



# Trustee Recruitment Pack

 **Inspire  
North**  
Catalyst For Change

# Meet Us



**Claire Vilarrubi**  
Chair of the Board



**Ruth Kettle**  
Chief Executive



Thank you for your interest in becoming a Trustee. I joined the Board of Trustees because I am passionate about the positive difference that the Inspire North Group makes. We are hugely proud of the impact we have on our clients affected by mental health, homelessness and domestic abuse.

We are continually looking to refresh and strengthen our Board of Trustees and are always on the lookout for people with a passion for our purpose who can help ensure that we have a high performing Board.

I do hope what you find out from this pack will encourage you to take your application forward. Do feel free to ask questions at each stage as you explore this opportunity and I look forward to meeting you.

Thank you for your interest in finding out more about trustee opportunities at Inspire North. Our trustees are vital to the work of our organisation. You'd be joining us at an exciting time however not without challenges as we continue to grow. Our income comes from a variety of sources including Local Authorities, NHS and Ministry of Justice.

We are committed to developing a diverse Board that represents the communities we serve and encourage applicants from all backgrounds. Being a trustee is an important and rewarding role if you would like an informal chat please do get in touch.

We would very much like to hear from you.



# About Inspire North

We set out on this journey in 2018 when we brought together the work of Community Links and Foundation, two outstanding charities with decades of experience in mental health and housing.

As a parent organisation we bring together this expertise and find innovative ways to provide the very best for the communities we serve. We provide award-winning services and accredited training in mental health, wellbeing, housing and domestic abuse. We work across the north of England, from Doncaster to Durham.

Our family of organisations consists of Community Links, Foundation and their subsidiary Bridging the Gap.



# Vision and Values



**People** are the heart of everything we do at Inspire North, and we strive every day to build brighter futures for the people who use our services. We engage our colleagues and people who use our services to build a sense of community and shared success. We want everyone to play a part in creating our vision.

**Integrity** is our cornerstone; we will always do the right thing. We work hard to make sure our services offer the highest quality and professional standards, and that people are treated fairly and honestly.

**Passion** is what fuels us. There's no better feeling in the world than making a positive difference, and that spurs us on to always go the extra mile – for the people who use our services, for each other, and for our vision of creating a world where everyone matters. We have the brightest and best innovative minds working every day to do more, and to do it better.

**Collaboration** is how we came to be Inspire North. We were born out of the idea that working together, we can achieve more. Across our services we work with many partners, bringing together our expertise to meet varied needs in exceptional ways.

# Our Vision

## Creating A World Where Everyone Matters

### Our Values



#### People

We always treat people as individuals



#### Integrity

We will always do the right thing even if it is hard



#### Collaboration

We will always achieve more together



#### Passion

We will always go the extra mile

### Our Goals



- We will build on the recruitment and development of our diverse workforce
- We will offer training and development opportunities to nurture the talents of our employees and to develop future leaders
- We will live our values and keep them at the centre of everything we do by doing the right thing in the face of challenges.



- We will take responsibility for our services meeting the highest standards set by our regulators where appropriate
- We will be held accountable by our clients and tenants to ensure we are always providing what works
- We will offer value for money and spend wisely.



- We will collaborate equally with our clients, and tenants to make decisions in all areas of Inspire North, from frontline services to the boardroom
- We will build on the strengths and achievements of our employees, clients, and tenants
- We will build brighter futures with our clients and tenants, allowing for aspirations using our data to develop pioneering services.



- We will develop innovative and efficient evidence-based approaches to what we do, using systems that free up our employee's time
- We will look for new sources of funding that will diversify our income
- We will lessen our environmental impact in a way that is measurable.

