of our charity to fulfil these voluntary duties.

We are particularly interested in people with skills and expertise to offer around:

- Strategic understanding of NHS and/or Social Care as it applies to older people
- Financial experience/and/or knowledge of charity accounting and the ability to apply this strategically
- Income generation with enterprise/commercial expertise
- Retail experience and the ability to apply this strategically

## **PERSON SPECIFICATION**

- A commitment to improving life for older people
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- An ability to work effectively as a member of a team
- A willingness to devote the necessary time and effort outside of the Board Meetings.

## **TRUSTEE COMMITMENTS**

Whilst an interest in supporting older people is essential; Previous Board experience is not essential, and we offer a full induction and onboarding process. What is essential is a passion for our work and a desire to change the way we age.

Age UK Wyvern is committed to enabling everyone, including Trustees, to participate and engage fully in the role they hold. As such, we make accommodations where possible to fit around work and other commitments.

Time investment: up to 1 day per month.

Trustees are expected to attend quarterly Board meetings that last 2-3 hours.

Additional Board meetings are held as needed to support the work of the organisation (We use Zoom/Teams where possible).

In addition, trustees participate in periodic Away days to help the Senior Management Team strategic planning. Further meetings with staff teams reflect the specific skills and roles held by individual trustees.

Location of meetings:

Board meetings are held face to face at one of our office bases (Most commonly in Worcester or Malvern).

Other travel:

We cover a large geographical area and, from time to time, may have meetings with staff across a range of venues in Herefordshire and Worcestershire.

Remuneration:

Although a voluntary role reasonable expense incurred as part of the role will be paid.

## **HOW TO APPLY:**

**To apply for this position please complete the application form included in this pack and return it to [hr@ageukwyvern.org](mailto:hr@ageukwyvern.org) along with a short CV (no more than 3 sides of biographical information).**

**Further information can be found on our website:**

**<https://www.ageuk.org.uk/wyvern/>**

**If further discussion is required in advance of application, please contact one of our co-Chairs of Trustees:**

- Hazel Sherwood ([hazel.sherwood@ageukwyvern.org](mailto:hazel.sherwood@ageukwyvern.org))
- Collette Clifford ([collette.clifford@ageukwyvern.org](mailto:collette.clifford@ageukwyvern.org))

## **Trustee Application Form**

### **1. Personal details**

**Name:**

**Address:**

**Contact Number:**

**Email Address:**

### **2. Personal Statement**

**Please use the space below to write a short statement supporting your application. Please include details of any skills or qualities you could bring to the role, and details of your professional or personal background would be useful. You may attach a separate sheet if you prefer to type this section.**

**Personal statement cont.**

### **3. References**

**Please supply the names, telephone number and email addresses of two referees, whom we may contact as part of the appointment process.**

#### **Reference 1**

**Name:**

**Address:**

**Contact Number:**

**Email Address:**

#### **Reference 2**

**Name:**

**Address:**

**Contact Number:**

**Email Address:**



#### 4. GDPR

We will only use your information for the purposes of recruitment selection, it will be held securely and not shared. For full details on the GDPR policy of Age UK Wyvern, please contact HR at [hr@ageukwyvern.org](mailto:hr@ageukwyvern.org).

#### 5. DECLARATION

I understand that this form and any attached documents will be passed to the Board of Trustees for their consideration. ☐

I understand that I am required to declare any unspent criminal convictions. ☐

I confirm that I am not disqualified from acting as a Trustee. ☐

I agree that the Board of Trustees may take up references with the referees provided. ☐

I Confirm that I am not subject to any conflicts of interest, and I am willing to complete any declarations required to be appointed as a trustee. ☐

I confirm that I agree to undertake activities required to fulfil the role of trustees (Induction program; safeguarding, GDPR etc.). ☐

**Full Name:**

**Signed:**

**Date:**