

developmentplus™

# **Trustee Recruitment Guide**

# Welcome to Developmentplus

Thank you for your interest in becoming a Trustee at developmentplus. We hope this pack answer any questions you may have.

Our aim is to build a future where every person thrives, and no one just survives. We support people experiencing disadvantage in Lincolnshire to:

- Build their trust and confidence – by providing a safe space where we listen/value what they have to say.
- Develop their capacity and skills – by building on their strengths/aspirations and providing training to improve their economic prospects.
- Improve their health and wellbeing – by providing a range of services to support mental health.
- Engage and benefit from additional support – by encouraging service participants to speak out, and advocating for them as they seek specialist support about issues affecting their lives.

Our core delivery is based around two forms of activity:

- 1) 1-1 coaching and mentoring programmes and advocacy support working with beneficiaries from a broad background including individuals with poor mental health, ex-offenders, individuals furthest from the employment market and rough sleepers.
- 2) Creative, peer led, group sessions that provide an additional space for support, friendship, and creativity.

Supporting over 500 beneficiaries a year, our projects include:

- Step in the Right Direction - a one-to-one coaching/mentoring programme
- Bridging the Gap - a reducing reoffending project
- Better Together - a collaborative project with two other charities in Lincoln offering a programme of mentoring and coaching, therapeutic garden-based activities, volunteering and training/work experience and support into employment
- Project Compass - our homelessness advocacy support project
- Neurotopia – providing support to neurodivergent adults and parents of neurodivergent children.

We also support two, peer led support groups; an Art Group and a Wellbeing Group, both of which are attached to the Better Together Project mentioned above.

Our projects are supported by a team of 17 which includes 14 dedicated development workers who bring an array of skills to their roles and are all passionate about supporting people from all backgrounds in moving forward with their lives.

I hope this inspires you to read on. We look forward to hearing from you.

**Lynsey Collinson**

CEO of behalf of Trustees

# Our Commitment to Embracing Difference and Diversity

Developmentplus is committed to creating a truly equal and inclusive environment. The people we support are diverse individuals and so are we. We aim to recruit and retain great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes us stronger.

We are committed to ensuring a welcome for all, and we will do all we can to ensure an inclusive environment where everyone can fulfil their potential and achieve great things, regardless of race, colour, religion, gender, gender identity or expression, sexual expression, marital status, pregnancy and maternity, national origin, disability or age.

## Our Values

**Approachable** - we are welcoming, friendly, and easy to talk to.

**Committed** - we walk alongside, dedicated to overcoming obstacles together.

**Empathic** - we take time and understand how complex life is without judgement.

**Inclusive** - we acknowledge the diversity of individuals and celebrate their unique circumstances.

**Supportive** - we offer advocacy and hope whilst encouraging people to find their voice.

## Our Vision, aims and objectives

### Our Vision

Providing hope, empowerment and support to people through our community-based projects.

### Our Aims

- To develop capacity and skills of people in such a way that they are better able to participate more fully in society.
- Provide opportunities that inspire and build resilience in people and their communities.
- To provide a range of responsive services for the people of Lincolnshire that will improve their wellbeing and mental health, promoting hope and sustainable personal progression.

