



Healthy n Happy

Community Development Trust

Board Recruitment Pack August 2017

www.healthynhappy.org.uk



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How to apply

This recruitment pack provides details of how to apply, some more background information on Healthy n Happy and a copy of our Trustee (Board member) role description including the required skills and experience. These show our expectations of Board members and the important role that they play in the leadership of Healthy n Happy.

Please apply by 29th September 2017 by forwarding the following to brendan@healthynhappy.org.uk

✓ A cover letter answering the two questions:

1. What do you think you can offer Healthy n Happy?
2. What has motivated you to apply and why now?

✓ A copy of your CV

If you would like an informal discussion about joining the Board of Directors please contact Brendan Rooney, Executive Director on brendan@healthynhappy.org.uk or call 0141 646 0123.

Selection Process

The Board of Directors is responsible for recruiting Directors. New Directors are identified in a variety of ways including advertising, word of mouth, previous contact with or knowledge of the organisation or personal recommendation. Individuals who are interested in becoming a Director are required to submit the information detailed above. Shortlisted applicants will be invited to attend a two way open information session with the full Board and an informal interview with two other Directors and the Executive Director.

Background Information

Healthy n Happy works with people of all ages across the whole population of Cambuslang and Rutherglen. Our programmes, courses and support services focus on helping those in challenging circumstances. The disadvantaged communities we support in Cambuslang and Rutherglen are in the 5%-20% most deprived in Scotland and are affected by issues such as unemployment, poverty, alcohol and substance misuse, a range of health inequalities and lower life expectancy.

As the local community development trust, we play a key role in tackling inequalities and disadvantage. In **2015/16** we provided direct services to **1384** local beneficiaries and we engaged with **7466** people of all age groups across Cambuslang and Rutherglen through a variety of different events, services and programmes.

We have evolved significantly since our founding as a Community Health Initiative in 2002 and now have four key work streams:

Transforming Lives provides support to individuals and families so they achieve their goals and aspirations. Delivery includes volunteering, mental health, stress management and family support, healthy living and social activities and anti-stigma campaigning.

Transforming Communities delivers grassroots community development that supports local disadvantaged communities to articulate and achieve their ambitions. We do this through direct delivery, capacity building and activism. Projects include grassroots community capacity and leadership programmes in Burnhill, Whitlawburn and Springhall, The Wee Adventure Club (5-12 year olds); Parent café (parents, babies and toddlers up to age 3) and Youth Activism (12-18 years old groups).

CamGlen Radio (based in Number 18) is our community radio station for local communities led by local communities. Over 75 volunteers produce and broadcast content that includes local news, politics, community interviews, promoting community events and a wide mix of great music including local bands.

Bike Town is a cycling support and recycling initiative which aims to make cycling as a means of transport and recreation available to all in Cambuslang and Rutherglen. We will do this by providing affordable cycling products and services which enhance the lives of cyclists and would be cyclists. We aim to break down the barriers to involve people of all ages and all walks of life to reap the benefits of cycling and being part of their community through cycling.

Additionally our community hub **Number 18** is an inclusive multi-functional community space delivering services and opportunities based on community need, aspiration and improving quality of life. Our key focus areas for Number 18 are lifelong learning and employability; positive health and wellbeing; arts and culture; and community cohesion, resilience and empowerment.

Everything we do is built on collaboration, building relationships with individuals and groups. We bring people, communities and agencies together so we can identify ways to improve individual and community life. Our organisation typically works with over 50 organisations locally, including residents' action groups, community groups and voluntary and statutory organisations. We have significant community visibility and our organisation's work is typically delivered out in the community in around 60 different local venues across Cambuslang and Rutherglen every year.



The Role of a Director

Healthy n Happy (HnH) is governed by a board of ten Directors who have responsibility for our strategic direction and performance. Our Directors are drawn from the communities we serve and bring a wide range of skills and experience along with their passion to improve the lives of local people.

Role Description: Director/Board Member (unpaid role).

Purpose of role: Under charity law HnH Trustees have the ultimate responsibility for directing the affairs of HnH, and ensuring that it is solvent, well-run and delivering the charitable outcomes for which it has been set up.

1. Strategic Direction

Trustees must ensure that the HnH has a clear vision, mission and strategic direction and is focused on achieving these. Trustees must work in partnership with the Executive Director and other staff to ensure that:

- a) HnH has a clear vision, mission, set of values and strategy and that there is a common understanding of these by trustees, staff and volunteers.
- b) Operational plans and budgets and the fundraising strategy support the vision, mission and strategy.
- c) There are regular reviews of the external environment for changes that might affect HnH (environmental, political, financial, competitive, partnerships, alliances) and there is an aligned regular review of strategic plans and priorities.

2. Performance management

Trustees are responsible for the performance of HnH and its impact upon stakeholders.

