

# Trustee recruitment pack

Summer 2021



## Welcome from Stuart

Thank you for your interest in finding out more about trustee opportunities at Caring Together.

Committed trustees are vital to the work of our organisation and we look forward to welcoming new trustees onto the board as we continue to grow and develop our services to support carers throughout Cambridgeshire, Peterborough and Norfolk.

We are an independent charity that supports around 12,000 carers each year, employs 150 members of staff and is supported by around 50 volunteers. Our income comes from a variety of sources including contracts with local authorities, homecare, grants and fundraising.

A carer is anyone, including children and adults, who looks after a family member, partner or friend who needs help because of their illness, disability, a mental health problem or an addiction, and cannot cope without their support. Anyone can be a carer; a 15-year-old girl looking after a parent with alcohol dependency; a 40-year-old man caring for his partner who has terminal cancer, or an 80-year-old woman looking after her husband who has dementia.

“Being a carer is really hard.” That’s what we’re told by those we support. Being a carer often results in poor physical and mental health, needing to give up work and causes young carers to do less well at school. Currently there are estimated to be 178,000 carers living in our region, 5,000 of those under the age of 18. This number is set to rise to 264,000 by 2030, meaning that three out of five of us will be a carer at some point in our lives.

Here at Caring Together, we provide information and advice, run services in our local communities and campaign so that carers have choices. Our focus is on reaching more carers, to make sure that they get the practical and emotional support that they need through:

- Providing breaks from caring, including the provision of regulated homecare currently rated ‘good’ by CQC.
- Supporting carers to plan ahead.
- Responding to emergency situations.
- Training and equipping carers with skills and knowledge to help them in their caring role.
- Information and advice on understanding rights, entitlements and support.
- Someone to talk to.
- Using carer voice to raise awareness and influence the work of other organisations to reach and support carers.

Our board of trustees meets five to six times a year and is supported by a finance and audit committee and a quality and service delivery committee which meets quarterly. We also establish steering groups to support our leadership team in key areas of the charity. We currently have these for fundraising and digital transformation which reflects our ambition in both these areas.

We have recently refreshed our strategy and business plan which are available on request. Other useful documents such as our most recent annual audited accounts and annual report can be found [on our website](#).

Whether you are an experienced charity trustee or looking for your first board position, if you believe you can share our passion for supporting carers and have the qualities, knowledge and experience we are looking for then we'd love to hear from you. If you would like to find out more about Caring Together and the role of our trustees, do contact us to have a chat with one of our current trustees or our chief executive.

Best wishes,



Stuart Evans  
Chair of trustees



# How we help

## We run services

### 83% of carers feel more able to cope with challenges as they arise and prevent them escalating

Caring for someone who can't cope without your support is tough. It can have a devastating effect on a carer's own health and wellbeing and even lead to carer breakdown. We know that, whatever their age, taking a break from looking after someone is vital.

#### Tom and Malachy's story (told by their dad)

Our family is made up of Richard and Yvonne aged 45, Tom aged 15 and Malachy aged 12. In 2016 Yvonne was diagnosed with breast cancer for the second time. This time it had developed into an aggressive Stage 4 cancer. Harsh treatment was required to treat the cancer which has had significant short-term and long-term effects.



Soon after the diagnosis Tom and Malachy were referred by the family GP to Caring Together's young carers group. We had not been aware of the charity, but it soon became apparent how brilliant they were and that they would make a lasting difference to both us and our boys.

Throughout the summer holidays weekly trips were offered ranging from a seaside visit to a garden party, from a boat trip to a visit to a llama farm. We lost the opportunity to have a summer holiday due to Yvonne's treatment, so the positive impact of the group helped to make the boys feel special and to distract them from their home life.

During a particularly dark time they provided us with funding to have some quality time together as a family away from the confines of home. Our children miss out on so many experiences due to their mother's condition, but a day out provided the essential therapy we had been missing. This dose of normality gave all of us a boost but, more than anything, it was the improvement to our family's mental wellbeing that was the key benefit.

A day away from home with the family allows them to just be our children with no caring responsibilities. Without Caring Together this would not have happened. Our family is indebted to the ongoing support we receive from the charity.