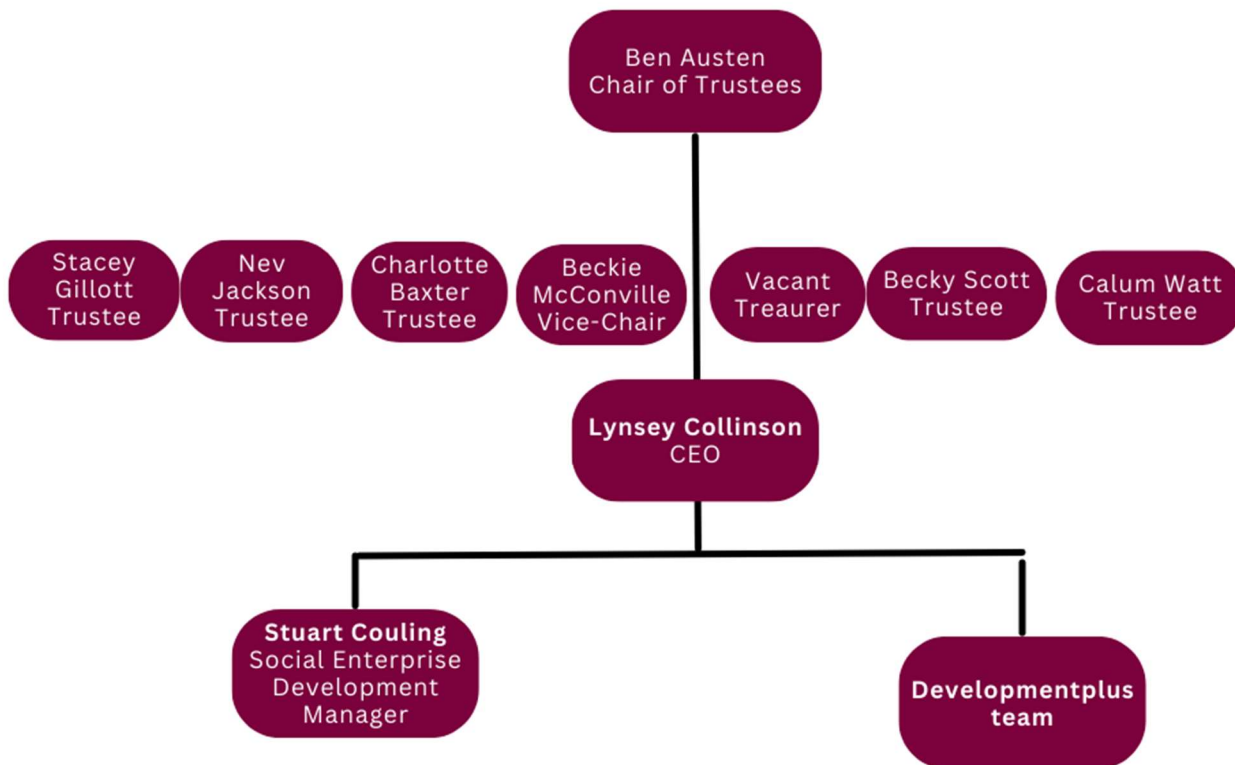
### Our Objectives

- To encourage and enable people to access services that improve their wellbeing, physical and mental health
- To empower people to speak out and seek support about issues that affect their lives.
- To provide programmes of training and support to enable individuals to overcome personal barriers and improve their economic prospects
- Committed, personalised support for individual needs. Building peoples strengths through acceptance and validation
- To develop and maintain partnerships across the County to achieve collective goals

# Developmentplus Strategic Plan

We recently reached a period of financial stability within the organisation which allowed us the opportunity to work on strategic/business plan to plan effectively for the future.

## Board Structure



With the Lloyds funding and specialist support, developmentplus has had the opportunity to explore and implement an alternative governance structure that provides expected accountability from the charity's senior leadership team. This has included the introduction of sub-groups that meet independently to the board these include a risk and finance sub-group.

# Introduction to the Trustee role

Developmentplus has begun a period of transition which will lead to an ambitious vision for the future, for which we are looking for new Trustees to support the journey.

We value diversity in our organisation and recognise the continuing challenge to maintain diversity at the Board, for example in terms of gender, age, ethnicity, disability and perspective. Our goal is for the Board to become more closely representative of our beneficiaries and local communities in all of these aspects.

## Trustee Role Description

### Duties

- To ensure that developmentplus complies with its constitution, Charity law and all the relevant legislation and regulations
- To act at all times in the interests of the Charity's beneficiaries
- To work in the interest of the Charity, not for personal gain
- To ensure the Charity applies its resources solely and exclusively in pursuance of its objects
- To support or participate actively in the work of the Board of Trustees whose role is to give clear strategic direction of the Charity, define overall policy, identify goals, set targets, and evaluate performance against agreed targets
- To safeguard the good name and values of developmentplus
- To ensure the effective and efficient administration of the Charity
- To make sure that the Charity is properly insured against all reasonable liabilities
- To ensure the financial stability of developmentplus
- To ensure that the Charity accounts for its activities to its funders, the Charity Commission, Companies House, its members, and the local community
- To support the Board of Trustees in the appointment, support, supervision, and monitoring of the Chief Executive
- To ensure that all staff and volunteers are appropriately appointed, trained, supported and supervised
- To ensure that the Board of Trustees takes proper professional advice on matters in which it does not have competence
- To represent and report back to the Board when serving on other bodies