- a) To ensure that HnH measures its impact and progress towards its strategic objectives and to regularly consider reports on performance.
- b) To ensure that there are policies to direct key areas of the charity's focus.
- c) To ensure that there are quality and service standards for major areas of delivery and that these are met.
- d) To ensure that HnH values are understood and put into practice, by trustees, staff and volunteers.
- e) To ensure the HnH brand, good name and reputation are recognised, used and safeguarded.
- f) To ensure that there are complaint systems in place, for users and supporters.
- g) To recruit the Executive Director, to ensure that the responsibilities delegated to the Executive Director are clearly expressed and understood, and directions given to them come from the Board as a whole and to hold him or her to account for the management and administration of the charity.
- h) To ensure that the Executive Director receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer term objectives.
- i) To ensure that HnH has effective employment policies and processes in place, to recruit, train and develop staff and volunteers.

3. Compliance

Trustees must ensure that HnH complies with all legal and regulatory requirements:

- a) To ensure, with professional advice as appropriate, that HnH complies with all constitutional, legal, regulatory and statutory requirements.
- b) To understand and comply with the constitution and rules that govern HnH, and to review the governing documents regularly to ensure they are fit for purpose.

4. Prudent management of assets

Trustees must be stewards of HnH assets, both tangible and intangible, taking care over their security, and how they are used:

- a) To ensure that HnH's financial obligations are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded.
- b) To act reasonably and prudently in all matters relating to HnH and always in the interests of HnH.
- c) To ensure that trustees take professional advice when needed, and record the advice received.
- d) To be accountable for the solvency of HnH.
- e) To ensure that the major risks to HnH are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

5. Good governance

Trustees must ensure that HnH's governance is of the highest possible standard:

- a) To ensure that HnH has governance structures appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its users.
- b) To ensure that Board decisions are comprehensively recorded in writing and effectively communicated.
- c) To ensure the Board regularly reviews our governance structure and its own performance, to an agreed programme.
- d) To ensure that major decisions and policies are made by the trustees acting collectively.
- e) In consultation with the Executive Director, to ensure that the Board has on it, the skills it requires to govern HnH well, and that the Board has access to, and considers, relevant external professional advice and expertise.
- f) To ensure that all members of the Board receive appropriate induction on their appointment and that they continue to receive appropriate advice, information and training (both individual and collective).
- g) To ensure that trustees have a code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the trustee code of conduct.

Time Commitment

Directors are expected to:

- Prepare for and attend quarterly full Board meetings per year. Board meetings are generally held in Number 18 Farmeloa Road, Rutherglen, G73 1DL.
- Most of the Board's work is done in Sub Groups and Board members will be expected to prepare for and attend monthly Sub Group meetings.
- Attend occasional extraordinary meetings as required.
- Attend our charitable events and activities where relevant.
- Representing HnH at other (external) events.

Required Skills, Qualities & Experience

- Reliable and in a position to commit sufficient time and energy to Healthy n Happy.
- Self-motivated, organised with good time management skills.
- Prepared to work as a part of a dedicated team.
- Prepared to utilise own skills, knowledge, experience and contacts for the benefit of Healthy n Happy.
- A positive outlook and good sense of humour.
- Understanding and acceptance of the legal duties, collective responsibilities and liabilities of the Board of Directors.
- **Expertise, skills, knowledge and experience in one of the following areas:**
 - Income Generation (which could include corporate finance/fundraising/sales)
 - HR (which could include Equalities)
 - Media/PR (and Marketing)
 - Building and managing networks/partnerships
 - Legal (which could include Equalities)
 - Strategic Planning

Term of Office

There is no set term of office for Directors but it is anticipated that Directors will serve for a minimum of 2 years. At each AGM, one-third of the Directors (being those who are the longest serving Directors) will retire from office but will then be eligible for re-election.

Office bearers are elected after the AGM.

Termination of Office

A Director must retire from office if he/she is unable to fulfil his/her duties for any reasons for a period expected to continue for more than 12 months.

A Director may be removed from office if he/she is absent (without good reason) for more than 3 consecutive meetings of the Board.

What Directors can expect from Healthy n Happy

- A rich and rewarding experience
- Demonstrable evidence that your time and energy is making a real difference to people's lives.
- A network of strong connections and relationships.
- Joining a locally, nationally and internationally recognised charity that has won multiple awards including: The Charity Governance 2016 awards in the Embracing Risk and Harnessing Opportunity category.
- Induction including introduction to all staff and services / projects.
- Timely reports, papers and minutes of meetings.
- Travel and subsistence expenses incurred on Healthy n Happy business.

Notes

1. This is a voluntary position.
2. An individual will not be eligible for appointment if s/he is:
 - I. Disqualified from being a Charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005.
 - II. Disqualified from acting as a Company Director.
 - III. An employee of Healthy n Happy.
 - IV. Under the age of 18.
 - V. Operating from a position which could present a significant conflict of interest.
3. In order to join the Board of Directors individuals will have to register as a Director with Companies House.
4. This role description is subject to review and adjustment as required.

For more information on the role of trustees please visit:

<http://www.oscr.org.uk/charities/guidance/guidance-and-good-practice-for-charity-trustees/charity-trustee-duties>