## We give information and advice

### 9 out of 10 carers feel better supported in their caring role

We know that navigating the support available to carers can be challenging. Our expert carer advisors are on hand to help. We want to make this as easy as possible so that carers can get back to doing what's important to them.



## Angela's story

Angela's dad, Percy, was diagnosed with Alzheimer's disease three years ago and her mum Joan, 85, became his main carer. Her parents became part of Caring Together's Shelford carers hub near Cambridge where they could spend time with other people in similar situations. Angela says that this has been a huge benefit to her parents, and therefore the wider family too.

However, as for so many carers, the coronavirus pandemic brought extra demands. Lockdown meant a lack of physical and face-to-face contact with friends and family, the Shelford group moved to meeting by video, and Percy, now 91, had increased care needs. So, Angela rang our carer services team to see how we could help.

Angela said, "For me, ringing that number and speaking to Claire was just brilliant. Claire understood exactly where we were coming from and she got our 'What If?' plan into action providing care for dad while we put long term plans in to place.

"I just want to be able to say thank you to everyone at Caring Together for the care, support and advice we have received as a family."



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## We campaign

### 7 out of 10 carers feel their role is now more recognised

Most carers take years to recognise their caring role. And even longer to get the help that they need. We are here to support carers, but we cannot do this alone. We work together with other organisations to raise awareness of the challenges that carers face and the practical things that can be done to identify and support them.

#### Hampton College's story

Hampton College in Peterborough were awarded the Carer Friendly Tick Award – Education by Caring Together in November. They run a regular group for young carers which they believe is vital to give carers space for themselves as engagement and pastoral support coordinator, Katherine, confirms: "We value the amazing role that young carers play in their families and we celebrate this within our young carer group in school."

Through pupil premium funding they support young carers with costs for trips, school uniform and other expenses, working with our team to highlight any young carers who are in need of additional support.

During Carers Week and on Young Carers Awareness Day, they run stalls and competitions across the school to raise awareness of what a young carer is and the support that is available to them.

Having achieved the Carer Friendly Tick for education, the school are working with Caring Together towards the award for employers, so that staff who are carers are also identified and supported.

## About us

Caring Together is a company limited by guarantee, with a board of trustees who are legally responsible for the governance of the charity. The chief executive manages the day to day running of the charity and is supported by the senior leadership team. More information about our current trustees and our senior leadership team and what they do can be found [here](#).

Our vision is a world in which all carers have choices. Our vision is driven by our values:

### **We are inclusive**

We put people first

### **We are informed**

We are knowledgeable and consistent

### **We are effective**

We aim for the best possible outcome for carers.

## Our board

The collective role of the trustees is to provide strategic direction and constructive challenge to ensure Caring Together, via its chief executive, delivers its goals and objectives and is managed effectively. Trustees have duties and responsibilities under company and charity law and are entrusted with the role of ensuring that resources are managed and deployed effectively.

As trustees we sign up to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. We work in line with the Charity Governance Code which can be found at [charitygovernancecode.org](http://charitygovernancecode.org)

## What we are looking for

Caring Together operates within the health and social care sector to support carers, with our work directly influenced and affected by both national and local policy. We are currently commissioned to deliver services by both local authorities and clinical commissioning groups and are very keen that we engage effectively with the imminent changes that integrated care systems will bring to ensure the voices of carers are heard.

To this end, we are particularly looking to strengthen our board in both the areas of health and social care by recruiting new trustees who can bring current experience, expertise and/or knowledge from either a local authority or NHS perspective. We would welcome applications from clinicians and professionals who can help us improve the support to carers in Cambridgeshire, Peterborough and Norfolk.

Your expertise and experience could come from a wide range of potential areas: delivering services to carers, health and social care policy, commissioning, partnership, place-based working, integration, improvement, or transformation.

Our values drive everything that we do – they shape how we work and guide our day-to-day and longer-term decisions. They describe how we want to interact with the people and organisations we work with as well as each other. We are inclusive. We are informed. We are effective. And we'd like you to share these values.

We are working hard to create a diverse board, bringing together a range of perspectives and experience to strengthen its performance and leadership of the charity and would welcome applications from anyone who believes in our vision of ensuring that carers of all ages have choices to improve their health and wellbeing and have the best life chances.

