

# Trustee recruitment pack

January 2023



# Welcome from Stuart Evans – chair of the board of trustees

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 reaches around 50,000 carers annually, employs 150 members of staff and is supported by around 50 volunteers. Our income comes from a variety of sources including contracts with the public sector, homecare, grants and fundraising. In 2021/22 our income was just over £4m.

A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot live independently 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. More up to date figures gained through the 2021 census will be available in January 2023.

Our focus is on reaching more carers, of any age, through the following activities:

- 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.
- Bringing carers together to build peer support and friendships to empower carers, reduce isolation and extend their network.

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 who meet quarterly.

We also establish steering groups to support our senior leadership team in key areas of the business. We currently have these for fundraising and digital transformation which reflects our ambition in both these areas. We are specifically looking to recruit trustees who are willing to be members of our quality and service delivery committee which has a key governance role across the operational activity of the organisation.

Our strategy is the process of being refreshed but our current one can be found [here](#). 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 share our passion for valuing and supporting carers and have the qualities, knowledge and experience we are looking for then we'd love to hear from you.

Best wishes,

Stuart Evans – chair of trustees



## What we are looking for

Caring Together works alongside the health and social care sectors to support unpaid carers in Cambridgeshire, Peterborough and Norfolk. We are particularly looking to recruit new trustees who may have worked in these sectors although your experience and knowledge may have come from any role that has had an operational focus whether managerial or clinical, for example, service commissioning, service delivery or strategic development/improvement. In simple terms we are looking for potential trustees who have a background of making things work for people. Equally you may have lived experience relevant to our cause which we view equally valuable.

The quality and service delivery committee is a formal sub-committee of the board which means it has delegated authority to make decisions on certain matters. It was established to support the board in its governance responsibilities for ensuring our operational activity is aligned to our strategic goals, delivers high standards of service and is compliant with service-related regulated activity as well as supporting the organisation in developing creative solutions to carers' needs.

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 individuals who are passionate about improving the health and wellbeing of carers.

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.

## 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 with the senior leadership team. [Click here to meet the team](#)

# What we do

## Information and advice



Because carers need to have easy access to the financial and practical help they are entitled to and have someone to listen to them.

- **Our helpline team gave support to carers on 14,049 telephone calls.**

## Breaks from caring



Because breaks can prevent carer stress, crisis and breakdown.

- **73,782 homecare hours.**
- **410 carers had time away from their caring role.**
- **276 carers supported when their physical or mental health was at crisis point.**



## Emergency planning



Because carers need to have the comfort of knowing who will be there when they can't be to stop an emergency becoming a crisis.

- **610 emergency plans registered in 2021/22.**
- **102 'What If?' Plans were activated.**

## Awareness raising



Because at some point in all our lives we will either be a carer or the person being cared for. We all need to understand what that means to ensure greater support is more readily available in our communities, in schools and at work.

- **98 organisations hold Carer Friendly Tick Awards recognising their work to identify and support carers.**

## How we help

“During a particularly dark time recently the Family Carers’ Prescription provided us with funding to have some quality time as a family away from the confines of home. Our children miss out so much on experiences due to their mother’s condition, but the Family Carers’ Prescription funded a day out providing the essential therapy we had been missing. This dose of normality gave all of us a boost and we would have greatly missed this prescription if it wasn’t available. More than anything it was the improvement to my family’s mental wellbeing that was the key benefit of receiving the Family Carers’ Prescription.” **Robert**

(The Family Carers’ Prescription funded by the Integrated Care System, is prescribed by GPs and delivered by Caring Together enabling carers to have a break or attend their own health appointments).



“I care for my mum and little brother. I’ve been caring for around 12 years now. I’m 17-years-old. I started caring when I was five as my mum became depressed when my dad died from being in the Army. When my brother was born, he was diagnosed at two with Asperger’s syndrome. That’s when I joined a young carers group. My mum has fibromyalgia, autism, bi-polar, M.E, arthritis, hip dysplasia, inverted hips and my brother has different things including Asperger’s and Irlen’s syndrome. It is hard sometimes, and I have depression and anxiety with everything that happened in my life and all this stuff doesn’t help with it. I’ve been in counselling since I was five, but coming to young carers groups helps because it helps me to control my anxiety.”  
**Ellie**



“Working with the Norfolk Young Carers Forum puts me into situations I would never typically put myself in which helps with my confidence – and I’ve made nearly all my best friends here and it’s a place I can escape and feel accepted.” **Beth**



Ivan cares for his mum, Janice, who has dementia. Ivan and Janice first became known to Caring Together when they saw a poster advertising the Ely carers hub. It appealed to Ivan because it was somewhere he could go with his mum. Many other opportunities he’d come across had been for either just mum or just him. They have become active members and formed strong friendships with others who attend.

When Ivan was diagnosed with cancer he sought advice from our advisers at the hub, who checked in on him whilst he was undergoing treatment, ensuring that he was coping and that he had every help needed in terms of his caring role. He also benefitted from the peer support and friendships that he has made. He has found value in them offering a listening ear and looking out for him.

Ivan said, “It is a fantastic group and I always come away knowing that I have learned something or given input to the session. I did get the impression that they were all pleased to see me too.” **Ivan**

## Our board

If you would like to find out a bit more about the board, who they are and what they do, all our trustee profiles can be found at [caringtogether.org/about-us/our-team/trustees](https://caringtogether.org/about-us/our-team/trustees)

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 [charitygovernancecode.org/en/front-page](https://charitygovernancecode.org/en/front-page)

## 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 held at our St Ives office.

We estimate that an annual commitment for our trustees is c.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 buddy with 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](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3) [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

If you are interested in becoming a new trustee, or would like to find out more:

1. Send an email to Lizzie Hindler, office and customer services manager, to [lizzie.hindler@caringtogether.org](mailto:lizzie.hindler@caringtogether.org) sending your contact details and either your CV or a brief summary of your knowledge and experience.
2. Once we receive this we will make contact with you to arrange a convenient time for you to have an informal discussion with Christina Wells, the chair of the quality and service delivery committee, to get to know you a bit more and for you to find out more about us.
3. Following your informal discussion, and if you wish to proceed, we will invite you to attend a formal panel interview with other trustees.

## 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, please contact [lizzie.hindler@caringtogether.org](mailto:lizzie.hindler@caringtogether.org) or call 01480 275289 to discuss your needs.