

**Outward Board**

**Trustee Recruitment 2021**

Dear Applicant,

**RE: Outward Trustee**

Thank you for your interest in joining the Outward Board as a voluntary Trustee. Organisations like ours only thrive through the involvement of high calibre people who are willing to give up their time, so I am grateful that you are considering us. I hope the accompanying information will help you to understand us better.

Outward is the Newlon Group’s care and support provider, we employ approximnately 500 staff, we are supported by over 50 volunteers providing services to approximately 1,000 people. Our core areas of work are providing housing, care and support to people with learning disabilities - some with high care needs, vulnerable older people, young people who need support and people on the Austisitc spectrum.

Newlon Housing Trust, our parent organisation, is a charitable housing association working across North and East London, with a proud record of working on major regeneration programmes including the award winning Arsenal Regeneration Area in Islington and most recently Hale Village in Tottenham.

This is an exciting time to join Outward as we will be developing a new strategy to enable us to successfully emerge from the rigours of Covid over the last 18months . To strengthen our Board we are looking for people with specific experience in one of the following areas;

1. IT, systems and communications – 2020 saw Outward like many others, successfully make changes to work and communicate in the new Covid world. We now want to strengthen our Board with someone able to bring further knowledge and expertise to take this work onto the next stage.
2. Experience and knowledge in managing and/or developing care and support services, particularly for people who have high care and support needs.
3. Fund Raising – Outward in the last year has been re-invigorating our efforts to raise funds to support key areas of our chairtable activities and we now want to strengthen the Board in this area.

If selected, you would join the Outward Board as a Trustee, sharing responsibility with fellow Board Members for setting the strategy and direction of the organisation, managing risk, overseeing growth and financial stability and assuring the successful delivery of services. If you would like to discuss the role or find out more about our work please contact Peter Little our CEO via email plittle@outward.org.uk

Yours sincerely,

Jackie Ballard

Chair



**The Newlon Group** consists of the parent company Newlon Housing Trust and five subsidiaries, Outward, Newlon Fusion, Access Homes, NewlonBuild and NewlonInvest. The Group is not a legal entity in its own right. The term is used to describe the comprehensive range of high quality community services Group members provide. Group members’ work together to benefit the communities of north and east London. Joint projects include the award-winning development of Century Court, a state of the art Extra Care scheme in Hackney and our greener Newlon campaign. This programme, led by Newlon Fusion, helps residents avoid fuel poverty and lead more energy efficient lifestyles. The campaign has won a number of national awards in recognition of its positive impact on people’s lives.



**Outward** is a growing and successful charitable provider of specialist care and support services ranging from extra care housing for the elderly to individual personalised support packages for people with complex needs. We currently employ approximately 500 staff and support around 1,000 people. Outward provides intensive housing management, care and support services to people across north and east London including:

* Those with Autism Spectrum Disorders, our services are Autism Accredited
* Those who have experienced street homelessness, we provide intensive housing management and support.
* Young people in housing need – including those leaving care, providing temporary housing with support to assist them to gain skills and become independent
* Older people who need care and support, floating support and extra care.
* People with learning disabilities, we provide a range of floating support, personalised services, services for young people coming in transition, supported housing and registered care.

We have won awards for our innovative approaches to volunteering and for our flexible employment of care and support staff. We have introduced an online support planning system to help us better engage with our service users and assist with producing excellent personalised support plans. We have a successful activity and holiday centre in the Ashdown Forest in East Sussex used by our customers and by other voluntary organisations, and commercial organisations and members of the public.

**Trustee Advert**

**We are recruiting for up to three new Voluntary Board members for our charity**

**based in London N17**

Since 1976 Outward have been providing innovative housing, support and care solutions to people in need.Whether we are providing care and support in partnership with local authorities or supporting people via direct payments, our aim is always for the individual to determine what kind of support we offer. Our focus is on enabling people to have greater choice, independence and control over how they live their lives.We are part of the Newlon Group, we manage supported housing for over 500 people and work across 10 London Boroughs providing services to a wide range of people including people on the Autistic Spectrum and people with learning disabilities.

We are looking for high-calibre individuals who can demonstrate a clear understanding of the challenges we and our customers face, and who are genuinely passionate about the positive impact that good social care can make. Perhaps you already have experience as a Trustee and want a new challenge, or perhaps you have relevant skills and are looking for your first opportunity to join a Board and be involved in a large and successful charity.

We want our Board to reflect the diversity of the communities we serve and welcome applicants from all parts of the community.