In return for your contribution to us, we offer a comprehensive induction, trustee training to support ongoing professional development as well as board level experience of working in a charity environment.

## Being a trustee

### As a trustee you will:

- Be an ambassador for Caring Together and for our work.
- Help shape the strategic direction of Caring Together ensuring we are meeting our charitable objectives.
- Make sure that caring together has policies in place which comply with current legislation and promote good practice.
- Make sure that resources are used appropriately in the meeting of our charitable objectives and monitored.
- Contribute to the setting of goals and targets and evaluating performance against them.
- Ensure the effective management of risks.
- Support the income generation and outward facing activities of Caring Together.
- Spend time with different elements of our organisation and understanding our work.
- Safeguard the good name and values of Caring Together.
- Make sure the needs of carers are always at the centre of decisions taken by Caring Together.
- Participate in the cycle of meetings and ensure decisions taken at meetings are implemented.
- Attend any training and development sessions to promote your knowledge and development in the role of trustee.

## **As a trustee you will need:**

- To be committed to developing your knowledge and understanding of how Caring Together is run.
- To be committed to supporting and promoting Caring Together's vision and values.
- To understand and firmly believe in the work we do.
- To demonstrate strong leadership skills.
- To be a creative thinker and help Caring Together develop areas of work.
- To have excellent communication skills and be able to both build agreement and challenge constructively.
- To be an active member of the board, committing the time and thought needed.

## **Time commitment**

Trustees are asked to prepare for, attend and contribute to all board meetings and join sub-committees, steering groups and ad hoc task and finish groups, as required. Meetings are usually held at our St Ives office in Cambridgeshire however, you might be required to travel to other locations within Cambridgeshire, Peterborough or Norfolk on occasion or to attend meetings virtually.

We estimate that an annual commitment for our trustees is circa 10-12 days per year in total.

## **Remuneration**

The position of trustee is unpaid however, all reasonable out of pocket expenses incurred on charity business will be reimbursed in line with our expenses policy.

## **Term of office**

Trustees are appointed for an initial term of three years, with the possibility of extension for two further periods of three years.

## **Induction and support**

Once appointed, trustees will be given an induction programme which will involve getting to know the organisation and becoming familiar with the role of trustee if appropriate. You will also be offered regular meetings with the chair and have the opportunity to have a trustee buddy who is an existing member of the board. Trustees have an informal annual appraisal through which additional development and support can be agreed.

We are committed to making the role of trustee a positive and mutually beneficial experience and welcome feedback on how we can continue to improve our governance processes.

## Legal requirements in the role of trustee

All trustees are individually and legally responsible for the charity they govern. If you would like to find out more about these responsibilities, the Charity Commission have released some helpful guidance: The essential trustee: what you need to know, what you need to do which can be found at [gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

## How to apply

We want to give you the opportunity to find out more about the role of trustee, and whether you feel it is right for you, without going through a lengthy or complicated application process. If you are interested in applying, or would like to find out more:

1. Contact Lizzie Hindler, executive assistant at [lizzie.hindler@caringtogether.org](mailto:lizzie.hindler@caringtogether.org) or 01480 275289, who can arrange for you to speak to or meet up with Stuart Evans, chair of trustees and/or Miriam Martin, chief executive.
2. Alternatively, or following your conversation with Stuart and/or Miriam send a copy of your CV and a short covering letter outlining why you would like to be a trustee of Caring Together and what skills and experience you can bring, to [lizzie.hindler@caringtogether.org](mailto:lizzie.hindler@caringtogether.org) The closing date for applications is Monday 5 July 2021 at 9am.
3. We will be holding interviews during the week commencing Monday 12 July 2021.

Successful candidates will be notified and asked to attend the board meeting on Wednesday 28 July 2021 as observers with a view to confirming appointments at the end of that meeting.

## Reasonable adjustments

Applicants with disabilities are entitled to reasonable adjustments to enable them to take part in the application or interview process. If you require reasonable adjustments to be made then please contact [lizzie.hindler@caringtogether.org](mailto:lizzie.hindler@caringtogether.org) or call 01480 275289 to discuss your needs.