



# Step One

*We support people to manage their mental health, achieve employment goals and live more independently*

## TRUSTEE RECRUITMENT PACK

September 2018

## About Step One

[www.steponecharity.co.uk](http://www.steponecharity.co.uk)

Registered Charity Numbers 235434 & 1007781

Beaufort House, 51 New North Road, Exeter, Devon, EX4 4EP

Step One was previously known as St Loye's Foundation and its subsidiary Community Care Trust (CCT).

The two charities merged in 2015 because of increasing recognition of the links between support for people with disabilities and mental health conditions. We provide support to people across the South West and our head office is based in Exeter.

Step One supports people to manage their mental health, achieve employment goals and live more independently. We encourage people to take a first step to being in control of their future and fulfilling their potential.

Our services include mental health crisis care and recovery, and one-to-one mentoring in employment and independent living skills. We work with a diverse range of people who may have a mental health issue and/or a hidden disability such as an autism spectrum condition.

Our staff work in the community and at our dedicated facilities including a newly refurbished hospital and supported living residences. Part of our approach is considering a person's wider wellbeing which could be affecting their mental health, their ability to work or be a part of their community. We have over many years' experience in providing specialist support and want to do this in the most effective way so we research and trial new approaches.

We have an annual income of about £3m and our diverse services are commissioned by the Department for Work and Pensions, South Devon and Torbay Clinical Commissioning Group, Devon Partnership NHS Trust, and local authorities.

We are now looking to appoint an additional Trustee to join our high performing Board and newly formed Quality Assurance and Improvement Committee. Ideally you will be able to bring the experience and knowledge of the processes, practice and regulation that are necessary for the delivery of high quality health care ideally with a specific focus on mental health. As an organisation, we constantly review our performance and impact, looking to continuously improve. We need a Trustee who understands the importance of this and can support us to deliver those improvements and measure our performance.

# Role Description

## Overall purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document and regulatory guidelines.

## Main responsibilities

- To ensure the charity functions within the legal and regulatory framework of the sector and in line with the organisation's governing document, charity law, company law and any other relevant legislation or regulations, striving for best practice in governance.
- To take equal legal responsibility for the Board's actions and decisions and have equal status as trustees.
- To undertake such duties in a way that adds to public confidence and trust in the charity and to avoid any personal conflict of interest.
- To take appropriate professional advice in all matters where there may be material risk to the charity, or where trustees may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To set overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure that they remain independent and do not come under the control of any organisation or individual.

## Main duties

- Ensure the charity complies with legislative and regulatory requirements and acts within the confines of the governing document.
- Promoting and developing the charity in order for it to grow, improve and maintain its relevance to society, and to safeguard the good name and value of the organisation.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objectives, and investment activities meet accepted standards and policies.
- To ensure the financial stability of the organisation and the proper investment of the organisation's funds.
- To ensure the organisation uses its resources exclusively in pursuance of its objectives.
- Interviewing, appointing and monitoring the work and activities of the Chief Executive and Executive Team.

- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- To maintain confidentiality about all sensitive/ confidential information received.
- Ensure Step One Charity values diversity in the workforce and demonstrates equality of opportunity in its treatment of staff and service users in all aspects of its business.
- Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that the organisation is well run and efficient.
- Scrutinising board papers and proposals and reading all papers in advance of meetings.
- Promoting and developing the charity in order for it to grow and maintain its relevance.

## Person Specification

### Essential skills, experience, knowledge and attributes:

- a commitment to the organisation
- a willingness to devote the necessary time and effort
- strategic vision
- good independent judgement
- an ability to think creatively
- a willingness to speak your mind
- an understanding and acceptance of the legal duties, responsibility and liability of Trusteeship
- an ability to work effectively as a member of a team
- selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

