



Trustee Recruitment Pack



midland **mencap**



WHO ARE MIDLAND MENCAP?

Midland Mencap is the region's leading disability charity. Originally established in 1949, Midland Mencap is a registered charity providing a wide range of support and wellbeing services to citizens and family carers. Our dedicated services bring together a range of effective ways of supporting citizens and family carers. These include access to housing, home care, and support services, community services that promote health and wellbeing and active citizenship, dedicated support to children, young people, and their families plus our information, advice, and signposting services.

We operate across the West Midlands working with a range of statutory, third sector, and independent partners providing support to:

- Citizens with a learning disability.
- Citizens with autism and related conditions.
- Citizens with physical disabilities including but not limited to acquired head injuries, sensory disabilities.
- Citizens with mental illness or mental health problems.
- Unpaid carers.



OUR MISSION

That everybody has access to safe, secure, and quality places to live, with the right care, support & information at the right time to live the life they choose and to have access to meaningful & purposeful community opportunities.

OUR VALUES

Respect, we will listen, learn from and show an appreciation to the views of individuals, families and carers, colleagues, and other stakeholders
Integrity, we will do the right thing, be honest and assertive in our principles.

Collaboration, we will work in partnership, applying the values and principles of co-production, with all partners putting the individuals, families, and carers voice at the centre of influence and planning.

Enabling, we will work to empower individuals, families, and carers to achieve their aspirations and potential and mitigate the barriers to achieving those.

Excellence, we will be proud and vocal of what we do and will challenge ourselves to deliver continuous improvement across the organisation and provide the highest quality of outcomes for individuals, families, and carers and the best workplace experience for staff.

Inclusion, we will ensure everyone can participate fully in Midland Mencap support services and they feel welcome, safe, and highly valued. We will robustly challenge situations and circumstances where inclusive active participation is undervalued.



OUR OBJECTIVES

1. Service delivery: to continue to offer quality services and achieve outputs and outcomes for citizens, families, and other stakeholders.
2. Service development: to develop new services in response to the needs of citizens and families across the West Midlands
3. Partnership work: to work in partnership with local statutory, voluntary, and community groups to achieve mutual aims. To maintain and develop good relationships with local commissioners of services.
4. Volunteering: To be an exemplar organisation to volunteer within offering opportunities that fully utilise the skillset of volunteers in delivering our Mission.
5. Management and governance: to ensure efficient and effective management, governance, and administration functions.
6. Financial management: to ensure our financial viability through a mix of contracts, grants, and trading.



PURPOSE OF THE ROLE

We are looking for new Trustees to join our existing board and work alongside our skilled, experienced, and talented leadership team to help steer the charity through a time of change, growth and organisational development.

We want trustees who will share their skills and experience appropriately, through communication with staff and other trustees.

You can read about the role of trustees on the Charity Commission's website: <https://www.gov.uk/guidance/charity-trustee-whats-involved>

Trusteeship is a rewarding way of gaining new skills and experiences.



OUR TRUSTEE CODE

Our trustees are the custodians of Midland Mencap and are legally responsible for ensuring that our resources are used effectively in pursuit of our main objectives. But the purpose and role of a Trustee is much more than compliance, we need you to help us keep citizens and families at the heart of all that we do, ensuring that the organisational purpose of Midland Mencap is achieved.

In practice this means that you will:

- Be motivated by purpose, keeping our mission at the heart of all we do.
- Have a clear understanding of the organisation, the Trustee role and the responsibilities that it brings.
- Be honest about performance, being committed to working together well, and ready to improve to deliver impact
- Ultimately, take responsibility for the organisation, managing it well, making difficult decisions, and leading by example
- Behave with integrity, independence of mind, and a conviction of spirit that is always aligned to our mission.
- Act and behave with openness, welcoming accountability, listening, and responding with insight.

WHAT WOULD I BE DOING?

