****

**Business Plan**

2022-2024



**Trustee Recruitment Pack**

**A welcome from our Chair**

Thank you for your interest in the Care Collective. We are looking for independent Non Executive Board members, with a passion for unpaid Carers who can help us deliver our strategic objectives. At the Care Collective unpaid carers are at the heart of a collective effort in helping family members and friends when they need support with personal care, health care, essential daily tasks or to stay safe. Our ambition is that young and adult unpaid carers are able to help and get help for someone with care and or support needs in a way that maximises that person’s independence and dignity that reduces the physical and emotional impact on the health of carers.

We want to make sure that carers can manage financially and have the time and energy to enjoy their life and achieve things that are important to them. As part of this we provide respite and care in people’s homes and our work covers the regions of Gwent, Cardiff and Vale and Cwm Taf Morgannwg. With over 140 staff and a £4million turnover, we are one of the largest charities in Wales. The role of a trustee is invaluable in ensuring we provide a high impact, professional and sustainable services. To help us continue our success as we drive the organisation forward, we are looking for trustees who are willing to give their time, expertise and experience to help unpaid Carers across Wales and who will embrace and share our passion, mission, vision and values.

Amongst other skills we are proactively seeking new Board members with experience in Health and Social Care, Regulated Care and Commissioning, Law, Marketing and communications, Finance and Human Resources. We would also love to hear from individuals who have been unpaid carers themselves. We welcome all applications for Trustees and positively encourage applications from individuals irrespective of age, gender, ethnic background, sexual orientation, religion, belief or disability. Additionally we are happy to consider trial periods and co-opted membership.

The attached pack is intended to provide you with further information about the opportunity. If the opportunity interests you, please contact our Chief Executive, Kieran Harris for an informal discussion [kieran.harris@thecarecollective.wales](mailto:kieran.harris@thecarecollective.wales)

Steve

**Steve Harford**

Chair of the Board of Trustees

**Our Purpose**

At The Care Collective, unpaid carers are at the heart of a collective effort in helping family members and friends when they need support with care, essential daily tasks, or to stay safe. Our aim is that unpaid carers are looking after themselves, enjoying their lives, and achieving their goals, whilst helping a family member or friend to receive empowering care or support. We’re incredibly proud of being a Welsh charity, but it’s absolutely essential for us that we help anyone that needs support, irrespective of their nationality, ethnicity, sexual preference, gender identity, economic status, or religion. This is another reason our name includes the word ‘collective’, as we want to include everyone.

We equip unpaid carers with the knowledge, skills and confidence to look after themselves, as well as their loved ones, ensuring they have time and energy to enjoy and achieve the things that are important to them. We work with carers to prevent or reduce the physical and emotional impact of the care and support tasks they undertake, helping to give appropriate knowledge and support so that the person they look after is as independent as possible.

**Our Vision and Mission**

**Our vision:**

Unpaid carers in our operating areas are looking after themselves, enjoying their life, and achieving their goals, whilst helping a family member or friend to receive empowering care or support.

**Our mission:**

We Will:

* Be led by unpaid carers
* Amplify voices
* Build relationships
* Share knowledge
* Provide expertise
* Stay at the forefront of social care
* Act with warmth and understanding

**Our Values**

* **Caring**

We are caring, kind, and thoughtful. We care about unpaid carers, and we care about the family members and friends that they support

* **Passionate**

People work for a charity because they want to make a difference, and our passion for helping others runs through our core. We are also passionate about contributing to the communities we operate in, and reducing the environmental impact of our services.

* **Ambitious**

Our ambition is to help thousands more carers each year, and to make a huge difference to their lives. We have an ambition to keep getting better at everything we do. To be one of the best charities in Wales when it comes to our back-office functions, innovation in service delivery, and being thought leaders.

