

# Recruitment Pack

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JOB ROLE: TRUSTEE

May 2020

## Finchale

***'We are an award winning training provider bringing life changing expert support to individuals and businesses'***

Finchale has 80 successful years of supporting local communities to make positive changes to their lives.

The charity is a specialist in providing education, training, employment and welfare support services to veterans, those in military service and their families and individuals with multiple barriers to social inclusion.

In 2019 the charity began to deliver these services to a wider market including young people through an alternative education offer. From Summer 2020 the charity will be delivering a range of Apprenticeships and a full prospectus of professional training courses including Strategic Leadership and Management. These are aimed at individuals seeking career development and businesses seeking to improve their workforce development offer.

Delivered by an expert team of specialist Vocational Tutors, Wellbeing Coaches and Case Managers who collaborate with clients to identify their needs and provide one to one tailored support alongside our lived experience Volunteer Mentor Team. Designed with the client in mind the provision is uniquely tailored to each individual and includes our integrated wraparound health and wellbeing programme.

<b>Vision:</b> Enabling people to make positive and lasting life changes for a brighter future					
<b>Mission:</b> To deliver effective and responsible services enabling clients to reach their full potential through a personalised journey of development. Providing them with wraparound, integrated one-to-one support and coaching giving them access to the right training, employment and enterprise opportunities at the right time.					
<b>Our Aim:</b> To provide meaningful and impactful training, enterprise, well-being and employment support & opportunities for all our clients.					
<b>Our Values</b>	<b>Community Focused</b>	<b>Customer Driven</b>	<b>Trusted</b>	<b>Determined</b>	<b>Respectful</b>
<b>Our Priority Areas &amp; Ambitions</b>	<b>Education &amp; Training</b> Blended curriculum portfolio reflecting the needs of learners and employers		<b>Employment</b> Expand employability base and strategic partnerships becoming a recognised and trusted provider		<b>Enterprise</b> Maintain and expand the 'Sparks' business and enterprise initiative
	←		Health and Wellbeing		→
<b>Service Offers</b>	<b>Finchale AFC</b> Supporting the armed forces community (AFC) in service, in transition and beyond	<b>Finchale Advance</b> Giving our young people a head start in the labour market	<b>Finchale Growth</b> Providing everyone with the opportunity to get back on track	<b>Finchale Sparks</b> Support and guidance for business and budding entrepreneurs	
<b>Social Value</b>	<b>Sustainable Employment</b>		<b>Supporting Enterprise</b>		<b>Health &amp; Wellbeing</b>
<b>2020-2021 Strategic Objectives</b>	<b>Financial</b> <ul style="list-style-type: none"> <li>Increase new business in order to hit P&amp;L targets</li> <li>Manage the Pension Deficit and maximise internal efficiencies</li> </ul>	<b>Customer</b> <ul style="list-style-type: none"> <li>Implement and follow the Quality Cycle</li> <li>Achieve 90%+ customer satisfaction</li> <li>OFSTED 80%+</li> <li>Maintain quality marks e.g. ISO</li> </ul>	<b>Internal</b> <ul style="list-style-type: none"> <li>Improve corporate Governance</li> <li>Improve Financial Reporting</li> <li>HR Processes</li> </ul>	<b>Growth</b> <ul style="list-style-type: none"> <li>Develop a commercially valid Virtual Learning Environment</li> <li>Create a Succession Plan</li> </ul>	

## Key Achievements

Finchale works with clients from across the North East, supporting over 500 clients in 2019. Our latest Client Voice tells us:

Employability & Skills Development	Health and Wellbeing
 We've supported <b>91%</b> of our clients into employment <b>85%</b> of these are full time roles	 <b>53%</b> tell us their <b>physical health and wellbeing</b> has improved
 <b>66%</b> of our clients have gained a new skill or qualification	 <b>69%</b> tell us that their <b>mental health and wellbeing</b> has improved
<b>Enterprise and Growth</b>	 <b>86%</b> tell us that they have <b>more self esteem</b>
 We supported <b>52</b> people to think about <b>enterprise</b> as an <b>employment option</b>	 <b>74%</b> tell us they feel <b>more socially included</b>
 Supported <b>40</b> individuals to be <b>enterprise ready</b>	<b>Helping people to make positive decisions</b>
 We oversaw the creation of <b>15 new enterprises</b>	 <b>88%</b> of our clients tell us we've helped them to make a <b>positive</b> decision about their <b>future</b>
 Creating the equivalent of <b>4.2</b> full time <b>jobs</b>	

## Future Plans

The current development strategy will see Finchale give a nod to its history with the acquisition of premises to develop a Construction Skills Academy. As a registered apprenticeship training provider, the charity has identified a skilled team of dedicated trainers with over 60 years' experience supporting learners in the construction and civil engineering industries. The charity has firm roots and a long reputation of providing quality training across our client base in construction based multi-skills including bricklaying, plastering and tiling.

