



# **trustee recruitment pack**

**Brief - August 2019**

A LIFE OF OPPORTUNITY  
EST.1954



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# Welcome from Brian Walsh OBE Chair of Trustees

Dear Applicant

Like all national charities that provide social care support we are facing challenging times, and the need for strong and supportive governance has never been more important.

The Board of Trustees at Camphill Village Trust has been through a period of change and development in recent years, culminating in the delivery of a refreshed strategy and rebrand, providing the Trust with an exciting future that combines our commitment to improve the quality and consistency of our support, alongside real enthusiasm and confidence to develop new support models and growth.

Working in close partnership with the Chief Executive, Senior Management Team, wider colleagues and increasingly the people we support and family members, we are shaping a confident charity that builds upon its established values and resources.

We are now seeking a new Trustee to join our Board and bring additional experience and complimentary skills to the governance of the Trust. Following recent Trustee appraisals and skills audit it was determined that this particular recruitment will focus on adding new skills from the following priority areas:

- Social Enterprise / Retail
- Marketing
- Digital Communication

Experience within the charitable and social care sectors may be beneficial but not a pre-requisite requirement.

Thank you for your interest in Camphill Village Trust and I look forward to receiving your application.

Kind regards

**Brian Walsh OBE**  
**Chair of Trustees**



# About us

Camphill Village Trust is a leading, long established and progressive UK charity supporting adults with learning disabilities and autism, mental health problems and other complex support needs.

We encourage, enable and support over 500 people across a range of housing and support models and through our 10 urban and rural communities and services, all of which are rated CQC 'good', some with 'outstanding' areas.

We have a bespoke residential service providing accommodation with care to people with complex needs, but present support is principally provided through a wide spectrum of supported living at home environments that provide the people we support with individual tenant status. Some are shared homes with 24-hour support, whilst others increasingly support semi-independent and fully independent living.

Our recently developed Shared Lives support service is now operational, and we are excited about establishing supportive links between Shared Lives homes in the wider community and present Trust resources; which we believe will enable people with greater and more complex support needs to be supported within the Shared Lives model.

The introduction of a more person-centred and outcome-based focus to our enterprise activities and day support

model has led to major growth in the number of people we now support during the day across a wide range of land-based, food production, craft and customer service functions that provide therapeutic learning plus supported and full employment opportunities.

We run cafés, shops and art therapy studios; bake great bread and make award-winning cheese; create and sell wonderful crafts; get involved in pop-up markets; support urban community allotments and gardens; lead the UK with Care Farming projects and so much more. The people we support are at the heart of these activities.

Our direction and future is increasingly being informed and directed by the people we support through a range of co-production initiatives and projects that are still developing and evolving - and we see the growth of this co-productive approach as a bedrock of our future culture.

We retain a strong belief that everyone needs purpose in their lives, and the Trust continues to enable people to have meaningful opportunities to contribute to their community - and to have that contribution recognised and appreciated. Enabling people to become "world citizens" and to grow physically, emotionally and spiritually in a contemporary context is challenging, especially with competing resources, but this remains a core commitment at the Trust.

## Our staff

Over 600 people work within the Trust in a range of roles, both within our communities and central functions. We also encourage and provide volunteer opportunities.

As you would expect most of our colleagues are involved in care and support roles, but we also have colleagues involved in our enterprise, finance, HR, fundraising, marketing, IT, administrative and management functions.



## Our members

The Trust has circa 510 members who have full voting rights under our Articles of Association. In a recent amendment to our Membership Policy we have enabled the next of kin of people we support to become Trust members. Members are responsible for voting in new Trustees, and Trustees retire by rotation at the annual AGM, usually putting themselves forward for re-election.



[www.camphillvillagetrust.org.uk](http://www.camphillvillagetrust.org.uk)

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# Our vision

To see more people with learning and other disabilities lead a life of opportunity.



# Our mission

To empower the people we support to lead more connected, fulfilled lives and make informed life choices.

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# Camphill Village Trust values

Camphill Village Trust was established in 1954 to provide support to adults with learning disabilities, inspired by the philosophy of Rudolf Steiner. In 2018, our charity continues to support adults with learning disabilities, applying our core values to modern social care, in a way which is relevant to people with learning disabilities and social care commissioners, today.

Below are the core values that will guide us through the next five years:



## Building connections

Camphill Village Trust offers a sense of belonging and community. That means we create opportunities for friendship, connecting people to build a community so they can feel valued rather than isolated.



