

Trustee Director with Headway

- Background Information -

Welcome

Welcome to any prospective Trustee who is reading this summary. It is provided to enhance the more formal information set out in the Trustee Role Description and Person Specification and to give a flavour and feel of how important the role is.

The role of Trustee Director is a statutory leadership role governing the Charity.

Voluntary and Rewarding

Our Board of Trustees are all unpaid, expert volunteers from different walks of life, individually and collectively committed to supporting the aims, objectives and work of the charity. The role is accountable and responsible, sometimes challenging but also enjoyable and worthwhile with the reward of mutual benefit and interest. Trustees are involved in decision-making which has direct impact on people living with brain injury and their family carers who use our services.

The role of Trustees and their collective governance is critical to the safe running and future sustainability of the charity.

As well as being a member of the main Board, Trustees are also asked to be a member of a separate Governing Committee - currently these committees cover the following areas of our governance:-

- Finance
- Standards and Compliance
- Fundraising and Marketing Committee
- Lottery (Grant)
- Newick Site Committee

The Board meets quarterly and with attendance at a committee meeting in between main Board meetings. The number of hours of voluntary time given to the charity depends on individual Trustee availability and extent of personal involvement in a specific area of interest. There is plenty of opportunity to get involved as personal time and interest allows.

Trustees may claim legitimate expenses but there is no paid remuneration.

Whilst Trustees are encouraged to volunteer time and expertise, a Trustee is not able to get involved in any executive operational decision. However, offering expertise and advice or engaging in supporting a service at a practical level is normally warmly welcomed and valued by our managers and teams.

Headway would like to increase Trustee visibility so that Trustees are even more familiar to staff and also to clients.

Contributions by way of Trustees using social media is also welcomed to help raise awareness of the charity as new ways of working are introduced to strengthen Headway digital presence and profile of the charity.

Personal Skills and Experience

Being a Trustee is an opportunity to combine personal interest, motivation or passion for our cause with professional knowledge, skills, background and experience. This can be a rich source of learning for professional or personal development.

It is important that Headway retains a broad mix of Trustee skills and knowledge including people who have first-hand understanding or experience of living with brain injury – for example, this might be directly as a family or friend carer of someone who is living with an acquired brain injury.

Maintaining a Trustee Board with a balance of experience from relevant areas of business, HR, strategy and development, IT, finance, marketing, fundraising, health and social care and business, finance and risk is important. It is also critical that the Board reflects the geography and diversity of East and West Sussex so there is good understanding of both county areas. Headway is therefore actively looking for new Trustees and other representatives from West Sussex to get involved.

Headway is committed to induction, support and training for Trustee Directors where needed. Our current priorities are:-

Top Priorities	Other Priorities
<ul style="list-style-type: none"> ▪ lives or works within West Sussex ▪ an HR & people management professional ▪ experience in relation to property, land or development, ▪ background in IT and digital media services/management ▪ track record in promoting diversity and inclusion ▪ lived experience of acquired brain injury ▪ working knowledge of NHS & Adult Social Care policy 	<ul style="list-style-type: none"> ▪ experience of application of social value and cost measurement process ▪ understanding grant and trust fund requirements ▪ connections with diverse, LGBTQ, faith-based communities ▪ personally innovative, creative, dynamic and forward-thinking ▪ development of strategy

We also want to develop a separate new role of Headway Ambassador to help represent and promote the charity Headway and our fundraising through their own connections.

Scrutinising Headway Performance

Safe governance also means that Trustees should be confident that the Headway staff team provide a high standard of service and strive for excellence. Trustees collectively manage organisational risk. In addition to ensuring diligent use of funding, this includes mitigating operational, environmental, compliance risks including health and safety, quality, development and staff resourcing. To achieve this Headway needs to develop Key Performance Indicators for Trustee review.

Caring and Professional, Diverse and Local Knowledge

Headway wants to embrace a culture and ethos as a trusted provider partner to the NHS and Adult Social Care and a fundraising charity with strong values. Our Board also aims to develop to be more representative of the areas we serve.

We therefore aim for a geographic spread and more diverse Board with creative, committed, forward thinking Trustees who have strong communication skills and local connections. We welcome people who enjoy networking, staying up to date with and sharing useful, relevant national or local information to pass on to strengthen our work and decision-making.

We also plan to establish client membership and strengthen client and carer engagement and feedback to ensure stakeholder opinion shapes our services and focus. Increasing volunteering and ensuring diversity is also important to our profile and future funding. Engaging with people who use our services and responding to their feedback is crucial to successful future contracting and to our fundraising.

The Future

In September 2020 during the difficult period of the Pandemic Headway was asked to extend cover to West Sussex. This was agreed by our Trustees to ensure the remaining service can continue and grow. This is an additional challenge for the organisation which is why we are keen to increase West Sussex representation on our Board.

We now have a part-time fixed term Digital and Marketing Programme Lead with a plan to develop our marketing documents alongside a refreshed website due to launch shortly.

Our future direction is set out in a short Summary of our Strategy.