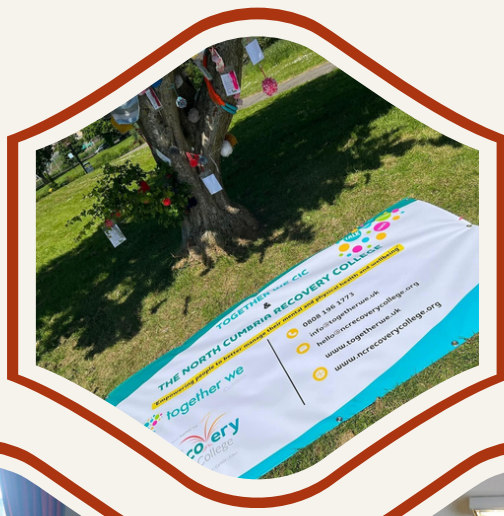




**together we**  
Cumbria

# **VOLUNTEER DIRECTOR BOARD MEMBER**

## **RECRUITMENT PACK**



**EMPOWERING PEOPLE TO TAKE CONTROL OF THEIR PHYSICAL AND  
MENTAL WELLBEING.**

# INTRODUCTION

RECRUITMENT PACK

Together We is a growing, award-winning social enterprise in Cumbria. We're a high energy and creative team who have been recognised for Innovation in our Health & Well-being sector for the last 5 years.

Our policy is to hire for attitude and train for skills. We invest in a great training portfolio for our people, plus mentoring programmes, so that we're all constantly gaining new skills and work experiences. We pay fairly too and we advocate for a healthy lifestyle.

Our Employee Assistance Programme is there to help our staff and their families, 24/7, 365 days a year. We operate a confidential telephone helpline and you can expect both practical information and emotional support. The range of expert counselling is extensive and covers mental health, addictions, debt, legal issues, family issues, housing, childcare, tax, bereavement, relationships, domestic abuse/violence and eldercare etc. The Online Health Portal offers brilliant well-being resources too including four-week programs, videos and webinars.

Together We operates throughout Cumbria. We also support flexible working and homeworking, wherever possible. Wherever you are, in our workplace, everyone's goal is to help more people reach for a better life. We work hard and everyone makes a difference.

Our people are the reason for our success. The staff and volunteers at Together We are on a mission to help people in our local community learn skills to better manage their physical and mental wellbeing.



Samantha Joughin & Janine Ward  
Managing Directors

TOGETHERWE.UK  
0808 196 1773

*Together We is a growing, award-winning social enterprise in Cumbria. We're a high energy and creative team, recognised for Innovation in our Health & Well-being sector for the last 2 years running.*

Our services offers a range of interventions for mental health and physical health, all of which place the client at the centre of our work. Four connected services combine well to provide care 'from cradle to grave' and with a "whole person" approach to mental health and physical wellbeing:

- Carry – Providing wellbeing support for expecting and new families, including tools such as baby carriers and psychoeducational sessions for keeping well as a new parent.
- Talk – One to one and small group talking therapies, delivers multi-model mental health support which client centric.
- Fitness – One to one and small group exercise sessions with a focus of improving mental and physical wellbeing. Also hosts female only public sessions to allow for a generation of income.
- Recovery- The Recovery College delivers course throughout Cumbria which intend to support a person's recovery from mental health difficulties through learning and education.

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All service delivery is designed to be evidence-based intervention and guided discovery. Each of the services interlinks, with a series of projects and programs for one to one and group support. We target multi-model psychological intervention, education and physical activity to improve a person's wellbeing and we aim to reduce the impact of mental health and physical health problems on individuals and on their wider community.

We have clearly defined Guiding Principles that help us to ensure we do not drift from our mission of improving physical and mental wellbeing:

*"We aim to increase a person's understanding of their health and factors and determinants that may contribute to improving their overall health and Wellbeing.*

*We aim to increase access to low level interventions and stop referrals into other services. We aim to provide a whole person approach to health that covers all ages, social economic background, and ability.*

*We aim to provide support that is individually tailored for the person and group sessions which provides psychoeducation to educate and put the person at the centre of their care. We also aim to provide training and opportunities for staff to undertake a very different and niche role working with mental and physical wellbeing together"*



# ROLE DESCRIPTION

**Role Title:** Volunteer Director / Board Member

**Remuneration:** The role of Board Member is not accompanied by any financial remuneration, although expenses for travel may be claimed.

**Location:** Cumbria (online attendance at meetings can be made)

**Time commitment:** 4 Board meetings per year plus sub-committees/consulting.

**Reporting to:** Chair of the Board

# ABOUT THE ROLE

To be a Board member of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets.

The role of a Trustee is to ensure that Together We CIC fulfils its duty to its beneficiaries through Providing mental health and physical health interventions that empower people to take control over their mental and physical health and wellbeing and delivers on our vision, mission and values.



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# STATUTORY DUTIES

## The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.



## In addition with other trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.



# PERSON SPECIFICATION

Individuals are sought who have a strong empathy with our mission to Empower people to have better management over their mental and physical health and wellbeing. Experience, skills, and expertise in any aspect of company management, lived experience or implied experience of our service areas and an interest in providing services to those that traditionally fall between service gaps as well as promoting recovery and self empowerment combined with an in-depth understanding of our work and ambitions are particularly sought.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

## EXPERIENCE:

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

## KNOWLEDGE SKILLS AND UNDERSTANDING:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive



# BOARD COMPETENCY FRAMEWORK

This framework sets out the competencies which must be demonstrated as a prerequisite for selection to the governing body of Together We CIC known as the Board.