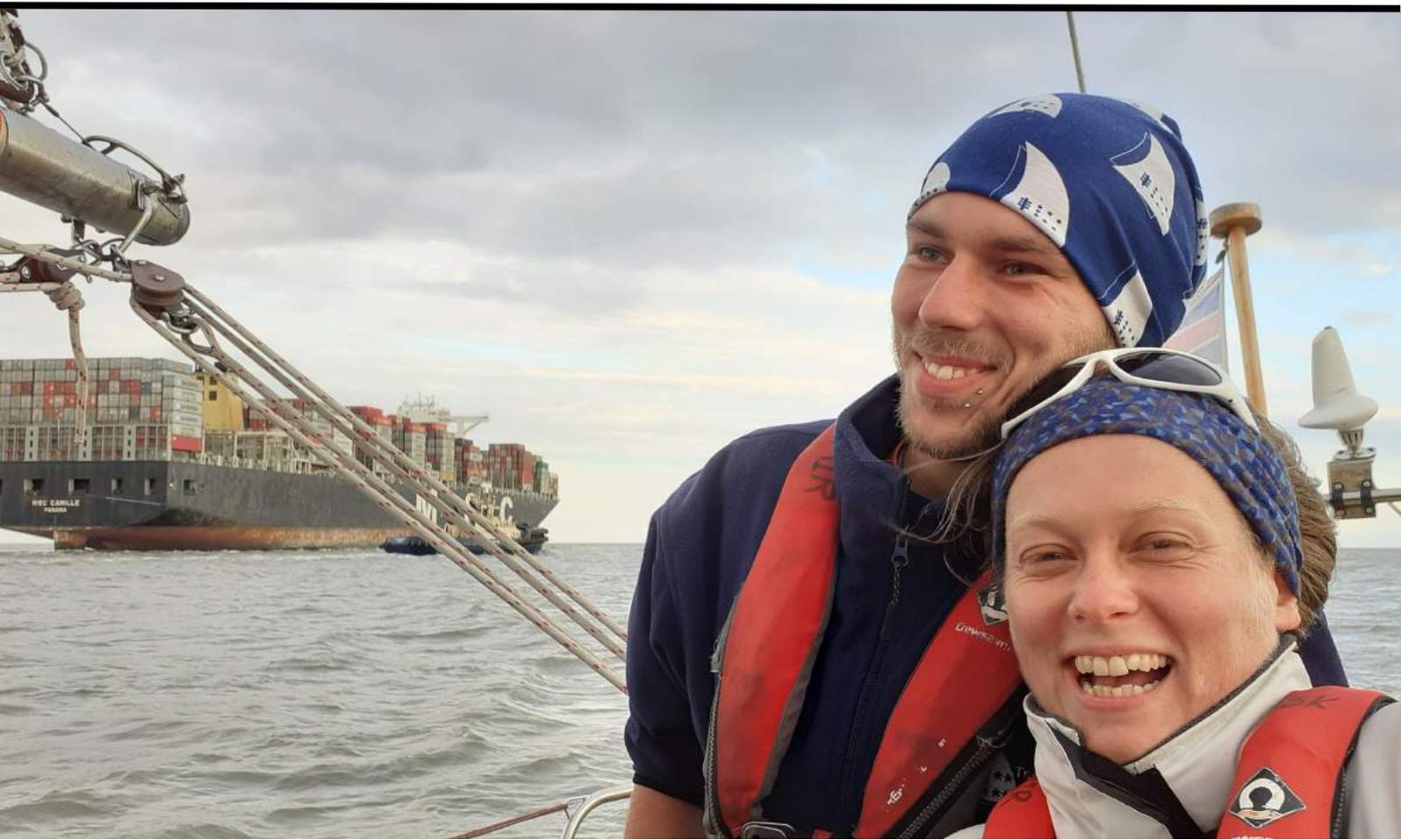
# Community Links

Community Links is an award winning non-profit provider of mental health and wellbeing services in Yorkshire and the Humber.

We offer support for people with a wide range of mental health issues including anxiety and depression, psychosis, alcohol and substance misuse, complex needs and personality disorder.

Community Links Training is our social enterprise which offers award winning mental health awareness and personal development training, including our flagship courses; Mental Health First Aid, Youth Mental Health First Aid, Applied Suicide Intervention Skills Training and safeTALK.

