



Trustee Recruitment Pack



Welcome

Thank you for your interest in becoming a Trustee with Bexley Mencap – it's an exciting time to join us. We have been on a journey to develop and expand on our services over the past few years which has led to us securing funding to launch a new Community Hub. This exciting new venue will mean we can continue to expand what we offer our community and work with a more diverse range of local people.

We will shortly be writing our new strategy to help guide us through this time meaning that we need positive, passionate and skilled people who can help us to achieve our objectives.

Being a Mencap Trustee will mean that you will be making decisions that will impact on the lives of people with a learning disability and/or autism, and their families, in Bexley.

If you believe you can offer us some of your time, skills and experience please apply. We hope that you will be inspired to join us and look forward to hearing from you.

Who we are



Our Vision

That all people with a learning disability are respected, valued and empowered to live life to the full

Our Mission

To provide support and opportunities for people with learning disabilities and the people that care about them. We will raise awareness, break down barriers and promote understanding within the community.

Our Values

Empowering

We aim to support everybody to grow, develop and reach their full potential

Approachable

When people need us, we are there

Person Centred

People with a learning disability and their loved ones are at the heart of everything we do

Passionate

We are dedicated to improving the lives of the people we support

Respectful

We treat everyone who comes into contact with our organisation with dignity and respect

You can find out more about our existing Trustees and staff team
[on our website](#)

What We Do



Activities and Services

We run a range of services and activities to support people with learning disabilities and their carers, including:

- Healthy Lifestyles - Tennis, walking football, gardening and more!
- Community Hub - our new venue which will run a range of bespoke sessions for local people
- Social and hobby groups
- Carers support service and groups
- Pathways (social care assessments and reviews)

Community Support

We provide practical support to people with learning disabilities either 1:1 or on a group basis. Our 1:1 support includes support with managing a home, accessing volunteering or with health and wellbeing appointments.

Our new Hub is a group who meet twice a week to learn new skills, make friends and gain confidence and independence.



Raising Awareness and influencing change



A large part of our work is making sure that the views and needs of people with learning disabilities are heard and that people are able to influence the things that affect them.

Our Respect in Bexley groups come together every week to raise awareness of issues and work with partners to make positive changes for everybody.

We are also currently working with health partners to improve access to healthcare across the borough.

About the role

Our board plays an important role in ensuring that our organisation is truly great and impactful in every activity and service that it delivers. We aim to have a good mix of Trustees with a good range of skills and qualities, and a variety of professional and personal experience, which will help to ensure the board will make well-rounded decisions.

Collectively our board provide direction and oversight of the organisation by:

- Setting our vision, mission and values
- Contributing to and overseeing the development of a strategy to help us achieve our objectives
- Ensuring that the people that we support are at the heart of everything we do and that we seek their views in developing strategy and services
- Ensuring that we comply with all legal and regulatory requirements
- Being responsible for the assets of the charity, including finances, buildings and our reputation
- To safeguard the good name and ethos of the organisation
- To ensure the financial stability of the organisation
- To appoint the Chief Executive Officer and monitor their performance

Responsibilities



Our Board of Trustees has overall responsibility for the direction, management and control of Bexley Mencap, and is collectively accountable for compliance with relevant legislative and regulatory requirements. The role of a Trustee carries legal duties and responsibilities. The Trustee Framework gives more information about the responsibilities of the senior members of the organisation and how they work together.

What we are looking for

It is important that Trustees have specific attributes to help us ensure that our charity's objectives are met, which include;

- Passion and commitment to improving the lives of people with a learning disability and their families and carers
- A dedication to inclusive working, valuing difference and respecting all colleagues
- Able to challenge and debate with respect and accept constructive challenge
- Strong leadership even during uncertain or difficult times, providing a steadying influence on the organisation
- Strategic vision, strategy setting and evaluation
- Able to spot threats, plan contingencies and provide solutions
- A commitment to learning and developing personal knowledge about our work
- A commitment to shared accountability
- An ability to think creatively
- Pro-active and enthusiastic
- Honesty, integrity and reliability

Trustees are sought with experience in the following areas:

We have identified the following skills and experience as being ones we would particularly welcome:

- Lived experience of caring for person a learning disability, particularly a younger person
- Commercial property
- Fundraising
- Marketing and communication

Diversity on the Board

We openly acknowledge that our current Board of Trustees is not as diverse as we would like it to be. As a result, whilst we would encourage anyone interested to consider an application, we would particularly welcome applications from those from groups currently under-represented on the Board. We also offer a full induction and training opportunities to all Trustees to support them fulfil their role.



What we ask of our Trustees

We ask all Trustees to attend all board meetings which are held quarterly and last for approximately two hours. In addition, we ask that Trustees:

- Send apologies to the chair for necessary absences.
- Prepare for meetings by reading the agenda, papers and emails before the meeting (approx. 2-3 hours).
- Talk to the chair before the meeting if you need to clarify anything.
- Participate fully in meetings;
- Listen to what others have to say and keep an open mind.
- Contribute positively to the discussions.
- Have the best interests of the organisation/beneficiaries in mind at all times.
- Draw attention to any potential conflicts of interest that may arise in the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.
- Join sub-committees with a more specific area of focus on certain topics if your experience and skills would be of benefit (usually quarterly 1-2 hour meetings)
- Attend an annual away day
- Attend our AGM where possible; held during the day in November (2-3 hours)



As we support adults at risk, all Trustee positions will be subject to a current, enhanced DBS Disclosure

What you can expect in return

We hope that you will find a role of Trustee with Bexley Mencap an incredibly rewarding and positive experience. This is an exciting opportunity to join a friendly team and be part of the strategic direction of this growing organisation.

As a Trustee with Bexley Mencap you can expect;

- The opportunity to make a real difference to the lives of people with a learning disability and their families and carers
- The opportunity to learn new skills and learn more about learning disability
- The opportunity to work with a highly committed and passionate team
- The opportunity to meet new people
- Great experience for your CV and career progression
- Relevant training and support

Next Steps

To apply please send your CV with either:

- A short written statement (no more than 2 pages) or
- a video/audio statement (no more than 3 minutes)

Covering these areas:

- Why you are interested in becoming a trustee
- What skills, experiences, or perspectives you would bring, with reference to the role
- How you connect with our vision, mission and values

We will then arrange an information discussion with our CEO so that you can find out more about us. Applications will be reviewed by Trustees and successful applicants invited for an interview with existing Trustees.

If you have any queries, please don't hesitate to contact our Chief Executive, Kara Lee, on 020 8303 6336 or email kara@bexleymencap.org.uk





020 8303 6336
www.bexleymencap.org.uk
office@bexleymencap.org.uk
19 Church Road, Bexleyheath, DA7 4DD

Registered Charity No. 1041117



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