The competencies have been selected, defined and approved by senior members of Together We CIC to ensure that there is sufficient depth and breadth of skills, knowledge and experience within the Board to deliver effective governance.

The selected competencies and a definition of each competency is included at Appendix 1.

These competences highlight the diversity of skills, knowledge and experience collectively required to enable board members to function well as part of a decision making team. They have been loosely grouped into four clusters being:

- Blue Sky thinking comprising competencies 1 to 3,
- Understanding the external environment comprising competencies 4 to 7,
- Relationship Management competencies 8 to 11, and
- Managing implementation competencies 12 to 16.

The competency Assessor will be looking for a spread of skills across both individual competencies and each of these clusters. This information will be used in conjunction with feedback on the level of competency of each applicant to determine membership of the Board.

When undertaking the Skills Audit the level of competency of each applicant will be self-assessed using the following scale.

Highly Skilled	Skilled	Some Proficiency	No Expertise
I do this routinely in my professional life, I am professionally qualified in this, or, I have experienced in this competency.	I have thorough knowledge in this area, but it is not the main function of my professional role, or I have practical experience in this area but do not do this daily.	I know the theory and have some limited practical experience in this area. I have previous lived experience in this but am not currently using this skill.	No professional or lived experience in this area.

Each applicant will use the Board Skills Audit Matrix to capture their level of skill against each competency. To determine Board membership the Assessor will rank those with the highest skill level in each competency and cluster area to ensure there is both depth and breadth to the skills being brought to the Board.



# APPENDIX 1

## BOARD COMPETENCIES AND DEFINITIONS

Competency	Definition
1. Systems Thinking	Systems thinking is a holistic approach to analysis that focuses on the way that a system's constituent parts interrelate and how systems work over time and within the context of larger systems. The systems thinking approach contrasts with traditional analysis, which studies systems by breaking them down into their separate elements.
2. Innovative	Introduces new ideas and methods or ways of working, original and creative in thinking.
3. Solutions Focused	Demonstrates a collaborative, future-focused, goal-directed approach to change that highlights the importance of searching for solutions rather than focusing on problems.
4. Understanding of Together We CIC evidence and current context	Understanding of best practice in relation to mental health and physical wellbeing, mental health context and current social problems for cradle to grave.
5. Understanding of the local Together We CICs policy environment at either strategic, operational or residential level	Understanding of what life is like for those cradle to grave with mental health and physical health problems either from interpretation or from lived experience
6. A sense of local justice	Social justice is the concept of fair and just relations between the individual and society. This is measured in terms of the distribution of wealth, opportunities for personal activity, and social privileges.
7. Strategic Planning	A systematic process for defining a desired future and translating this vision into broadly defined goals or objectives and a sequence of steps to achieve them.
8. Relationship Management	Relationship management involves strategies to build and gain support for Together We CIC's approach. Support can be built from residents, children and young people, service providers, local businesses, funders or stakeholders.





# APPENDIX 1 CONTINUED

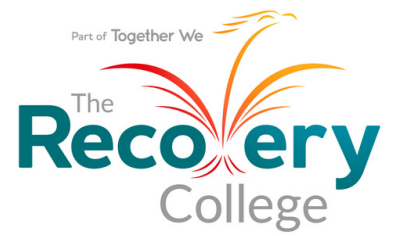
## BOARD COMPETENCIES AND DEFINITIONS

Competency	Definition
9. Collaborative	A collaborative approach requires groups to come together to share their knowledge and ideas on a particular area for improvement. This can work across stakeholders, organisations and residents. Ownership is very important in the achievement of improvement, so the groups themselves need to work with the people using their services, assets, skills and experience to identify areas for improvement.
10. External Representation	Ability to make act and make decisions on behalf of your organisation in an external setting.
11. Well Networked	Experienced at interacting with others to exchange information and develop professional or social contacts.
12. Knowledge of governance / compliance requirements	Knowledgeable in the ways that organisations are set up and run. This includes understanding what procedures, policies, documents and management arrangements need to be in place to administer and control an organisation.
13. IT / CRM Systems / Data Management	Knowledge and experience in the application of information or communications systems to store, retrieve, transmit, and manipulate data or information.
14. GDPR	The General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information of individuals within the European Union (EU). The GDPR sets out the principles for data management and the rights of the individual.
15. Monitoring / Evidencing and Evaluation	Monitoring and Evaluation is a process that helps improve performance and achieve results. Its goal is to improve current and future management of outputs, outcomes and impact. Developing a monitoring and evaluation framework helps clarify which pieces of information to collect to evidence your story of change.
16. Marketing / Branding / Social Media	Marketing refers to the activities of an organisation associated with buying, advertising, distributing, or selling a product or service. Social media marketing (SMM) refers to techniques that target social networks to spread brand awareness or promote particular products.





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Allerdale | Copeland | Carlisle | Eden

Empowering people to better  
manage their physical health,  
mental health and wellbeing

# HOW TO APPLY

Send your CV and covering letter to:

**sam@togetherwe.uk**

Applications are ongoing

For more information please email

We are seeking individuals with a  
HR, Law and finance.

Together We CIC is a Community Interest Company registered in England. Company Number 10984956.  
Registered office address: De Lucy Centre, Market Place, Egremont, England, CA22 2AF.  
Tel: 0808 196 1773 | Email: [referral@togetherwe.uk](mailto:referral@togetherwe.uk) or [hello@ncrecoverycollege.org](mailto:hello@ncrecoverycollege.org)  
To find out more about Together We CIC and our Talk, Fitness, Carry and Recovery College services  
visit our websites: <https://togetherwe.uk> and <https://ncrecoverycollege.org>