

Trustee Recruitment Pack

Registered Charity no. 1044373



2022

Trustee Recruitment Pack

Our Vision:

Disabled people are empowered to achieve their aspirations

Our Mission:

We provide a range of options and practical solutions to enable disabled people to achieve their ambitions through:

- Information, advice and guidance
- Personal assistance
- Training
- Campaigning
- Holiday accommodation



Our Values

- We will be pro-active and creative in how we develop our services, raise awareness and campaign for our vision to become a reality
- We will create an environment that inspires and encourages people to be themselves
- We will be diligent at all times, we will respond positively, professionally and appropriately to all situations
- We will be approachable to all customers, staff, volunteers and other stakeholders
- We will take an active role in supporting equality and diversity, wellbeing and environmental issues

Trustee Recruitment Pack

Registered Charity no. 1044373

Welcome to Disability Action Yorkshire

Thank you for your interest in becoming a trustee at Disability Action Yorkshire.

We have been providing services, solutions and support for disabled people for 85 years, within this pack you will find information about our current services which we hope you find interesting.

It is an exciting and pivotal time for the charity as we move towards a new model of provision which is very much driven by the people we work with. For the first time since our inception 85 years ago we are moving away from the delivery of residential care towards supported housing and community support.

Although the past two years have been a difficult period for charities, with Disability Action Yorkshire being no exception, we have continued to plan for our future to ensure that we remain relevant to the needs and wishes of disabled people. Our team of trustees and staff are motivated and passionate, with a strong determination to positively impact on the lives of disabled people.

We are looking confidently to the future with a key element of our future success being an engaged and committed Board.

We particularly welcome applications from people with relevant lived experience as well as those that reflect the diverse communities we serve.

Neil Revelly

Chair of the Board of Trustees



About Us

Disability Action Yorkshire is a long established charity based in Harrogate, North Yorkshire. With a strong history of working with disabled people that stretches over eighty years, we want to ensure that over the next eighty years, unless there is no longer a requirement for organisations such as ours, we keep the needs, wishes and aspirations of disabled people at the very core of all that we do.

Our aim is to be a recognised voice in ensuring that disabled people have equal access to services, homes, work and fulfilled lives. We have good relationships and networks within the local area and use those to raise awareness of issues that affect local disabled people. We fully intend to strengthen that voice so that it is heard much further than just our local area.



Registered Charity no. 1044373

Our current services are:

Residential Care

We currently run a 22 person residential care home for younger physically disabled adults. We are in the process of changing to a supported housing model, a journey that has taken us a little longer than we would have ideally liked!

Training

We provide training in employability skills for young disabled people through a number of pathways. Again this is a part of the organisation that is going through some transformation with an identified need for more support for disabled people who are in employment.

Access Advice and Awareness Training

We work with businesses who are looking to improve accessibility to their premises and services, over the past year we have worked with large organisations such as major utility providers to smaller organisations including a cemetery!

Holiday Accommodation

We have one self catering, fully accessible, holiday lodge in Louth Lincolnshire. This was driven by disabled people asking us where they could find such accommodation, when we realised there was very little available we decided to do something about it!



Information, Advice and Guidance

We receive a large number of calls and queries on all aspects of living with being disabled. Although we have no dedicated staff member working on this we have in house expertise in a number of areas as well as a good knowledge of where to signpost if we don't know the answer.

Trustee Recruitment Pack

Registered Charity no. 1044373

The Trustee Board

The Board of Trustees, who are also Directors of the organisation are supported by a staff team led by the Chief Executive.

Trustees, based on their breadth of knowledge and experience, are responsible for setting the long term vision, strategy and charitable outcomes of the organisation as well as ensuring financial viability and overseeing activities to ensure that we are meeting our charitable objectives.

The Board delegates responsibility for the day to day management of Disability Action Yorkshire to the Chief Executive, who is also responsible for making and implementing operational decisions.



Trustee Role Description

Statutory Duties

- To ensure that Disability Action Yorkshire complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that Disability Action Yorkshire pursues its objects as defined in its governing document.
- To ensure that Disability Action Yorkshire uses its resources exclusively in pursuance of its objects.
- To contribute actively to the board of trustees role in giving firm strategic direction to Disability Action Yorkshire, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of Disability Action Yorkshire
- To ensure the financial stability of Disability Action Yorkshire
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the Chief Executive and monitor his/her performance
- To sit on appraisal, recruitment and disciplinary panels as required.

Registered Charity no. 1044373

Trustee Role Description

Other Duties

- Reflect the organisation's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.
- Follow the Code of Conduct at all times, particularly when exercising the functions of the trustees, or any of its committees, sub-committees, groups.
- Attend meetings of the trustees. If a trustee is absent without the permission of the other trustees from all meetings held within a period of six consecutive months they may be asked to resign.
- Be an active member of the trustee board in exercising its responsibilities and functions.
- Maintain good relations with senior managerial staff.
- Take part in training sessions provided for the benefit of trustees.
- Fulfil such other duties and assignments as may be required from time to time by the trustee board.

Registered Charity no. 1044373

Trustee Person Specification

- Commitment to the aims and objectives of Disability Action Yorkshire
- Willingness to devote the necessary time and effort
- Strategic vision
- Independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as part of a team

Gaps in Our Board

In 2022 we will aim to provide balance to our existing Board by recruiting trustees with skills and experience in the following:

- Lived experience
- Investment management
- Digital and IT
- Legal
- HR
- Marketing
- Education
- Business Development



Trustee Person Specification

Time Requirement

The Board meets every other month in the early evening for usually no longer than two hours. Meetings are held at our Head Office, with the option to join by Zoom. We have a Finance Sub Committee which also meets every other month, with the trustees choosing to set up further sub committees or working groups as required. Attendance may be required by trustees at occasional social or fundraising events and trustees visit our services from time to time.

Terms

Trustees are appointed initially for three years and are permitted to serve a maximum of three terms in succession.

Trustees are not paid a salary, fee, remuneration or benefit by the charity except for reasonable out of pocket expenses.

Disability Action Yorkshire has Trustee Indemnity insurance in connection with any potential liability for negligence, default, breach of duty or trust that might otherwise be incurred by trustees in their capacity in relation to the charity.

All trustees must declare any interests likely to give rise to a conflict of interest between their duty to act solely in the interests of the charity and any other interest (direct or indirect) as well as any reason why they could be automatically disqualified from acting as a trustee

Recruitment Process

1

- Expression of interest received and reviewed by Chair and Chief Executive

2

- Informal meeting (if requested) with Chief Executive

3

- Formal interview (customer to be part of the panel)

4

- Candidate to attend Trustee Board meeting as an observer - trustees decision on invitation to join

5

- Formal offer and appointment made

6

- Induction

7

- Evaluation of process

Registered Charity no. 1044373

How to Apply

Please apply by sending a CV and a covering letter explaining why you would like to join the Board of Disability Action Yorkshire and what you would bring to the Board to jackie.snape@da-y.org.uk

Application Deadline

31st May 2022

Interviews

Interviews will take place Either 22/29 June afternoon or evening (if these dates are not suitable we will look for a mutually convenient date/time)

Any questions?

Our Chief Executive, Jackie Snape, would be happy to respond to any questions you may have. Please contact her on 01423 855413 or jackie.snape@da-y.org.uk