## Enabling potential

Camphill Village Trust enables people to develop, grow and be heard. This means we build confidence and the voice of the people we support informs what we do, at every level.



## Promoting purpose

Camphill Village Trust promotes meaningful, healthy living. This means the people we support live an active life and can contribute to the wider community on an equal basis.



## Environmental respect

Camphill Village Trust values and cares for the environment. This means that we see a connection between the environment we live in and our well-being and promote living sustainably, in harmony with the natural world.



## Social impact

Camphill Village Trust believes our people and resources should make a positive contribution to society. This means we support and develop initiatives to challenge issues faced by vulnerable members of society, which enable the people we support to achieve greater integration into the wider community.

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# Our communities and services

Our support and services are presently organised within three broad geographical regions:

## North:

- Botton Village  
*Whitby, North Yorkshire*
- Larchfield Community  
*Middlesbrough, Teesside*
- Croft Community  
*Malton, North Yorkshire*

## South west / central:

- Oaklands Park  
*Newnham, Gloucestershire*
- Grange Village  
*Newnham, Gloucestershire*
- Taurus Crafts  
*Lydney, Gloucestershire*
- Stourbridge  
*West Midlands*
- Shared Lives  
*Dudley, West Midlands*

## South east:

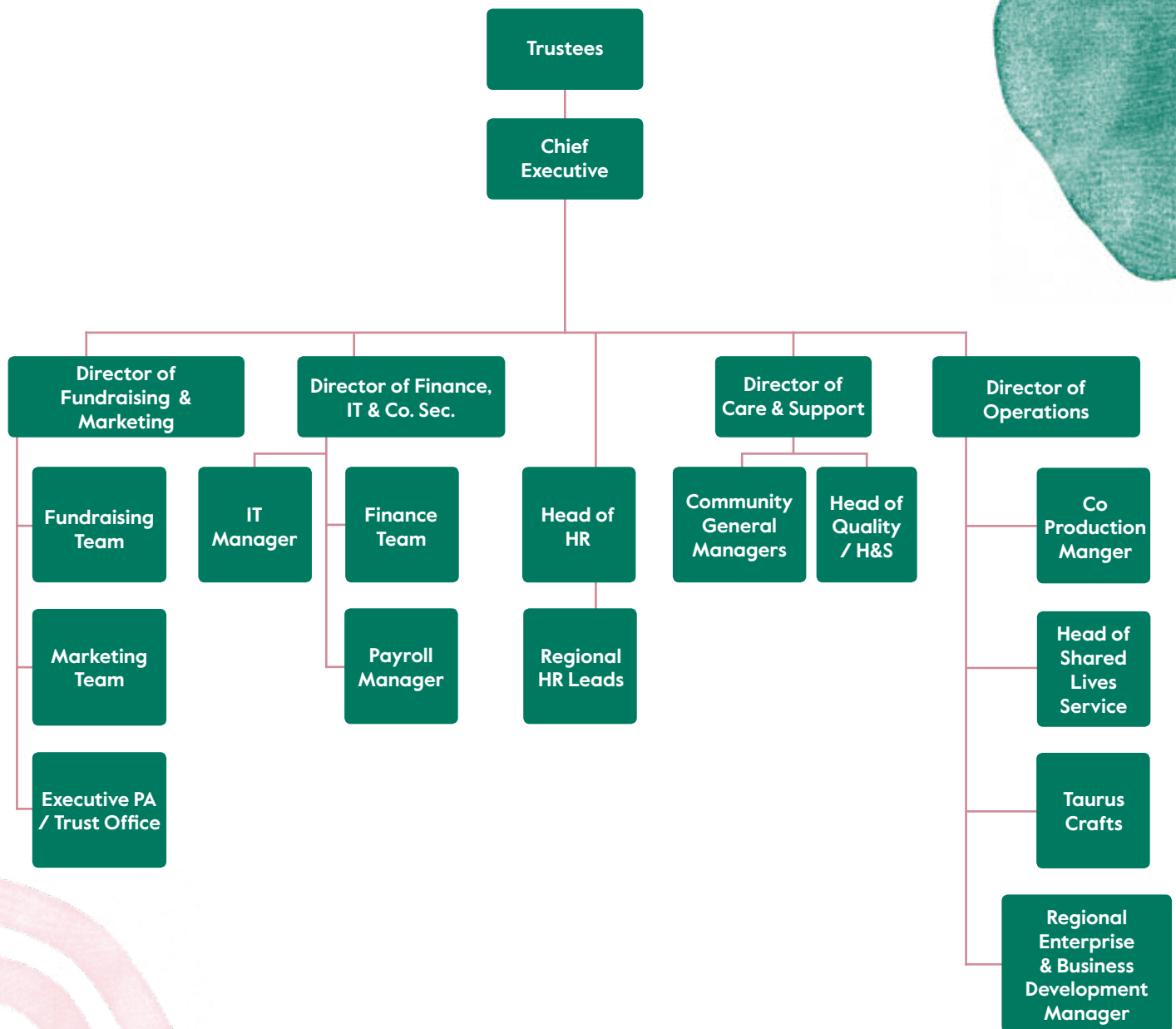
- St Albans Community  
*St Albans, Hertfordshire*
- Delrow Community  
*Watford, Hertfordshire*