We are now strategically looking to strengthen our Board in the following specific areas;

1. IT, systems and communications – 2020 saw Outward like many others, successfully make changes to work and communicate in the new Covid world. We now want to strengthen our Board with someone able to bring further knowledge and expertise to take this work onto the next stage.
2. Experience and knowledge in managing and/or developing care and support services, particualrly for people who have high care and support needs.
3. Fund Raising – Outward in the last year has been re-invigorating our efforts to raise funds to support key areas of our chairtable activities, in particualrly to support our activity holiday breaks for people with learning disabilities and our volunteer community work.

For an application pack, and to find out more about the commitment required of our Board members, please visit [www.outward.org.uk](http://www.outward.org.uk). Alternatively, email **recruitment@outward.org.uk** or write to Recruitment, Outward, Newlon House, 4 Daneland Walk, Hale Village, London N17 9FE.

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| **Recruitment Timetable** |
| **Closing date** | 13th September 2021  |
| **Shortlisting** | 13th of September 2021 |
| **Interview date** | 23rd of September 2021 |

# Trustee role description

*This document describes the key responsibilities of trustees and the personal characteristics and behaviours that go with the role. Please note that all successful candidates will be offered comprehensive induction, so don’t be deterred if the list appears daunting at first sight.*

**Formal responsibilities**

Trustees must ensure that the organisation:

* complies with its governing document (Memorandum and Articles of Association), its statutory duties, charity law, company law and any other relevant legislation or regulations;
* pursues its charitable objects as defined in the Memorandum and Articles of Association;
* applies its resources exclusively in pursuance of those objects,

# Other requirements

# Trustees are expected to:

* Contribute actively to the Board of Trustees in giving clear strategic direction to the organisation, agreeing overall policy, defining goals and evaluating performance against targets;
* Use their skills, knowledge and experience to help the Board reach sound decisions. This may involve giving special scrutiny to Board papers, leading discussions, focusing on key issues and providing advice and guidance;
* Attend and contribute to Board and committee meetings. Trustees are also expected to take part in an annual strategic planning workshop and to pay occasional visits to organisational projects.
* Safeguard and enhance the reputation of the organisation;
* Ensure the effective and efficient management of the organisation through delegation to the Chief Officer and management team;
* ensure the financial stability of the organisation through continual assessment and performance measurement;
* protect and manage the assets of the charity (property, financial reserves *etc.*) and ensure the effective use of the charity’s funds;
* be responsible for monitoring the organisation against key performance targets;

### Person specification

Trustees are expected to demonstrate the following behaviours, characteristics and abilities:

* Application of Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
* Commitment to the organisation and its values;
* Ability to act as an ambassador for the organisation and champion its mission and services;
* Willingness to devote the necessary time and effort to the business of the Board and to learn about the organisation, its staff and the people it serves;
* Independent judgement, and the ability to challenge appropriately as a ‘critical friend’;
* Ability to analyse documents and provide informed feedback;
* Strategic thinking, creativity and vision geared to enhancing the development and prosperity of the organisation;
* Ability to work effectively as a member of a team in order to reach constructive decisions. This includes being able to speak openly in discussion while respecting and taking account of others’ views;
* Willingness to understand and assume the legal duties, responsibilities and liabilities of trusteeship.

# Application and Selection

**Summary timetable**

**Closing date:** 9am on Monday 13th of September 2021

**Interviews:** 23rd of September 2021

Successful candidates will then be asked to attend and observe the next Board meeting.

Following this their appointments will be confirmed by the Group Board.

## **Skills based selection**

We use a skills based approach to the recruitment and selection of Board Members and staff which are the transferable behaviours that we believe will underpin successful performance as a Board Member. They are outlined in the Board Member Role Profile which is part of this pack. The recruitment panel will use the skills and experience set out in the role profile to short-list candidates.

**Making your application**

Please complete the application form in this pack. You may submit a CV to cover your experience and qualifications as long as it covers the areas asked on the application form. Please submit your application either by email **recruitment@outward.org.uk** or write to Recruitment, Outward, Newlon House, 4 Daneland Walk, Hale Village, London, N17 9FE. The deadline for applications to be returned is 9am on 13th September 2021.

**Interview**

If you have been shortlisted for interview we will let you know by the 14th of September. Interviews will take place at Newlon House or potentially via zoom. A panel consisting of current Board Members including the Chair and the Chief Executive will meet with shortlisted candidates on an individual basis to ask further questions about skills and experience and to answer questions or queries from candidates. Candidates will also be interviewed by a panel of people we support/ experts by experience.