With links to many of the key construction players in the North East, we will provide high quality training for businesses and individuals through a combination of apprenticeship provision, 16-19 delivery, career transition support for those leaving the military and a value for money commercial training offer. Currently the Construction Skills Academy is planned for Autumn 2020.

**Role Title:** Trustee

**Salary:** Voluntary position

**Location:** Richard Annand VC House, Mandale Park, Belmont Industrial Estate, Durham, DH1 1TH

Finchale is seeking several Trustees to join and play vital roles in achieving the charity's objectives. **We would particularly like to hear from you if you have a background in education and training or marketing.**

### **What will you be doing?**

You will bring your skills, attributes, expert knowledge, experience and contacts to enrich our board and benefit our charity.

### **What are we looking for?**

We wish to recruit trustees who are passionate about our charity's work. We are proud of the progress we have made and are seeking individuals who can support the charity onto the next phase. Ideal candidates will have can-do attitudes and strong networking skills.

### **What difference will you make?**

An ambassador for the charity during a critical period of transition, your expert knowledge and experience will be invaluable to its success.

### **What's in it for you?**

You would be part of an innovative and forward-thinking charity. Finchale is developing fast and you will play a key part in its progress.

### **Main Activities**

- Contribute actively to ensure the Board fulfils its Governance responsibilities.
- Ensure Finchale acts in accordance with legislation, its constitution and those procedures governed by the Charities Commission and Company Law.
- Ensure Finchale's strategic direction, policies and objectives are clear and kept under regular review.
- Ensure that the values and purpose of Finchale are upheld in all decisions and decision-making processes made by the Board.
- Hold the executive team to account using a support and challenge ethos.
- Regularly review financial viability and ensure the financial stability of Finchale.
- Act as an ambassador and champion Finchale objectives at a senior level, supporting income activities, and fostering networks that can help generate income for the organisation.
- Support the recruitment of senior staff.
- Safeguard the reputation and values of Finchale.

## **Trustee Qualities**

- Experience of working at a senior management/leadership level.
- Willingness to take collective responsibility for the governance of our charity.
- Ability to work at a strategic and visionary level whilst understanding the detail and complexities of delivery, and the influencing skills needed to bring employees and wider stakeholders along with plans.
- Strong communicator.
- Ability to analyse risks and opportunities, taking a balanced approach to both.
- Extensive networks, and a willingness to draw on contacts as appropriate.
- Purposeful and driven with evidence of great business acumen.
- Willingness to promote openness and accountability, always holding the organisation's best interest at heart.
- Ability to commit time consistently.
- Experience in steering organisations through a process of change and improvement.

**The following knowledge, experience and skills are of particular interest. Expertise in more than one area would be highly desirable:**

### **Education and Training**

Excellent knowledge and experience in the further education, training and skills sector. This could be a background in teaching or education management/research. Or experience in leading adult and community learning.

### **Marketing**

To oversee further development of the organisation's marketing, brand and communications strategy in conjunction with the Executive team and wider Board. Experience in managing online and digital campaigns would be particularly valuable.

### **Construction**

A background in the construction industry is actively sought, to contribute in shaping the future development of the Finchale Construction Skills Academy.

### **Military / Veterans**

With previous military experience, this role will support in developing existing, and expanding networks across the region.

### **Business Development**

Ideally with knowledge of pipelining activity and gaining access to funding, to promote the growth and development of new and existing commercial training activities.

### **Finance**

Knowledge and experience of finance practice relevant to voluntary and community organisations would be beneficial. In addition to expertise in the analysis and interpretation of financial data.

## **Commitment and other requirements**

### **Time and location**

- The Board meets at least 4 times a year.
- You will be a member of a sub-committee which will meet 4 times a year.
- Board meetings are typically held at the organisation's premises with remote/virtual options available for sub-committee meetings.

### **Finchale Trustee Recruitment Policy**

We use the Charity Commissions [Finding New Trustees](#) to inform our Trustee Recruitment policy. As part of Finchale Trustee Recruitment policy you will be required to undergo an [Enhanced DBS check](#) , you must meet the requirements of the [Fit and Proper Persons Test](#)

Finchale has in place a Trustee Indemnity Insurance (Governors Liability) through our Insurers Zurich.

### **Timescales for Recruitment**

Closing date for applications \*\*\*\*\*/\*\*\*\*\*/2020

Shortlisting \*\*\*\*\*/\*\*\*\*\*/2020

Interviews to be held on \*\*\*\*\*/\*\*\*\*\*/2020

Meet the team to be held on \*\*\*\*\*/\*\*\*\*\*/2020

2<sup>nd</sup> Interviews if required to be held on \*\*\*\*\*/\*\*\*\*\*/2020