



Trustee Information Pack

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Foreword from Chair

Dear Applicant

Thank you for expressing your interest in becoming a Trustee of Extra Care. It is an exciting time for the Charity as we seek to build on our success to date. We are currently recruiting for a number of Board members.

We are looking for experienced individuals to join our Board. We are interested in hearing from people who want to help, are willing to dedicate time and energy to the cause and to our people and who share our passion for the Charity to grow.

We are aiming to recruit up to **three** new Board members with a diverse set of backgrounds, skills and experiences to enable us to be the best we can be.

In return we will keep you informed about our work, seeking your engagement and input. We will provide you with a full induction to the Charity's work and we will support you in your role as a Trustee.

Our strategy headlines are noted below, along with an organisational chart. We hope you will want to join us and help us shape the strategic direction of Extra Care as we go forward.

This is a time of great change in the social care sector. Extra Care will continue to broaden our offering to ensure that we are placed at the centre of the communities that we serve. We will continue to seek partnerships and strategic opportunities to strengthen our positioning with like-minded organisations.

I am delighted that we are working with Chief Officers 3rd Sector (CO3), to help with the recruitment process. If you have any initial queries relating to the post in the first instance please contact at or telephone 028 90 245356 / 07825 432 333

Yours sincerely

Stephen Briggs, Chair of Extra Care.

How to Apply

Please submit a CV of not more than three A4 pages. This will be followed up with a conversation initially with CO3 to talk you through the main roles and responsibilities.

Essential Dates and next steps...

1. Please submit your CV to Nora Smith Either by

Email: nora@co3.bz

Or

Post:

Nora Smith
Chief Executive
CO3
34 Shaftesbury Square
Belfast
BT2 7DB

The deadline for submission is Friday 3 May

2. A conversation with CO3 to outline the roles and responsibilities of the position.
3. This will be followed by a conversation with a purpose with the Chair and two Trustees to see how you meet the criteria set out in the role description and the level of commitment you are able to make in this voluntary role.
4. There will be an opportunity for successful candidates to meet the full Board before they make a commitment to join.

What we are looking for...

We are looking for individuals with a background in the private, public, voluntary or community sectors who can contribute to the strategic leadership and governance of the organisation. Taking account of the range of skills and experience of Extra Care's current Board Members, we welcome strengthening the Board's collective portfolio of skills in the following areas:

- Finance and Governance
- Commercial General Business and/or Social Enterprise Development
- PR, Communications and Marketing
- Social Care

This is not an exhaustive list and if there are other skills and qualities that you feel are relevant, and would add value to Extra Care, please make an application.

Extra Care is committed to diversity and equality of opportunity and welcomes applications from all sections of the community. In particular we are seeking applications from young people, women, people with a disability and ethnic minorities.

Time commitment

Trustees need to commit a minimum of 2 - 4 hours on a quarterly basis to their role. The Trustee Board meets six times a year, in Antrim. Trustees also attend the Annual General Meeting and other strategic/planning meetings. You may also be invited to join a time-bound subcommittee to take forward project work.

Trustee Role Description

Role Purpose:

To promote the aims, objectives and values of Extra Care, keeping within its charitable objectives.

1. To take part in formulating and monitoring progress against aims of Extra Care.
2. With other Board Members to ensure that, the policy and practices of Extra Care are in keeping with its aims and values.
3. With other Board Members to ensure that, the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.
4. To bring an external perspective on Extra Care.

Main Duties:

1. Formulating strategic aims

- 1.1. Consider Extra Care as a whole, its beneficiaries and other stakeholders, whether as a member of the trustees or any of its committees, sub-committees, groups etc.
- 1.2. Reflect Extra Care's vision, values, strategy and major policies when appropriate.
- 1.3. Contribute specific skills, interests and contacts and support Extra Care in appropriate activities.

2. Ensuring policies and practices are in keeping with the aims and values

- 2.1. Follow the code of conduct at all times, particularly when exercising the function of trustee or participation in any of the committees, sub-committees or groups.
- 2.2. Attend meetings of the Board.
- 2.3. Reflect the Board's policies and concerns on all its sub-committees or groups.

3. Ensuring best practice

- 3.1. Regularly attend and participate in meetings
- 3.2. Be an active member of the Board in exercising its responsibilities and functions
- 3.3. Maintain good relations with staff and other Board Members
- 3.4. Read materials prior to attending meetings
- 3.5. Take part in training sessions provided for the benefit of Board Members
- 3.6. Fulfil such other duties and assignments as may be required from time to time by the Board.
- 3.7. Provide feedback to the chair on the effectiveness of meetings and how the governance of Extra Care could be improved
- 3.8. Act as effective external ambassador for Extra Care when required

About Extra Care

Providing the high quality, flexible services that allow people to live at home with dignity.

As a not for profit organisation with charitable status, we focus on bringing the best quality care to life.

We are Extra Care because, not only do we care for some of the most vulnerable people in our society, we also help to make their voices heard when decisions about resources are being made.

