

PRIVATE & CONFIDENTIAL

Candidate Brief



I Director/Trustee
(voluntary position)

T0104

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Welcome from Kevin Nagle, Chair

Dear Candidate

We are pleased that you have expressed interest in a role as a Director/Trustee at the Lisieux Trust. We hope that you will find the information in this Candidate Brief useful and, more generally, the content of our website <http://www.lisieuxtrust.org.uk/>

The ethos of Lisieux Trust is to recognise and value individual rights above anything else; encouraging people to achieve their full potential and take a valued role in society. It was founded in 1984, and in 2013, all of the assets, liabilities and activities of the Trust, an unincorporated charity, were transferred to Lisieux Trust Limited. It is financially very sound with a strong asset base.

In 2018 we appointed a new Chief Executive and have just agreed a new strategy until 2022 with a focus on growth and investment. We have identified our strengths and following this have identified our areas for development and what we are looking for help with. Our Board of Directors provides strategic direction to the charity as well as overseeing its governance arrangements.

We are now looking for a new Director to join our Board of Directors to help us realise this strategy, shape the activities of the charity as well as monitor the charity's governance processes. Specifically, for this Directors' role we are looking for someone with professional financial experience to support us now that one of our long-standing directors is standing down

If you are looking for an opportunity to contribute, share the values of Lisieux Trust, and have strategic vision we would very much like to hear from you. Sarah Thewlis of Thewlis Graham Associates, our search and selection partners, will be happy to discuss this opportunity with you and answer any questions you may have.

Yours sincerely

Kevin Nagle
Chair

2) About Lisieux Trust

Lisieux Trust, established in 1984, is managed by an elected Board of Directors. The aims and objectives of Lisieux Trust are to provide high quality support, information and accommodation to people with disabilities in and around the West Midlands. Services offered by Lisieux Trust include the provision of 24-hour residential accommodation, supported living establishments with full tenancy rights, information and support to people with disabilities, carers and their families, and significant others. Support can range from promotion of daily life skills, independent travel, access to work, further education, training, leisure activities, information and support regarding personal benefits, advocacy and access to other support services. The ethos of Lisieux Trust is to recognise and value individual rights above anything else; encouraging people to achieve their full potential and take a valued role in society.

Strategic Goals 2019-2022

Following the appointment of our new CEO we have taken stock of our strengths and areas for development over the next three years. Our strengths include our financial position, and a CQC ratings of Good. Looking to the future we want to focus on growth. To do this we have identified that our areas for development are technology, system improvement, the website and communications.

Looking at the Board, we have agreed that we need support from new Board members to help us deliver our strategy. We are now looking for two new Directors to join our Board of Directors to help us realise this strategy, shape the activities of the charity as well as monitor the charity's governance processes. For the first Director we are looking for someone with professional financial experience. For the second Director we are looking for someone with expertise and experience of care and support services that have been registered with the CQC, and commissioning experience.

We have set our strategic goals for the next 3 years and these are set out below:

Over the next three years we will:

- 1. Offer at least two new homes in new areas to young adults with learning disabilities or autism in geographical areas we don't currently operate in**
- 2. Create new opportunities for people with disabilities in Birmingham to be listened to, to learn new skills and to make friends**
- 3. Adapt or change our accommodation to ensure the people we support can stay with us for as long as they want to.**

To help us achieve these goals, we will:

- 4. Continuously improve the way we recruit, recognise and reward caring and talented employees**
- 5. Enhance all areas of the organisation through the use of technology**
- 6. Carry out a full governance review and recruit directors with the requisite skills and experience to enable us to achieve our strategic goals**

7. Increase our visibility by creating a new brand and external profile.

Ensuring that we:

- **Protect and promote our culture and ethos; putting the people we support at the heart of everything we do and how we do it**
- **Know our limits; ensuring that our decision making is well balanced, commercial and ethical**
- **Be open to spending money wisely; investing in the future of the organisation**
- **Involve our residents, tenants and clients in important processes and decisions**
- **Challenge each other when we think things could be done better.**

Please see Appendix I for our Organisation Chart.