- 
- 1 Larchfield Community  
2 Botton Village  
3 Croft Community  
4 Stourbridge  
5 Oaklands Park  
6 Taurus Crafts  
7 Grange Village  
8 St Albans Community  
9 Delrow Community  
10 Shared Lives

# Governance structure

In addition to the full Board, which takes overall responsibility for the governance of the Trust, a range of mandated sub-committees and forums provide focused scrutiny and direction:

- The Audit and Finance Committee
- The Appointments and Remuneration Committee
- The Ruth Fund Committee
- Quality Committee
- Fundraising Forum
- Employee Forum





# The role of Trustee

The primary role of our Trustees is to work constructively with other board members and staff to support the good governance of the charity, ensuring that the purpose of the charity is fulfilled and the charity is well managed and financially viable and working within the requirements of the law, regulation and its funders.

## Key tasks include:

- Ensure the purpose and long-term strategic direction of the charity is developed, shared and regularly reviewed
- Ensure effective management structures, staff, business plans, budgets and resources are in place to support the work of the charity
- Ensure risk and performance is monitored and managed through effective systems of internal review and delegation
- Ensure appropriate policies and procedures are in place and regularly reviewed
- Ensure that the charity functions within the relevant legal and financial requirements and strives to achieve best practice
- Ensure that the board has the appropriate skills and experience and its working practices deliver good governance for the charity

## Key expectations include:

- Support the vision, mission and values of the charity and take Trustees' duties and good governance seriously
- Devote sufficient time and energy to the effective governance of the charity, reading the papers for meetings, attending board meetings and where relevant sub-committees / forums
- Attend briefing / training sessions and behave in accordance with any relevant policies
- Contribute to the decisions of the Board using your skills and experience and share responsibility for all the decisions of the Board, working to deliver good governance in practice
- Register all interests in the register of interest and declare any potential conflict of interest
- Represent the charity positively to external audiences

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience to help the Board of Trustees reach sound decisions.

# What Trustee skills and experience are we looking for?

The present Board of Trustees has a wide range of experience and skills, but following recent Trustee appraisals and skills audit it was determined that this particular recruitment will focus on adding new skills from the following priority areas:

## Social Enterprise / Retail

Camphill Village Trust is involved in social enterprise and retail in all of our nine communities. Whether it is through one of our five cafés, or by selling the products made in our therapeutic activities by the people we support online, the role of social enterprise is an important part of our story. Not only does it help to provide meaningful activities for the people we support, it is also a way in which we tell the world about our charity.

## Marketing

Over the last 12 months, the Trust has invested in a small marketing team. The team is part way through the implementation of a new brand, which aims to bring a level of cohesion to the charity's identity, without losing the unique character of each community. The team split their time between working alongside fundraising colleagues and providing a central service across the charity.

## Digital Communication

Communicating with people we support, family members, fundraising supporters and other interested parties is increasingly using digital platforms. We have our own 'CVT Connect', a secure platform where people we support can interact with other users of our services throughout the charity; we are planning considerable investment in an IT system which will enable the digital communication of care and support plans and service delivery. Much of our communication to our internal and external stakeholders is delivered via e-newsletters, social media or through the website. This is a developing area for the charity.

# The current Board of Trustees



## Brian Walsh OBE - Chair of Trustees

Brian's career began in 1982 as a trainee social worker working with deaf people. His career since has involved senior positions in the charity and statutory sectors, including disability charity Scope and, most recently, Coventry City Council. He was recognised for his services to social care with an OBE in 2015. Brian is also a board member of Skills for Care, a charity providing support for adult social care organisations in recruiting, developing and leading their staff team. He became a Trustee of Camphill Village Trust in October 2016.