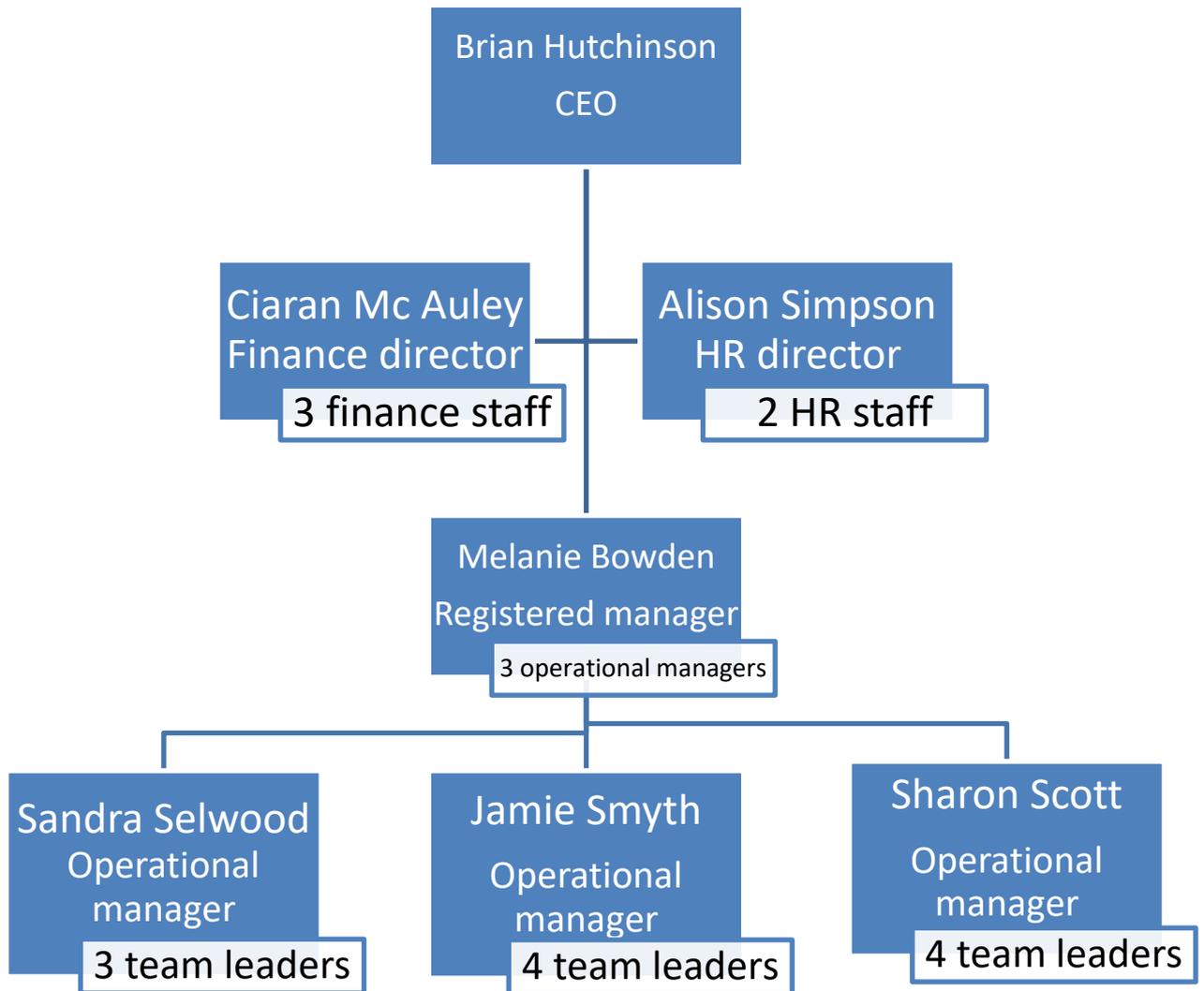
We go further and we care more.

That's what has enabled us to grow over the last 80 years to become Northern Ireland's largest domiciliary care provider. Today, we are a 400 strong team, trusted by Trusts across the Province to deliver the best quality care, 24/7.

We've grown because we are vibrant and modern. We are always ready to listen and to improve, to evolve in line with need, while always keeping our service users at the heart of everything we do.

For more information please visit our website; <http://www.extra-care.org>

Organisational Chart



Extra Care Board of Directors 2019/2020

Stephen Briggs
MBIFM

Stephen is a Facilities Management professional with over 20 years of facilities and property management experience. From Dromore, Co Down, Stephen is currently employed as a Contracts Manager with Serco UK & Europe and previously held management positions with Campbell College, Belfast and Sodexo UK & Ireland. Working at both a regional and operations level Stephen has delivered facilities management solutions to various business groups including media, education, healthcare, private and public sector. He holds a number of voluntary positions in the Northern Ireland Public sector and is a member of the Institute of Customer Service. Stephen joined the Board of Trustees for Extra Care in April 2015 and was appointed Chair in 2016.

