

2022



# BOARD MEMBER RECRUITMENT PACK

Registered Charity 1038862



# WELCOME

**Dear Applicant,**

Thank you for your interest in becoming a Trustee of Heart of England Mencap (HoEM).

At HoEM, we believe in empowering our customers to live their best lives, supporting them through the highs and lows which come with this. We are looking for candidates like you, who are passionate about the work we do.

As a trustee, you'll have the opportunity to help imagine and realise a stronger and more positive future for adults with Autism and Learning Disabilities. You'll be committed to our values and expand the range of skills and experiences held by the Board. We particularly welcome applications from candidates who will help the Board better reflect the diversity of lived experience. If you believe that you possess the attributes, skills, and knowledge that would benefit our development we would be keen to hear from you.

Once you have reviewed the role profile and information, if you have any questions, you are welcome to contact our Secretary to the Board of Trustees, Rachel Hewitt via phone on 07872836261 or via email at [RHewitt@heartofenglandmencap.org.uk](mailto:RHewitt@heartofenglandmencap.org.uk).

Join our Board today and help us to continue transforming the lives of the people we support.

Yours faithfully,



Rob Pearce  
Chair of Trustees



# ABOUT US

We are Heart of England Mencap, a registered charity supporting people with learning disabilities across Warwickshire and Worcestershire.

We are proud to deliver a wide range of professional support, enabling individuals to live independently within their own home, or with the support that is tailored to meet their needs. We prioritise person-centered care, focusing on people's capabilities, not their disabilities.

We are governed by a board of trustees who:

- Guide the strategic direction the organisation;
- Hold us to, and live by, our values;
- Oversee the delivery of services to ensure we continue to provide quality, cost-effective services to the customers we work with;
- Ensure compliance and standards are met.



# OUR VALUES



Honest



Effective



Aspirational



Respectful



Trustworthy

# THE ROLE

We're looking for people who can demonstrate that they have the dedication and innovation to positively impact the lives of people with a Learning Disability.

The role of the board include:

- Championing disabled people's rights and their meaningful inclusion in community life
- Maintaining effective charity governance
- Developing the knowledge and capability of the Board of Trustees
- Showing commitment to diversity and inclusion
- Working within any agreed policies adopted by the charity
- Acting as an ambassador for the charity
- Maintaining relationships with government departments, agencies, and other key influencers
- Keeping informed about HoEM's work and wider issues that affect the organisation

We want people with passion, people who want to speak up for those without a voice, people with real-life skills and experience living with a disability or caring for someone vulnerable. Our priority is to have an inclusive Board of Trustees, consisting of a range of experiences and perspectives. We encourage applicants from all backgrounds to apply, especially people who have skills or life experience in any of the following areas:

- Mental Health
- Disability
- Marginalised groups
- Social Housing
- NHS

We also welcome applications from young people looking for their first role as a trustee and offer the opportunity to develop in a role where you really can make a difference.

As a member of the Board of Trustees, you will play an essential part in an enthusiastic and energised team. Your contribution will help shape the organisation for the future, working effectively with the Executive team to ensure our business plans are delivered in line with the strategic objectives.



# CODE OF CONDUCT

It is the responsibility of Board Members to:

- Act within the governing document of the organisation and abide by the law and policies and procedures of the organisation
- Act with honesty, openness, accountability, leadership, selflessness, integrity and objectivity
- Act in the best interests of Heart of England Mencap
- Manage conflict of interest professionally
- Respect confidentiality
- Attend meetings and other appointments or give apologies
- Prepare fully for meetings and all work for Heart of England Mencap – reading papers, querying anything you don't understand, and thinking through issues in good time before meetings
- Act jointly and accept a majority decision
- Work considerately and respectfully with all

## ADDITIONAL INFORMATION

- Time Commitment - the board meets four times per year, and each committee meets quarterly
- Terms of appointment - An offer can be made following satisfactory interview and eligibility checks, including references
- Location - The board meets on a hybrid basis with plans to move back to face-to-face shortly
- Remuneration - The role of trustee is unremunerated, although pre-agreed items such as travel may be claimed
- Safeguarding - The board is subject to all legislation pertaining to safeguarding, and all policies governing staff working with vulnerable adults
- Our Support for You - We offer a supportive Board of trustees and executive team who will enable you to develop your learning and and maximise your potential in your new role

# COMMITMENT TO DIVERSITY AND INCLUSION

We welcome applications from anyone regardless of their age, experience, disability, ethnicity, heritage, gender, sexuality, and socio-economic background.

## CONTACT US



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# WE LOOK FORWARD TO MEETING YOU!