- Uphold and adhere to the highest standard of charity governance as set out by the Charity Commission.
- Contribute to the strategic direction of the charity.
- Monitor the performance of the executive against the organisation's strategic and operational plans.
- Contribute to the identification and monitoring of risk.
- Participate in meaningful discussions at Board (and committees) with your expertise, skills, knowledge, and experience.
- Scrutinise Board papers and ask appropriate questions, challenge and support.
- Active input into discussions, apply good judgement and contribute to the decision making process.
- Make difficult decisions when required.
- Be an ambassador and an advocate at all levels for Midland Mencap.
- Maximise your networks and identify opportunities that will benefit Midland Mencap.
- Build constructive, positive relationships with other Trustees and staff with a willingness to listen and understand.
- Be responsive to a changing world, actively engaging with and learning about developments in the charity sector and beyond.

YOUR LEGAL RESPONSIBILITIES.

- Ensure that the charity is well run, solvent and delivers its charitable outcomes.
- Ensure funds are not placed at undue risk or misused.
- Ensure the charity complies with regulation and law.
- Act with integrity and avoid conflicts of interest.
- Commit to the improvement of governance and the governing skills of the Board.

Formal guidance on the responsibilities of trustees is issued by the Charity Commission: see Guidance Note CC03

www.gov.uk/government/publications/the-essentialtrustee-what-you-need-to-know-cc3 which all trustees are given upon appointment.



WHAT SKILLS DO I NEED?

This is an opportunity to bring your knowledge and expertise to our management committee, to contribute to the direction of Midland Mencap and help in the board's decision making.

We are looking for trustees with expertise in areas such as third sector, PR, fundraising, marketing, finance, management and law, although this is not vital. This is a great opportunity to gain experience at board level, to network and for personal and professional development.

- Being approachable and friendly.
- Good communication skills.
- Accepting of others who might be different to you and the ability to work as part of a diverse team.
- A willingness to learn and work within guidelines set out by Midland Mencap.
- Honesty, integrity and trustworthy.
- Good time management skills, reliability.
- Previous charity Board experience is desirable but not as important as a passion for our work and a desire to make a positive contribution.



WHEN AND WHERE DO YOU NEED ME?

Trustees are required to attend board meetings, which are held on a Thursday afternoon every two months for two hours. A full away day is held in September each year, as is the annual business meeting.

What's in it for me?

As one of our valued volunteers, Midland Mencap will offer you:

- The opportunity to make a difference to the lives of people with learning disabilities and their family carers.
- An induction and settling in period.
- Any training and development that is needed.
- The chance to develop your skills and gain experience.
- The opportunity to meet new people and be part of a diverse team.
- Support within your role.
- Any out-of-pocket travel expenses.
- Lots of appreciation for your amazing contribution.

Being a Trustee at Midland Mencap is a rewarding and exciting experience. With nearly 400 employees based across the West Midlands, alongside many volunteers, you'll join a strong network of people dedicated to supporting and spreading the inclusion and citizenship message. Each year we reach several thousand citizens and family carers with our wide range of services and resources.

GOVERNANCE AND FINANCIAL POSITION

Governance

The Midland Mencap Board of Trustees is responsible for the charity's strategy and financial security. While the day-to-day running of the organisation is delegated to the CEO and Senior Leadership Team.

Financial Position

Our projected turnover for the current year is likely to be between £10+ million, with income coming from a variety of sources:

- Contracts and Grants from partner organisations and charitable trusts
- Donations from organisations and individuals
- Citizen contribution

Our most recent Audited Accounts and Trustee Report for 2017/18 can be downloaded from our website www.midlandmencap.org.uk



WHAT TO DO IF YOU'RE INTERESTED?

Download and complete an application form from our website, email the completed application form to volunteering@midlandmencap.org.uk.

[Download the application form here.](#)

For more information or an informal chat, please feel free to contact our CEO, Dave Rogers on Dave.Rogers@midlandmencap.org.uk