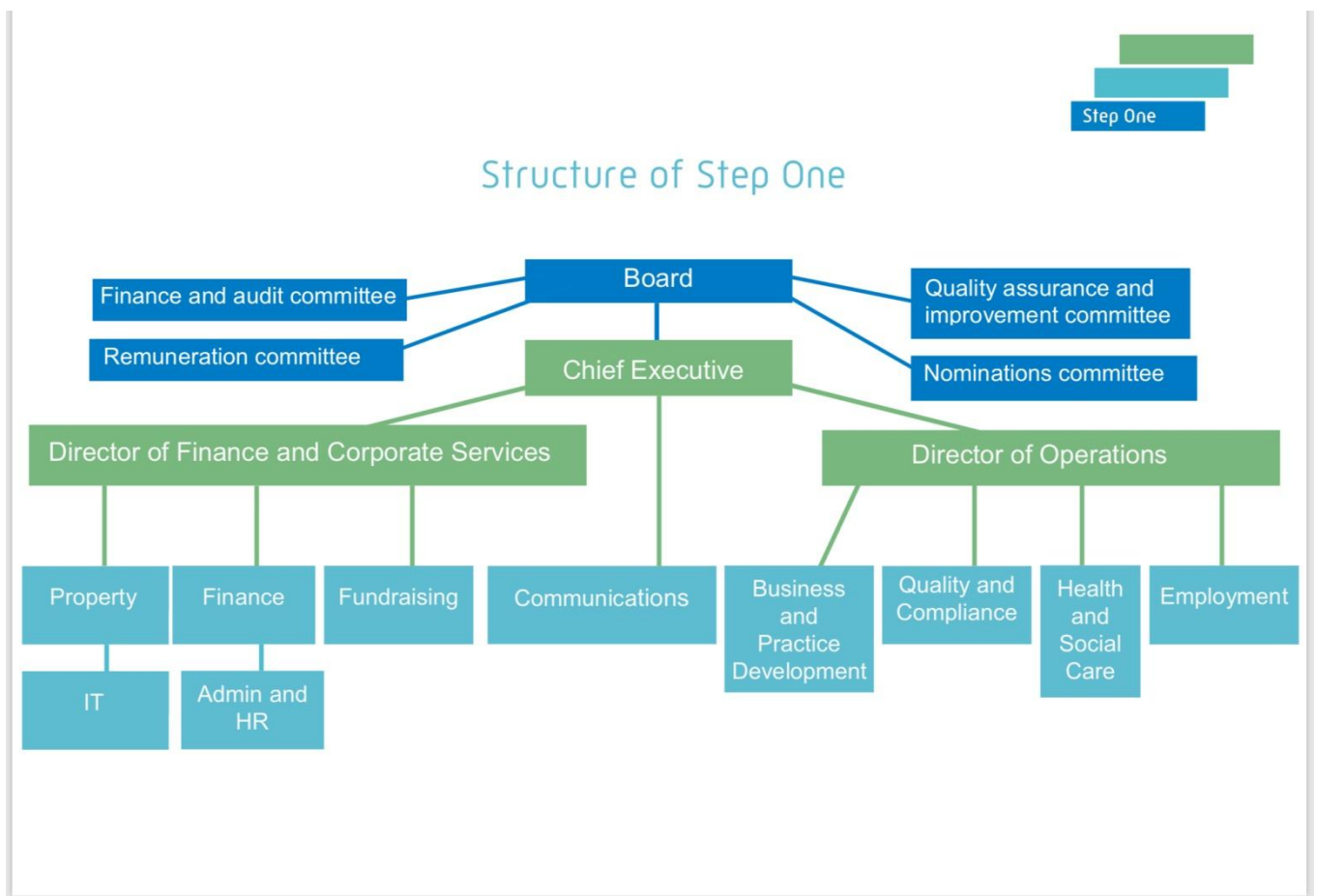
### Desirable skills, experience, knowledge and attributes:

- experience of working with charities, public sector or in training/ education, health, social inclusion or disability sectors
- prior experience of committee/ trustee work
- commercial/ business acumen
- a willingness to get involved with additional work or projects outside of statutory duties.

## DBS & References

Trustee candidates will need to sign a *Trustee Declaration* form upon application declaring that they are legally eligible for the Trusteeship. Successful candidates will need to provide two written references and a satisfactory Disclosure and Barring Service disclosure, the cost of this to be met by the charity.

## Organisational Structure



## Additional Information

- Board Meetings - Meetings are held quarterly between 3pm and 5pm at Beaufort House
- Sub –Committees – each Trustee is asked to join a Sub-Committee and these also meet quarterly
- Expenses - out of pocket expenses are reimbursed to Trustees on submission of an expenses form

- Trustees are covered by indemnity insurance
- Other Trustees:
  1. Sue Sutherland (Chair
  2. Imran Beider
  3. Edmund Probert
  4. Mark Taylor
  5. Robert Williams
  6. Robert Gofton
  7. Mandy Reynolds
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  8. Diane Bassett
  9. Ashley Pocock

## 2018/2019 Board Meeting Dates

Board : 24<sup>th</sup> September 2018 (plus AGM for both Step One and CCT)  
 11<sup>th</sup> December 2019  
 26<sup>th</sup> March 2019

FAC : 25<sup>th</sup> October  
 (Finance & Audit Committee) 17<sup>th</sup> January 2019  
 14<sup>th</sup> March 2019

Quality Committee: 12<sup>th</sup> November 2018  
 21<sup>st</sup> January 2019  
 22<sup>nd</sup> April 2019

- FAC meetings are held 5-6.30pm at Beaufort House
- All Board and Quality Committee meetings held 3-5pm at Beaufort House
- Please note that we have two AGMs on the 24th Sept. 2.30pm CCT AGM and at 5.00pm we will hold Step One AGM

## Recruitment Process

- Candidates are invited to make informal contact with both the Chair and CEO prior to formal application - 01392 255428 or [eilis.rainsford@steponecharity.co.uk](mailto:eilis.rainsford@steponecharity.co.uk)
- Application by CV and Supporting Statement to Jackie Dawkins, Shine Charity Recruitment 01884/841751 ([jackie@shinecharityrecruitment.co.uk](mailto:jackie@shinecharityrecruitment.co.uk))
- First interview with Jackie Dawkins
- The Nomination Committee will shortlist applicants and arrange a panel to interview candidates with a view to making a recommendation for appointment to the Board.
- Meet the Board - attend a meeting as an observer.
- References - two references will be taken prior to appointment