



**TRUSTEE
RECRUITMENT PACK**



People at the heart of everything

Welcome

We are delighted that you are considering applying to be a Trustee of Care Network Cambridgeshire (CNC). We hope that as you read this information pack you will be inspired to see how your skills and experience can help us achieve CNC's vision *'for communities and individuals to be empowered to live happier, healthier and independent lives.'*

Everyone at CNC is proud that for over 36 years, the charity has been working alongside local people and communities across Cambridgeshire. We are passionate about making a difference to people. Click [here](#) to read about our history and quotes from our clients whose voice matters in guiding decisions about the services we deliver and how this done.

The Trustees provide strategic direction and a sounding board for the Leadership Team as they steer the organisation. Our trustee board numbers between 3 and 10 people at any time, each bringing a different set of skills and knowledge to this exciting way to engage with and support the people of Cambridgeshire.

Staff and volunteers enjoy working with this amazing charity and our clients cannot believe that our range of services are all free at point of contact. If you would like to help us continue to make a difference please contact our Leadership Team, or I for a chat, you can contact us on recruitment@care-network.org.uk

Mike Hill
Chair of Trustees

History of CNC

Over 30 years ago a local vicar's wife realised the need for practical support to get people back 'on their feet' and engaged with their community after a hospital stay, she organised a team of volunteers in her village and the news and the idea spread across the county. We still provide support for those coming out of hospital with our 'Help at Home' service.

We have expanded our offer over the years but stayed true to the original idea of helping people to remain independent and engaged with their local community working with not just paid staff but a dedicated team of volunteers to ensure that we reach as many people as possible.



Our Mission is to support adults and communities to improve their health and wellbeing through a person-centred approach. Working alongside them to make informed choices that improve confidence and connection.

Our Vision is for communities and individuals to be empowered to live happier, healthier and independent lives.

Our Values are to be:

- **Innovative**, proactive, positive, inspiring
- **Enabling**, supportive
- **Collaborative**, connecting
- **High quality**, reliable



Our Services



Help at Home provides practical support enabling clients to get home quicker after a stay in hospital or to stay at home when they might otherwise struggle to maintain their independence. Staff and volunteers do not provide personal care but will liaise with other services and organisations to make sure everything is in place when clients are discharged and will stay in touch for a few weeks to reduce the risk of readmission.

Community Navigators provide clients with information and guidance, as well as signposting to other organisations who can help in particular circumstances. They help clients access services and local activities that are useful or enjoyable. Whatever the question, our staff and volunteers are trained, resourced and capable of finding the information clients need to access the appropriate services.





Wellbeing staff and volunteers provide a range of one-to-one support that enhances wellbeing for those feeling stressed, worried, isolated or lonely, this helps boost confidence and independence. We do this

through offering one-to-one support for wellbeing over an agreed number of sessions, a Check and Chat service, with a friendly volunteer phoning clients for a regular catch up over a few weeks and a team of Trusted Friend volunteers who can offer some short-term support to help clients get back out and about confidently in their community.



What we ask of our Trustees

Care Network Cambridgeshire (CNC) appreciates the commitment of Trustees (or Non Executive Directors) to the organisation. Our Trustees meet quarterly with 3 committees (Finance, Policy & Procedures, Staff Remuneration) meeting between these full board meetings. CNC is a registered Charity and a limited Company. We are looking for Trustees who want to develop their board level experience and have skills and experience in relevant areas, particularly: Finance (developing strategy), Comms & Marketing, Digital & IT (especially Tech enabled care, but also organisational), Volunteers and Volunteering, Partnership working, NHS / Adult Social Care.

We offer a mix of in person and online meetings, training for our trustees, opportunities to meet staff formally and informally, the chance to make a difference.

Trustees are asked to work for the good of the charity by:

- Ensuring that CNC pursues its stated objects (purposes), as defined in its governing documents
- Working with CNC's Leadership Team to develop and agree a long-term strategy
- Understanding how CNC's activities benefit the public and support the charity's purposes
- Ensuring that CNC complies with its governing documents (its memorandum and articles of association), charity law, company law and other relevant legislation
- Ensuring that CNC uses its assets only to support or carry out its purposes and that those assets are properly managed and invested to ensure financial stability
- Safeguarding the good name and values of CNC
- Ensuring that CNC is well run and has appropriate policies and procedures in place
- Avoiding situations where their duty to the charity conflicts with personal interests or loyalty to any other person or body
- Making provision for the appointment, supervision and support of the Chief Executive Officer



In addition to the above statutory duties, each Trustees should use their specific skills, knowledge or experience to help the board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

- A commitment to Care Network Cambridgeshire and to understanding the role of charity trustees
- A willingness to devote the necessary time and effort to training, reading papers and attending meetings
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind even when their view is different to that of other trustees
- An understanding and acceptance of the legal duties, responsibilities and liabilities of charity Trustees (as set out in the Charity Commission's Guidance. 'The essential trustee: what you need to know, what you need to do' which can be found [here](#))
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact our Leadership Team via recruitment@care-network.org.uk



To make an application, please let us have:

Please include an up-to-date CV (no more than 3 sides)

A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

These should be emailed to: recruitment@care-network.org.uk

The Trustees are keen to engage with, and agree interview dates with potential applicants at the earliest mutually convenient opportunity. Therefore, they have decided rather than provide a date for interview, this can be arranged at a time that fits around candidates existing commitments.

