

# Camphill Devon

Supporting adults with learning disabilities

[www.camphilldevon.org.uk](http://www.camphilldevon.org.uk)

Registered Charity Number 278173



## Trustee Recruitment Pack

2018

## About Camphill Devon



Camphill Devon provides accommodation and support to adults with a learning disability. We offer registered residential accommodation at Hapstead Village in a beautiful setting on the edge of the Dartmoor National Park. Supported living is also provided in the Teignbridge and South Hams area of Devon.

At Hapstead people live in six houses, which provide a stimulating home environment. Through our person centred approaches everyone is encouraged to live an active and fulfilling life. Our aim is to support people to achieve the lifestyle they want to have, benefiting from a sense of community where people can support and be supported by others. In 2017 we completed a fundraising and building project to add a disability-accessible extension to one of the properties.

As well as supporting people at Hapstead, Camphill Devon also supports people who have their own tenancies in the local area.

Camphill Devon is a registered charity and is independent from any other organisation with our own governing body. We are a member of the Association of Camphill Communities and are part of the worldwide Camphill movement.

In common with other Camphill Communities we support people in all aspects of their life including the spiritual and emotional as well as the physical health of each individual; and in providing a community life where individual needs are mutually respected.

## A Fulfilling Life

Through person centred planning people are helped to have as much choice and control in their life as possible. We support people in a wide range of activities in the local area and also at Hapstead.

Personalised support and regular reviews ensure that everyone is given the chance to develop activities that are important to them. Many people tell us that they want to participate in some kind of work. Some people work in local social enterprises and make a valuable contribution.

Camphill Devon has over 90 acres of land and the garden provide fresh, naturally produced food for the houses. Some people work on the land as well as on the upkeep of the estate and woodlands.

We offer a range of day service activities for people who live at Hapstead and others who come on a daily basis. Activities include Pottery, Weavery, Copperwork and Woodwork.

More information can be found on our website [www.camphilldevon.org.uk](http://www.camphilldevon.org.uk)

## Governance

The company was incorporated on 5 July 1979. The company is registered as limited by guarantee, having no share capital and nine members. In the event of the company being wound up the liability of each member is limited to £1.

Trustees meet four times a year and the Finance and Development Committee meet every 6 - 8 weeks. A programme of trustee monthly visits is also in place in order to comply with CQC best practice.

### Current trustees are:

John Hitchins (Chair)

Polly Elliott

Diana White

David Kemp-Gee

Fiona McPhail

Steve Monk

Jo Woodcock

### Dates for 2019 Board Meetings:

25 January 2019

5 April 2019

7 June 2019

20 September 2019

## The Future

The challenges that Camphill Devon faces in the future are common to all providers of social care and support - the threat of potential cuts or, at best, no increase in government funding against a landscape of increasing costs - especially wages. To date, Camphill Devon has worked hard to manage this successfully and this has included the development of a highly effective volunteer scheme. However, ensuring continuity of a volunteer workforce - many who come from overseas - against possible restrictions brought in by Brexit, may also prove to be challenging.

A strategy is currently being discussed by the Board to address this and agree a vision for the future.

## Role Description and Person Specification

Charity Trustees are the people who serve on the governing body of a charity. They are equally responsible in law for the Board's actions and decisions and have equal status as Trustees. Charity Trustees have and must accept ultimate responsibility for the charity's affairs. They use their personal skills and experience to ensure that the charity is solvent, well run, efficient and delivering its charitable outcomes.

The Trustee role can be very rewarding and enjoyable offering an opportunity to serve the community whilst learning new skills. The Trustees role is to focus on the strategic direction of the charity and to ensure effectiveness and accountability. Day-to-day operational decisions are delegated to the Chief Executive and Senior Management Team.

### Key Responsibilities

To actively contribute to the Board of Trustees, which:

- Sets and maintains the vision, mission and values
- Develops the strategic direction and longer-term strategies
- Establishes and monitors policy
- Ensures compliance with the Governing Document
- Ensures accountability, in that the charity applies its resources exclusively in furtherance of its objectives
- Ensures compliance with the law
- Maintains a proper fiscal oversight
- Maintain effective Board performance
- Promotes the charity
- Appoints, supports and monitors performance of the Chief Executive and Senior Management Team

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

### Person Specification

- Integrity
- A commitment to the charity
- 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
- Good independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An ability to work effectively as a member of a team

The Board of Trustees needs overall skills and experience in the following areas:

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit making organisations
- Financial acumen
- The type of work being done - Social Care
- Legal matters
- Business and enterprise

## ADDITIONAL INFORMATION

### DBS & References

Trustees will need to provide two written references and complete a satisfactory Disclosure and Barring Services check at enhanced level; costs for this will be met by the charity

### Out of pocket expenses

Volunteers will be reimbursed for reasonable and receipted out of pocket expenses. (Mileage, parking, public transport etc). The Charity is committed to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in its work. As with all positions, this role outline will be kept under review and may develop to meet the changing needs of the service.

## Recruitment Process

Applications to be made to our recruitment partner: -

Jackie Dawkins, Shine Charity Recruitment ([jackie@shinecharityrecruitment.co.uk](mailto:jackie@shinecharityrecruitment.co.uk)) 01884/841751

- Initial discussion with Jackie Dawkins
- Meeting with the Chief Executive, John Green, and a local Trustee at Camphill Devon
- Invitation to attend first board meeting as an observer
- References and DBS checks
- Final Interview - This will take place before a Board Meeting and will be attended by The Chairman, up to two other trustees and the Chief Executive. Its purpose is for the Trust to finally confirm (or reject) the application and for the candidate to bring up any concerns and confirm they still want to be a trustee. If applicable the new trustee will be welcomed as a full Trustee at the Board Meeting.

## Probation/Induction

The following activities will take place early in the period and a review will take place after 3 months:

- Accompany a local trustee on a Monthly Inspection.
- Attend at least one Board Meeting and one Finance and Development Committee
- Be encouraged to become involved between Board Meetings in activities that particularly interest them.
- Introduction to plans and policies.