90% of Community Links services are commissioned by the NHS and local authorities in the region. Our partners include voluntary sector organisations and NHS Foundation Trusts.



# Foundation

Foundation has been working for over 30 years in the North of England building better lives. We believe in social justice, fairness and the right to belong. We support adults, young people and families, building on their strengths to make a lasting difference, empowering change and social inclusion.

We work in partnership to deliver a broad range of innovative and professional services for those who are homeless or at risk of homelessness; whether through complex needs, offender history, family breakdown, domestic abuse, addiction or mental health issues.

Foundation works in locations across the North of England to tackle social exclusion of all kinds. In doing so, we support 3,000 customers including adults with drug and alcohol problems, women suffering from domestic violence, the young and the vulnerable, the homeless and people at risk of homelessness.



# Diversity and Inclusion

To feel like you truly belong, you must be heard, valued, and included. This is why Inspire North is committed to being a diverse and inclusive organisation. We want all colleagues, clients, tenants and volunteers, from any ethnicity, sexuality, ability, gender, age, or experience to feel like they can bring their whole self when engaging with our organisation. We wish to establish an ethos and culture that promotes inclusion, respect and dignity and has a zero-tolerance approach to any form of discrimination.

We strive to create an environment where inclusion is a reflex that runs through all aspects of Inspire North, from recruitment and retention to team meetings and client events. We know that different ideas, perspectives, and backgrounds create a stronger and more creative working environment, which in turns makes for the best experience possible for our clients/tenants.

Diversity and Inclusion needs to be something that everyone has a stake in, and we continue to inspire people to work with us through allyship, network membership, strategy, training and understanding. Inclusion isn't just about being 'right' but is our individual and organisational key to growth.



# Being a Trustee

We have a common purpose Group Board with independent Trustees for Foundation (RSL) and Community Links who sit alongside Inspire North Trustees.

Board members are responsible for setting the strategic direction and ensuring the effective Governance of the Inspire North Group. They ensure the organisation makes the best use of its resources to meet its vision and purpose. They also ensure that accountability to key stakeholders is effective and robust.

You will need a passion and commitment for Equality, Diversity, and Inclusion to help drive forward our ambition to become an anti-racist organisation.

## Key Responsibilities and Duties

- Ensure Inspire North complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that the group pursues its objects as defined in its governing document
- Ensure the group uses its resources exclusively in pursuance of its objects
- Contribute actively to the board of trustees' role in giving strategic direction to the group, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the group
- Ensure the financial stability of the group
- Protect and manage the property of Inspire North to ensure the proper investment of the group's funds
- Understand the importance of risk management within Inspire North
- Ensure Inspire North's long-term future
- To represent Inspire Norths' best interests not your employer's organisation.
- To respect confidentiality especially when information/decisions could be commercially sensitive, or of a personal nature
- Take on additional duties where required

### Specific skills required:

We are keen to hear from individuals who can contribute to shaping our group's strategic direction, who have strong links to the diverse communities that we serve and who bring a depth of understanding of their different and changing healthcare and housing needs.

In addition, we would especially welcome applications from candidates with experience in the below fields:

1. **Business Development** inc. Marketing strategy, communications, PR, social investment and brand development
2. **Governance & Leadership** inc. Trustee legal governance , charity law, negotiation and contract management
3. **Compliance with Standards / Kitemarks** including experience with CQC, ISO27001, ISO14001, Chas, Ofsted or as a Registered Social Landlord

### Treasurer Specific:

4. **Finance** inc. Anti-Fraud, Financial Planning, Pension Management, Value for Money Strategies and Anti-Poverty Strategies
5. **Housing** inc. Knowledge of supported/social housing and landlord compliance

We are always keen to strengthening diversity on the Board and we welcome applications from LGBT+, black and minority ethnic candidates.