3) The role of Director/Trustee

Job Description and Person Specification:



Supporting Disabled People in the Community

JOB DESCRIPTION AND PERSON SPECIFICATION	
Title:	Director
Vetting level:	Enhanced DBS
Reporting to:	Chair of the Board of Directors
Specific role purpose:	<p>As a Director, you will focus on:</p> <ul style="list-style-type: none">• Setting and monitoring the strategic direction of the organisation• Monitoring its financial performance• Assuring it meets all regulatory and legislative requirements to a high standard. <p>The role of a Director is voluntary; however, expenses incurred can be claimed.</p>

<p>Specific role responsibilities and requirements:</p>	<p>Organisational purpose</p> <ul style="list-style-type: none"> • Determine the purpose of the organisation • Set a strategic plan to ensure the delivery of this purpose • Monitor the delivery of the strategic plan • Continuously review the purpose of the organisation in the context of the changing social and economic environment. <p>Leadership</p> <ul style="list-style-type: none"> • Appoint, manage and support the Chief Executive • Ensure via effective delegation to the Chief Executive that appropriate processes and structures are in place • Set an example to the employees of the organisation through a professional approach to the role and by demonstrating values consistent with the organisation's ethos <p>Integrity</p> <ul style="list-style-type: none"> • Sustain the organisation's reputation by maintaining a professional and ethical organisational culture • Identify and disclose conflicts of interest and work with other directors and senior employees to mitigate any risks associated with these conflicts. <p>Decision making, risk and control</p> <ul style="list-style-type: none"> • Monitor performance against strategic objectives • Continuously review the financial performance of the organisation including setting and reviewing budgets and reviewing the annual audited accounts • Monitor the financial and non-financial risks to the organisation and resulting risk-management plans • Where responsibilities are delegated to the Chief Executive and senior employees, monitor these responsibilities via effective line management • Appoint the organisation's auditors • Oversee the organisation's compliance with the Care Quality Commission requirements • Oversee the organisation's compliance with HMO requirements (Houses in Multiple Occupation).
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	<p>Board effectiveness</p> <ul style="list-style-type: none"> • Work effectively with the other directors to lead the organisation as a team • Support the appointment of new directors where required • Continuously review the mix of skills, knowledge and experience of directors to ensure the organisation can be governed effectively • Undertake training as required in line with the requirements of the position. <p>Diversity</p> <ul style="list-style-type: none"> • Encourage inclusivity and participation amongst Directors • Monitor the organisation’s diversity ensuring it takes an open and inclusive approach to all activities. <p>Openness and accountability</p> <ul style="list-style-type: none"> • Through effective delegation, proactively communicate with relevant stakeholders about the purpose, plans and activities of the organisation • When things go wrong or there has been a near-miss, adopt a transparent approach to communicating with any affected parties.
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE

Knowledge & Experience

This section details the requirement of experiences and knowledge

- Demonstrable commitment to the work of Lisieux Trust
- Proven ability to work effectively as part of a team while contributing an independent perspective
- An ability to make collective strategic decisions for the good of Lisieux Trust
- Willingness to attend Board Meetings and give the minimum time commitment required (5-8 hours every three months)
- Knowledge and experience of the range of equality and diversity issues, including ethnic origin, gender, sexual orientation, disability, religion, belief or age
- An ability to think creatively
- Openness, honesty and leadership
- Professional integrity
- Sound judgement and effective decision making
- An understanding and acceptance of the legal duties, responsibilities and liabilities of directorship.

4) Expenses

The role of a Director is voluntary; however, expenses incurred can be claimed. The Board meets 4 times a year and Directors are expected to get involved in other aspects of the Charity.

Trustee indemnity insurance is provided.

5) Timeline, Application process and how to apply

Timeline

Dates	Activity
23 March 5pm	Closing Date
W/C 30 March	Thewlis Graham consultant interviewing of interested candidates
TBC	Service Visits
TBC	Lisieux Trust Interviews

Application process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Job Description and Person Specification and the people who best meet these will be interviewed by Thewlis Graham Associates.

Longlisted candidates will be advised by email early April. After a consultation between Lisieux Trust and Thewlis Graham Associates, a Shortlist will be drawn up and shortlisted candidates invited for a visit with Lisieux Trust in April

How to apply

To apply for this role, please email the following documents (in word format) to applications@thewlisgraham.com, quoting reference **T0104**.

- A personal statement which fully addresses the criteria listed in the Job Description and your motivation for applying
- Your availability for the time commitment required
- The name, job title, organisation, email address and mobile phone number of two professional referees. (Please note referees will not be approached without your prior permission.)

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.

6) Diversity Monitoring

Diversity Monitoring is independent of the recruitment process but please do complete your completed diversity monitoring form as Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

We kindly ask you to click on this [link here](#) to start the short survey, if you have any problems doing this please email: tct@thewlisgraham.com

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Appendix I – Organisation Chart