* **Inclusive**

Improving inclusion and diversity within our organisation and in the representation of people who use our services is a key aim. Health inequalities are more prevalent in certain groups, meaning they can be more likely to provide care and support to a family member or friend. Despite this, every unpaid carer should feel that we understand them, want to help them, irrespective of their nationality, ethnicity, sexual preference, gender identity, economic status or religion

**Our Work**

**About Us:**

At The Care Collective, unpaid carers are at the heart of a collective effort in helping family members and friends when they need support with care, essential daily tasks, or to stay safe.

We have been championing and working with unpaid carers for over 30 years under a number of names as the charity grew and welcomed smaller charities into The Care Collective family. We are now, one of the largest charities in Wales, with around 170 colleagues, and we currently work across ten local authority areas in South Wales. Our catchment areas account for almost 50% of the total number of unpaid carers in the whole of Wales.

Our head office is based at the County Hospital in Griffithstown and we also run support hubs in Pontypool, Penarth, Bridgend and Porth. Through our services, advice and support, our aim is that unpaid carers are looking after themselves , enjoying their lives, and achieving their goals, whilst helping a family member or friend to receive enjoying their lives, and achieving their goals, whilst helping a family member or friend to receive empowering care or support.

We take an original approach to supporting unpaid carers. Even in the face of ever increasing demands and reducing resources, we rise to the challenge and think creatively about how we deliver our services.

Our non traditional outlook and innovative mindset makes it easier for people to seek support. Our pursuit for new ways of working enables us to support more people and create deeper outcomes for them.

**Join our board**

Our trustees play a vital role in making sure that The Care Collective achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that The Care Collective has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable The Care Collective to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

The Charity Commission for England & Wales outlines the main responsibilities and duties of charity trustees as follows:

* Ensure your charity is carrying out its purposes for the public benefit
* Comply with your charities’ governing document and the law
* Act in your charity’s best interests
* Ensure your charity is accountable
* Manage your charity’s resources responsibly
* Act with reasonable care and skill

**About the role**

**Key duties of the role include:**

* Supporting and providing advice on The Care Collective’s purpose, vision, goals and activities.
* Approving operational strategies and policies, and monitoring and evaluating their implementation.
* Overseeing The Care Collective’s financial plans and budgets and monitor and evaluate progress.
* Ensuring the effective and efficient administration of the organisation.
* Ensuring that key risks are being identified, monitored and controlled effectively.
* Reviewing and approving The Care Collective’s financial statements.
* Providing support and challenge to The Care Collective’s CEO in the exercise of their delegated authority and affairs.
* Keeping abreast of changes in The Care Collective’s operating environment.
* Contributing to regular reviews of The Care Collective’s own governance. Attend Board meetings, adequately prepared to contribute to discussions.
* Using independent judgment, acting legally and in good faith to promote and protect The Care Collective’s interests, to the exclusion of their own personal and/or any third party interests.
* Contributing to the broader promotion of The Care Collective’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

There will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

**What are we looking for?**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

**Personal skills and qualities**

* Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
* Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
* Effective communication skills and willingness to participate actively in discussion.
* A strong personal commitment to equity, diversity and inclusion.
* Enthusiasm for our vision and mission.
* Willingness to lead according to our charity values.
* Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**How to apply**

For an informal discussion about the role of Trustee, please contact our Chief Executive Kieran Harris. You can send Kieran an email [kieran.harris@thecarecollective.wales](mailto:kieran.harris@thecarecollective.wales)

We look forward to hearing from you.

**Time Commitment**

**Time commitment**

* Attending 4 Board meetings annually (estimated time commitment 12-24 hours per year including preparation). Currently meetings are held remotely but we hope to move some meetings in future to in person at the Carers Hub in Pontypool
* Attending additional strategy working groups / training days as required (these will be discussed and planned in advance with the Board of trustees)
* If the individual chooses to support and attend a subcommittee either for People and Wellbeing or Finance, Audit and General Purpose, then there would be a further 4 meetings (with a further time commitment of 12-24 hours per year including preparation)
* This is a voluntary position, but reasonable expenses are reimbursed.

****

Coed-Y-Gric Road

Griffithstown

Pontypool

NP4 5YA

01495 769996

Version: (05 December 2022)

thecarecollective.wales