# Eligibility

Some people are disqualified by law from acting as Trustees, including:

- Anyone who has an unspent conviction for an offence involving deception or dishonesty
- Anyone who is an undischarged bankrupt
- Anyone who has been removed from trusteeship of a charity by the Courts or Charity Commission for misconduct or mismanagement
- Anyone who is disqualified from being a company director under the Company Directors Disqualification Act 1986

Inspire North will not appoint any person as a Trustee who has been responsible for, privy to, contributed to, or facilitated any serious misconduct or mismanagement (whether lawful or not) in the carrying on of a regulated activity.

If a Trustee is a director who is implicated in a breach of a health and safety requirement or another statutory duty or contractual responsibility because of how the entire management team organised and managed its group's activities. Then Inspire North will establish what role the director played in the breach in order that a judgment can be made whether it means they are unfit. If the evidence shows that the breach is attributable to the director's conduct, they will be found as unfit.

Although convictions, bankruptcies or similar matters may be considered 'spent' there is no time limit for considering serious misconduct or responsibility for failure in a previous role.

Having a criminal record will not necessarily prohibit a person from becoming a Trustee, but will necessitate a risk assessment to be carried out to determine suitability. In line with the new directive from the Disclosure and Barring Service, there is not requirement to screen trustees through this process unless they also volunteer in any unsupervised capacity in an Inspire North service.

**Please note** successful candidates will be subject to Disclosure and Barring Service (DBS) check prior to formal appointment as a Trustee. Rigorous checks will be carried out to ensure that all persons applying to become a Trustee are eligible. These checks will include obtaining two references (one from a current employer and one from an individual who has known the applicant for over two years and is not a relative). If the potential trustee is retired, one reference should come from someone who has known them on a professional level.

# Role Description

You would be responsible to: The Board of Trustees.

## TRUSTEE COMMITMENT

We ask Trustees to commit to 1 day a month to cover time for meetings and reading of papers. Our sub-committees meet quarterly as does our Board. These can be attended in person or via video conferencing. The only in-person mandatory attendance is 2 Board Away Days a year at our training centre in Leeds.

We have a Trustees Expense Policy which sets out the ability for trustees to claim reasonable travel expenses as well as the possibility to claim care or childcare costs.

We require Trustees to partake in annual reviews and complete mandatory training (or evidence similar training with another organisation).

## ROLE PURPOSE

Board members are responsible for setting the strategic direction and ensuring the effective Governance of the Inspire North Group. They ensure the organisation makes the best use of its resources to meet its vision and purpose. They also ensure that accountability to key stakeholders is effective and robust.

You will need a passion and commitment for Equality, Diversity, and Inclusion to help drive forward our ambition to become an anti-racist organisation.

## CORE RESPONSIBILITIES

### 1. Strategic direction

Agree Inspire North's vision, purpose, and values and ensure that its obligations, as set out in its objects are understood and met. Measure and monitor performance against key indicators across the group.

### 2. Effective governance

Promote good governance and ensure that Inspire North Group's business is conducted in accordance with the requirements of regulatory bodies. Contribute to the effective governance through active membership of the Board and its sub-committees. Have oversight of the risk management framework and a system of internal controls.

### 3. Working with colleagues

Establish strong working relationships with other Board Members, the Group Chief Executive, and other senior staff, constructively challenging as required.

#### **4. Self-management**

Regularly attend, prepare for and fully participate in meetings. Participate in reviewing the effectiveness of the Board. Undertake mandatory training and annual PDR. Accept collective responsibility for any decisions made by the Board. Declare any interests and identify conflicts of interest.

#### **5. Promoting the organisation**

Act as an ambassador for the Inspire North Group helping to build the brand and our reputation.