## Tim Bishop - Trustee

Tim has more than 35 years experience working in health and social care, and will be using this experience as a Trustee. Tim has held senior roles in adult social care and within NHS organisations, and is currently the Independent Chair of the Northamptonshire Safeguarding Adults Board, a Lay Member on the Governing body of the West Norfolk Clinical Commissioning Group and a Non-Executive Director on the board of Optalis a Local Authority Trading company that provides social care in Berkshire.



## Felicity Chadwick-Histed - Trustee

Felicity has 20+ years experience as a Trustee for local, regional and national UK charities, including Rethink, NUS Charity Services, Richmond Youth Partnership amongst others as well as current board Trustee roles with the National Autistic Society and the Royal Air Force Charitable Trust. Felicity spent 12 years in major fundraising roles for Samaritans, Citizens Advice and the Royal Free Hospital Charity. She has 14 years experience as a board director for private sector companies. She was Chair of the Board of Trustees for CVT Sept 2014 - Sept 2016.



### **Steve Godwin - Trustee**

Steve's connection to the charity is through his daughter who has been a resident in a CVT Community for many years. Steve is the principal of a professional advisory service, experienced in management, strategic planning, marketing, business development and innovation, sustainable growth and social enterprise. Steve oversaw the appointment of the charity's first social enterprise role and will continue to contribute to the development of social and income generation enterprises across the charity.



### **Jean Henderson - Trustee**

Jean is a qualified social worker and has extensive senior management experience within both the statutory and voluntary sector. She brings a comprehensive understanding of health and social care service provision, and volunteering, to Camphill Village Trust.



### **Karen Walker - Trustee**

Karen's sister lives in the Grange Community and has been in Camphill for over 40 years. Karen has had a long career in education and is now the Regional Director for a large multi academy trust. She is committed to improving the education and life choices for all, including the most vulnerable children, and helping them realise their potential.



### **Lindsey Wishart - Trustee**

Lindsey is a qualified accountant with an established career in finance within social services. She also has significant experience in the financial governance of national not for profit learning disability organisations. She is committed to supporting people to find good outcomes in their lives and recognising the skills and assets that each person has.



### **Jeremy Young - Trustee**

Jeremy is a Marine Biologist. CVT he says provides communities in which people can flourish and support each other, enjoying companionship and contributing meaningfully rather than just being cared for. Jeremy is also keen to encourage community members to participate better in the wider community. His son lives in a Camphill community.

# Additional Trustee information

## Time commitment

- Four formal board meetings per year, ordinarily held in Derby City Centre, London and periodically at our communities
- Sub-committee meetings - circa four a year or when required
- Annual General Meeting - usually November
- A board strategic away day per year
- Reading time for papers
- Contribution to charity events and activities, such as regional forums with the people we support

## Induction, training and governance

Safe recruitment practice also applies to our Trustees, who are expected to complete an induction to the Trust, visit our communities and undertake training in safeguarding and GDPR. In addition, Trustees are required to provide suitable references, a DBS check, fit and proper person checks and confirmation of identity and qualifications.

## Expenses

Trustees receive expenses in relation to appropriate and Trust related travel, accommodation and meals.

# How to apply

For further information about Camphill Village Trust, our services and communities, please see our website [www.camphillvillagetrust.org.uk](http://www.camphillvillagetrust.org.uk)

A copy of our annual report with further information about our communities, initiatives, quality, impact and financial review can be found here: [Annual Report 2018](#)

For a confidential conversation about this opportunity, please contact our retained consultant Anna Jay at Public Leaders Appointments: [anna@publicleadersappointments.com](mailto:anna@publicleadersappointments.com) or **07904 236348**.

The closing date for applications is midday on Wednesday 18<sup>th</sup> September. In order to apply, please submit a CV supported by a covering letter outlining your motivation for applying and highlighting how your skills, knowledge and experience meet the requirements of the role, as set out in the brief.

Two references will also be required

Applications should be sent to [anna@publicleadersappointments.com](mailto:anna@publicleadersappointments.com) with reference CVT TRUSTEE.

## Timetable

**Closing Date for Applications:** Wednesday 18<sup>th</sup> September 2019, midday

**Formal interviews (Derby):** Tuesday 1<sup>st</sup> October 2019





   @camphillvillagetrust     @CamphillVillag1

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