**Additional** Trustees should use any specific skills, knowledge, or expertise to assist the Board achieving sound decisions. This necessitates:

### Duties

- Scrutinising Board documents and papers
- Participating in discussions and disseminating accurate information
- Focusing on key issues
- Providing advice and guidance (based on individual expertise) on new initiatives and other associated community activities

# Treasurer Specification

The overall role of the Treasurer is to maintain an overview of the organisation's affairs, ensure financial viability and that proper financial records and procedures are maintained.

This includes supporting the CEO with the following;

- monitoring the financial administration of developmentplus and reporting to the Board of Trustees, in compliance with the governing document.
- advising on the financial implications of the charity's strategic plan.
- monitoring and advising on the financial viability of developmentplus.
- overseeing and presenting budgets, internal management accounts and annual financial statements to the Board of Trustees.
- overseeing the developmentplus' financial risk-management process.
- acting as a counter signatory on cheques and applications to funders.

In order to ensure a balance of expertise on the Board, each Trustee is asked to complete a Skills Audit and undertake an induction with the CEO.

Each Trustee must have:

- integrity
- a commitment to developmentplus
- an understanding and acceptance of the legal duties and responsibilities of Trusteeship, as set out by the Charity Commission
- a willingness to devote the necessary time and effort to their duties as a Trustee
- a strategic vision
- good independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an ability to be an effective team member
- a willingness to undertake training

## Benefits of becoming a Trustee

- Meaningful impact – make a real difference to the lives of those we support and contribute to positive change in your community.
- Professional development – gain valuable leadership experience and expand our skills while working with a dynamic team of like-minded individuals.
- Networking opportunities – connect with professionals, leaders, and stakeholders in the charity sector and beyond benefiting both the charity and the trustee personally and professionally.
- Personal fulfilment – the satisfaction of knowing your efforts are directly contribution to the success and growth of a vital charitable organisation.



## **developmentplus Board Pledge**

As a developmentplus Trustee I will support the Chief Executive and staff by;

- Attend meetings and reading papers beforehand
- Contribute feedback when asked between meetings
- Act with honesty, integrity and in the best interests of developmentplus
- Be prepared to challenge in a constructive way
- Promote developmentplus
- Attend key organisational events
- Share and bring my experience and knowledge
- Respect confidentiality and corporate responsibility
- Commit to development and training as a Trustee
- Declare any conflict of interest

# Terms of Appointment

**Remuneration:** All roles are voluntary and unpaid. Expenses incurred in fulfilling your duties will be reimbursed.

Commitment Requirements:

Initially 6 weekly moving towards quarterly Board meetings that are on a Wednesday starting at 9.30am

- Ad hoc Strategic Away Days (held locally)
- Commitment to preparation for meetings by reading Board papers
- Board meetings are held within Lincoln/TEAMS attendance as necessary
- Willingness to be appointed to serve as a Chair of a sub-group
- Chair of Trustees – to be available when needed to discuss through matters with the CEO

## Other Information

Developmentplus has adopted The Charity Governance Code as its guiding standard – more information can be found on their website.

**Safeguarding:** Developmentplus requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and to respond proactively to safeguarding concerns.

**General Data Protection:** Please note it is our policy that all recruitment documents, including application paperwork for unsuccessful applicants, are kept in secure conditions for a period of 6 months, after which they will be destroyed. If you are successful in your application, in accordance with GDPR, we will keep your personal data whilst you are fulfilling a Trustee or Committee Member role with us, and for 6 years after you have left.



# How to apply

Please contact Sandra Farrington via Reach Volunteering for more information and if you would like an informal meeting with our Chief Executive or current Chair of Trustees.

Applications will be reviewed on an ongoing basis.

Thank you for your interest in developmentplus, we take great joy from meeting likeminded people who hope to join us in making a difference to some of the most vulnerable members of our community.