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**Trustee Recruitment Pack**

**About Inspire North**

Inspire North was founded in 2018 as the parent company of Community Links and Foundation, Bridging the Gap and Foundation Living. Joining forces will enable us to be leaders in the fields of health, wellbeing and Housing

Community Links is an award-winning client and recovery focused mental health charity supporting over 1,200 people across Yorkshire. We support people with a wide range of mental health problems including anxiety, depression, psychosis and personality disorder.

Foundation work in partnership across the North of England to deliver a broad range of innovative and professional services for those who are homeless or at risk of homelessness; whether through complex needs, offender history, family breakdown, domestic abuse, addiction or mental health issues.

**What are the Benefits of Becoming an Inspire North Trustee?**

1. Put your skills and experience to use and make a lasting difference to a cause you care about
2. Work with new and interesting people from diverse backgrounds
3. The experience will enhance your CV and may open doors to new career paths

**Role Description**

The Board of Trustees is responsible for the overall governance and strategic direction of Inspire North, developing the group’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

This position is voluntary and unpaid, though reasonable out-of-pocket expenses will be reimbursed.

With generally 4 board meetings and 1 away day per year as well as 3 sub-groups you should expect to commit at approximately 3 half days per quarter but may be asked to take on extra responsibilities from time to time.

**Key Responsibilities and Duties**

1. Ensure Inspire North complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. Ensure that the group pursues its objects as defined in its governing document
3. Ensure the group uses its resources exclusively in pursuance of its objects
4. Contribute actively to the board of trustees’ role in giving strategic direction to the group, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
5. Safeguard the good name and values of the group
6. Ensure the financial stability of the group
7. Protect and manage the property of Inspire North to ensure the proper investment of the group’s funds
8. Understand the importance of risk management within Inspire North
9. Ensure Inspire North’s long-term future
10. To represent Inspire Norths’ best interests not your employer’s organisation.
11. To respect confidentiality especially when information/decisions could be commercially sensitive, or of a personal nature
12. Take on additional duties where required

**Person Specification**

Candidates will be able to demonstrate:

1. A strong personal commitment to the mission, values and ambition of Inspire North
2. Capacity to contribute actively to the strategic direction of Inspire North
3. The ability to think strategically, analyse complex information and scrutinise board papers
4. Confident and effective communication and influencing skills
5. A proven track record of effective, independent, decision making
6. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
7. Proven ability to work effectively as part of a team that makes collective strategic decisions and to accept collective corporate responsibility for decision making
8. Personal credibility, with an ability to act as a group champion with a variety of stakeholders.
9. Confirmation of a willingness to give at least the minimum time commitment required for the role.

Specific skills required: -

Currently we are looking for 2 candidates who have a social housing, marketing, health or commissioning background.

We also want to strengthen diversity on the board and therefore we would welcome applications from LGBT, black and minority ethnic candidates.

We are keen to hear from individuals who can contribute to shaping our group’s strategic direction, who have strong links to the diverse communities that we serve and who bring a depth of understanding of their different and changing healthcare and housing needs.

**Eligibility**

Some people are disqualified by law from acting as Trustees, including:

1. Anyone who has an unspent conviction for an offence involving deception or dishonesty
2. Anyone who is an undischarged bankrupt
3. Anyone who has been removed from trusteeship of a charity by the Courts or Charity Commission for misconduct or mismanagement
4. Anyone who is disqualified from being a company director under the Company Directors Disqualification Act 1986

Inspire North will not appoint any person as a Trustee who has been responsible for, privy to, contributed to, or facilitated any serious misconduct or mismanagement (whether lawful or not) in the carrying on of a regulated activity.

If a Trustee is a director who is implicated in a breach of a health and safety requirement or another statutory duty or contractual responsibility because of how the entire management team organised and managed its group's activities. Then Inspire North will establish what role the director played in the breach in order that a judgment can be made whether it means they are unfit. If the evidence shows that the breach is attributable to the director's conduct, they will be found as unfit.

Although convictions, bankruptcies or similar matters may be considered 'spent' there is no time limit for considering serious misconduct or responsibility for failure in a previous role.

Having a criminal record will not necessarily prohibit a person from becoming a Trustee, but will necessitate a risk assessment to be carried out to determine suitability. In line with the new directive from the Disclosure and Barring Service, there is not requirement to screen trustees through this process unless they also volunteer in any unsupervised capacity in an Inspire North service.

**Please note** successful candidates will be subject to Disclosure and Barring Service (DBS) check prior to formal appointment as a Trustee.

Rigorous checks will be carried out to ensure that all persons applying to become a Trustee are eligible. These checks will include:

Two references (one from a current employer and one from an individual who has known the applicant for over two years and is not a relative). If the potential trustee is retired, one reference should come from someone who has known them on a professional level.

**Trustee Application Form**

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| **Applicant Name** |  |

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| **Why do you want to join Inspire North Board of Trustees?** |
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| **In no more than 2 sides of A4 please explain experience and expertise would you bring to Inspire North Board of Trustees?**(Please refer to the person specification and explain how you fulfil the criteria) |
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| Do you know of any reason which would prevent you from becoming a company director or a charity trustee, e.g. undischarged bankruptcy, unspent conviction for deception or dishonesty, or previous removal as a charity trustee on these grounds?  | YES / NO |

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| --- |
| Please provide details of 2 professional referees. **Please note** references from friends and family members will not be accepted. |
| **REFEREE #1** | **REFEREE #2** |
| **Name** | **Name** |
|  |  |
| **Position** | **Position** |
|  |  |
| **Relationship to you**  | **Relationship to you**  |
|  |  |
| **Address** | **Address** |
|  |  |
| **Telephone number** | **Telephone number** |
|  |  |
| **Email address** | **Email address** |
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| --- |
| **I declare this information to be true.** |
| **Signed** |  | **Date** |  |

Thank you for taking the time to complete this application form. Please submit a completed form and CV via email to recruitment@commlinks.co.uk.