All Group Board member applicants will need to demonstrate:

- Alignment with the vision, purpose and values of the Inspire North Group.
- A commitment to and understanding of what it means to become antiracist.
- A demonstrable commitment to Equality, Diversity, and Inclusion
- An ability to understand and accept the duties and liabilities of being a charity Trustee.
- A willingness to devote the necessary time and effort to the role.
- IT literacy
- Integrity and credibility
- Able to see the bigger picture and seek to understand challenging and complex issues.
- Able to listen, make reasoned contributions to debate and a willingness to speak their mind.
- Able to provide clear, balanced advice and guidance with the ability to challenge constructively.
- Demonstrate effective skills in persuasion and negotiation to influence others.
- Experience of working in collaboration with others, working towards common goals and shared objectives.

A Trustee's ability to contribute will not always draw on professional and/or practitioner experience at a senior level, all applications will be considered in relation to skills, experience and diversity of perspective that may be missing from the Board at the time of recruitment.

Board members will ideally provide ability, skills, and knowledge in one or more of the following areas.

#### **Client insight and analysis:**

Experience of working in the health, housing/homelessness, or domestic abuse sector where there is a strong focus on customer service, or of being a recipient of services as a carer or client.

#### **Senior management experience:**

Experience of working at senior level in an organisation being involved in strategic planning, setting and measures and monitoring quality and performance. Experience of managing change projects and increasing equality, diversity and inclusion within your work.

**Business development and growth:**

Experience of growing a business, of bid writing or having financial acumen. Experience of communication or marketing.

**Policy and partnerships:**

Experience of building effective strategic partnerships and stakeholder engagement. Experience of working across sectors or in consortia. Experience of policy development and influencing at local or national level.

**Equality, Diversity, and Inclusion:**

Experience of delivering effective Equality, Diversity and Inclusion strategy or initiatives ensuring a diverse workforce. Lived experience of racial or other discrimination. Experience of engaging diverse communities with the effect of increasing access, engagement, and outcomes for clients from marginalised groups.



# Apply

Thank you for your interest in joining Inspire North's Board!

There are several ways to reach out:

- Visit our [Careers Page](#) and apply using your CV to a current Trustee vacancy
- Email [helen.ferguson@inspirenorth.co.uk](mailto:helen.ferguson@inspirenorth.co.uk) to arrange an informal chat with Ruth, our CEO
- Express your interest by emailing your CV [helen.ferguson@inspirenorth.co.uk](mailto:helen.ferguson@inspirenorth.co.uk) along with the Application Form at the back of this pack.

Successful applicants will be contacted to arrange an interview, these can be held virtually.

**We look forward to hearing from you!**

## CONTACT US



**Phone:** 0113 2739660

**Email:** [helen.ferguson@inspirenorth.co.uk](mailto:helen.ferguson@inspirenorth.co.uk)

**Web:** [www.inspirenorth.co.uk](http://www.inspirenorth.co.uk)

**Twitter:** @InspireNorthUK

**Instagram:** @inspirenorthcareers

## Trustee Application Form

<b>Applicant Name</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

**Do you have a preference for which organisation you wish to be a trustee for? If no, please tick all boxes**

**Community Links**

**Foundation**

**Inspire North**

**Why do you want to join Inspire North Board of Trustees?**

**In no more than 2 sides of A4 please explain experience and expertise would you bring to Inspire North Board of Trustees?**

(Please refer to the person specification and explain how you fulfil the criteria)

Do you know of any reason which would prevent you from becoming a company director or a charity trustee, e.g. undischarged bankruptcy, unspent conviction for deception or dishonesty, or previous removal as a charity trustee on these grounds?

YES

NO

Please provide details of 2 professional referees. **Please note** references from friends and family members will not be accepted.

<b>REFEREE #1</b>	<b>REFEREE #2</b>
<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>
<b>Relationship to you</b>	<b>Relationship to you</b>
<b>Address</b>	<b>Address</b>
<b>Telephone number</b>	<b>Telephone number</b>
<b>Email address</b>	<b>Email address</b>

**I declare this information to be true.**

<b>Signed</b>		<b>Date</b>	
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Thank you for taking the time to complete this application form. Please submit this form completed and attach your CV via email to [helen.ferguson@inspirenorth.co.uk](mailto:helen.ferguson@inspirenorth.co.uk)