Mrs Una Macaulay
BA Social Admin CQSW (Social Work). Dip in Management Studies

Recently retired from her position as Co-Director of Older Peoples Services at the Belfast Health and Social Care Trust, Una is a Social Worker by profession with many years' experience in the provision and management of services for vulnerable client groups as well as managing a large multi-disciplinary workforce. Her experience includes financial and human resource management, social care governance and performance management. Una currently holds the position of Honorary Secretary on the Board of the Belfast Charitable Society (Clifton House). She is also a Trustee on the Board of Age NI. Una joined the Board of Trustees at Extra Care in 2014.

Cathy Dixon
BA Economics

Cathy has over 20 years senior management experience of managing investments for a range of institutional, charity, and private clients. From Ballyclare, for the past 25 years she works for Cunningham Coates Stockbrokers becoming director in 2004 and partner in 2013. Her experience, mainly gained in the City of London, was wide-ranging including the posts of investment analyst at PosTel Investment Management, derivative products manager with Touche Remnant and venture capital investment executive with Ulster Development Capital. Cathy has a degree in Economics, is a Fellow of the Chartered Institute for Securities & Investment and a Member of the Chartered Institute of Financial Analysts. Cathy joined the Board of Extra Care in 2015.

Michael Lynch
FCA

Michael was a solicitor and partner of Elliott Duffy Garrett and later acted as managing partner and chairman. On retirement he was appointed legal consultant to the firm. His specialism was in commercial litigation and Judicial Reviews into planning. Michael became a member of the Council of The Law Society by co-option and acted as a member of various committees. On the formation of The Institute of Professional Legal Studies, he lectured the students on litigation matters.

Dame Joan Harbison
DBE, LL. D

Joan has extensive experience and has made a significant contribution to public life in Northern Ireland. Joan was a Teacher and Lecturer who served as Chief Commissioner of the Equality Commission for Northern Ireland. She was the Vice Chair of the Eastern Health and Social Services Board and the Standing Advisory Commission on Human Rights. She was a member of the General Dental Council for the United Kingdom and the Human Fertilisation and Embryology Authority, as well as serving on the Financial Services Authority Consumer Advisory Panel. She was actively involved in the Citizens Advice Bureau (CAB) for many years and was its Chair from 1994-95, and a member of the Judicial Appointments Commission for Northern Ireland and the HPSS Regulation and Quality Improvement Authority.

In 2005 she received an Honorary Degree of Doctor of Laws (LL. D) from the University of Ulster for her contributions to public life in Northern Ireland. She was appointed as an Older People's Advocate in 2008. Joan joined the Board of Extra Care in August 2017.

Andrew Bing
CA, IOD

Andrew has over 30 years' experience as a Chartered Accountant. Andrew worked in Africa as Chief Financial Officer and Financial Director of MTN for 20 years until 2014 responsible for facilities, shareholder relations, fleet, procurement/supply chain/ Facilities/ NED on Charitable foundation, group relations, financing and banking and Treasury/ governance advisor to CEO. Andrew has recently retired and moved to Northern Ireland where he wishes to use his skills and experience to contribute the local community. Andrew joined the Board in August 2017.

Gerry Gilpin

Gerry is a retired HR Consultant who initially qualified as an Accountant (FCIMA). He has experience in industry having worked for Shell Mex and BP, Standard Telephones and Cables, and Magee Clothing (NI) Ltd. He entered the management consultancy profession in the early 1970's and until his retirement in 2015 held senior positions with PA International, Beecom (now Parity) and Gilpin Black Associates. In 1999 he set up Gilpin Executive Search and Development which provided executive recruitment services including head hunting and redundancy for LHH/Penna (N I). He is a former member of the CBI, a former Board Member of BIFH, and former Chair of the Northern Regional College for F&H Education, former Chair of Music Theatre for Youth, and former Trustee of S & E Belfast Community Trust. He recently joined the Boards of Extra Care and Habinteg Housing Association.

James Lewsley FCCA

James is a chartered certified accountant having trained in public practice, with over 10 years' experience as a business advisor specialising in business restructuring services. James also gained experience in private equity as a portfolio asset manager for the asset services division of a global plc. His current role is a fixed asset accountant for the NI Agri-Food & Biosciences Institute. He is a former panel member of the ACCA Ulster Members' Network having been elected for a three-year term from 2015-2017. James joined the board of Extra Care in June 2018 and sits on the Finance Committee.

Kerri Bradley

In July 2018 Kerri Bradley was appointed a Non- Executive Director of Extra Care for Elderly People. Kerri is the HR Director at Cleaver Fulton Rankin Solicitors in Belfast. Kerri joined the leading commercial law firm, recognised as a leading Firm by Legal 500 and holding Top Ranked Chambers UK recognition for 2019 in October 2018. Kerri previously worked as an HR Manager at Robinsons Services Group, one of Northern Ireland's top 50 largest employers and Legal-Island, a highly respected Employment Law and HR training organisation.

Kerri has expert knowledge in people development and the commercial impact of Human Resources. Kerri's experience is supported by her educational background. She holds Chartered membership of the CIPD; a Bachelor of Laws (LL.B) with honours; a PhD in HR Management (CIPD level 7); and holds awards in Leadership, Management, Education and Training