

# Trustee Application Pack

## Caring Breaks



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## Welcome from the CEO

Thank you for showing an interest in finding out more about becoming a Trustee of Caring Breaks. We provide vital short respite breaks to those caring for adults with a learning disability. We are extremely proud of our work and are guided by our values.

The role of a Trustee offers variety and challenge in helping to shape the future of Caring Breaks. As a member of the Board you will play a central role in helping to guide the strategic direction of the charity which provides vital services to families.

Being a Trustee will give you the opportunity to be part of a dynamic and forward thinking Charity with plans to expand its service across NI. You will gain insight into our work and how it impacts on families and be able to bring your skills and experience to support and help develop our future.

We hope that after reading the pack you will feel inspired to submit your application for consideration to the Trustee Board.

We are delighted to be working with CO3 to help us with the recruitment of our new Trustees. Therefore, in the first instance if you have any questions/queries please reach out to Nora Smith at [nora@co3.bz](mailto:nora@co3.bz) or tel: 07825 432 333.

**Dolores Finnerty**

**Chief Executive**

## About Caring Breaks

Caring Breaks is a Northern Ireland charity formed in 1999 to address the shortage in respite options available to those caring for adults with a learning disability. The service was designed and developed with the involvement of family carers themselves and with assistance of people in the business community and statutory sector. The service has grown and developed over the years and is now a well-established, reputable organisation in the field of respite provision in Northern Ireland. We are known for putting family carers and their loved ones at the heart of everything we do.

### **What We Do**

We provide regular, short respite breaks for family carers and at the same time, provide social and recreational activities for their adult relative with a learning disability. We give priority to older carers, those coping alone, those caring for more than one person and those who do not use any other service. Our service operates when carers tell us they need it most - in the evenings and at weekends.

We use trained and paid staff who are employed on a part-time basis, to deliver our respite breaks and to provide support for adults with a learning disability to enable them to participate in social and leisure activities of their choice. A small management team led by an experienced CEO ensure that quality standards are achieved and maintained in all aspects of service delivery.

### **Our Mission**

To provide regular respite breaks for family carers combined with meaningful, social and recreational activities for their relative with a learning disability.

### **Our Vision**

Every family carer of an adult with a learning disability living in Northern Ireland will have access to short breaks. Every adult with a learning disability and living at home with their family carer will be provided with support to enable them to participate in social and recreational activities of their choice.

You may access Caring Breaks current strategy [here](#)

## Our Finances

[Annual Report 2017-18](#)

[Annual Report 2016-17](#)

## Our Governance

There are currently nine Board members and three vacancies to fill.

- Tony Doran – Chairman – Retired former Managing Director at Construction Employers Federation
- Tony Reynolds – Treasurer – Retired former Chairman and Managing Director of Gilbert Ash
- Vivienne Thompson – Company Secretary – Accountant - Currently working as Finance Manager at Construction Employers Federation
- Lucy Finnegan – Currently working as Day Care Services Manager at Belfast Health & Social Care Trust
- Stephen O'Brien – Retired former Head of Adult Services at Belfast Health & Social Care Trust
- Liam Nellis – Retired former CEO of InterTradeIreland
- Brian Sinnamon – Family carer - Retired from senior position at NI Court Service
- Maura Devlin – Retired former Director of Nursing and Midwifery at Beeches Management Centre – former family carer
- Patricia Crossin – Lawyer

The Board meets four times per year and along with other duties whilst voluntary, represent a commitment. The Board is ultimately responsible for the strategy and good governance of the Charity, working in partnership with the Chief Executive and SMT.

In addition, there are two governance committees – a Finance Sub Group and Carer Committee. Trustees will be asked to consider joining one of these.

## Job Description

- To set the strategic direction in line with our policies and plans.
- To approve strategic plans and policies, agree the organisation's key areas of priority and ensure it has the capacity to deliver these.
- To provide representation of the widest interests and stakeholders of the Organisation.
- To ensure financial viability, working collectively with the Board to approve the long-term financial strategy and the annual income and expenditure budgets.
- To contribute actively to the board of trustees' role in giving firm strategic direction to Caring Breaks, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that Caring Breaks seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of Caring Breaks
- To serve as an ambassador for the Charity, promoting understanding and recognition of, and support for, Caring Breaks' vision and values

- Collectively ensure that key risks are identified and effectively managed and that professional advice is sought and considered where appropriate.
- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies.
- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making
- To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity.

## Personal Specification

### ESSENTIAL

#### Commitment

- Ability to understand and accept the duties and liabilities of being a charity Trustee.
- Empathy with the vision, mission and aims of Caring Breaks
- A willingness and ability to devote the necessary time and effort

#### Focus

- Ability to think and apply knowledge strategically
- Ability to think creatively
- Ability to keep mission-focused
- Ability to analyse and evaluate management information and other evidence
- Willingness to listen and learn

#### Communication and team working

- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to influence and engage
- Ability to work effectively in a group
- Willing to express their own opinion in a reasoned way, while also listening to the views of others
- Ability to challenge constructively and ask questions appropriately

#### Accountability

- Ability to exercise sound and independent judgement
- Willingness to make and stand by collective decisions, including those which may be unpopular
- Ability to manage difficult and/or challenging situations
- Ability to maintain confidentiality on confidential and/or sensitive information

## **DESIRABLE**

Caring Breaks wishes to see the following knowledge, skills and experience represented on its Board. All Trustees will be expected to meet at least one of these criteria.

- ✓ Senior level strategic management experience within a third, commercial or public sector organisation.
- ✓ Experience as a trustee in a similar size or larger organisation, together with implementation of best practice in corporate governance.
- ✓ Recent experience (within the last 5 years) of fundraising for, or in, a third sector organisation.
- ✓ Recent experience in financial management/accountancy.
- ✓ Recent experience in Human Resource Management.
- ✓ A background in marketing and communications.

This list is not exhaustive and if there are other skills and qualities that you feel are relevant and would bring value to the Caring Breaks Board, please make an application.

## **Expenses**

Trustees will be reimbursed for travel and subsistence costs when carrying out Trustee business.

## **Board Member Induction and Support**

All new board members will be offered induction and supported material.

## **Eligibility to become a trustee**

There are rules on who can and can't become a trustee of a charity.

Some people are disqualified by law from acting as charity trustees. These disqualifications are set out in the Charities Act (Northern Ireland) 2008, and broadly include but are not limited to anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent under the Rehabilitation of Offenders (Northern Ireland) Order 1978
- is an undischarged bankrupt or has made an arrangement with creditors
- has previously been removed as a charity trustee by the Commission or the courts (see below for more information)
- is subject to disqualification under company legislation.

## How to Apply

Please submit your CV (a max of three pages) to Nora Smith by 12 noon on Wednesday 17 April 2019

Email:

[nora@co3.bz](mailto:nora@co3.bz)

or Post:

Executive Recruitment Director, CO3, 34 Shaftesbury Square, Belfast, BT2 7DB.

This will be followed up by an informed conversation with Nora to talk you through the main roles and responsibilities and to assess your suitability to join the Board of Caring Breaks.

This will be followed up with a conversation with purpose with the Chair, CEO and two Board members to see how you fit the criteria and to discuss the commitment you are able to make to this voluntary role.