



# Trustee Recruitment Information Pack



Voluntary Organisations Disability Group



V O D G

**VODG is a membership body representing organisations within the voluntary sector who work alongside disabled people.**

Our members' work is focused on enabling disabled people of all ages to live the lives they choose.

Our vision is for an ambitious, trusted and vibrant voluntary sector that works together to enable disabled people to live the lives they choose.

In pursuit of this vision, our **mission** is to support our members to achieve excellence, and to influence those who can improve the environment in which they operate.



# Foreword from the Chair of Trustees

VODG is seeking to appoint three new trustees to our Board to support the Chief Executive, Rhidian Hughes, and the Leadership Team in the further development of the organisation as we continue to grow and increase our influence externally.

To help achieve our ambitious plans to support our members, we are particularly seeking senior leaders with expertise in any of the following areas:

- campaigns, policy and influencing,
- education, skills and employability services,
- user led approaches to planning and delivery of services

VODG trustees are senior leaders within their respective organisations – Chief Executives and Senior Directors. Over the past three years VODG has successfully broadened diversity among the Board and we remain committed to seeking applications from across all parts of our membership, in particular leaders with lived experience of disability/long term health conditions.

We are keen to ensure that the Board is representative of both the different types of member organisations and of the people members support, including services supporting people with neurodiversity, mental health conditions, physical and sensory disabilities.

The VODG membership has a huge wealth of experience and expertise in enabling disabled people and people with long term health conditions to live great lives. The sector faces big challenges but also some fascinating opportunities. VODG's vibrant community offers so much to all our members and I encourage you to come and help us to make our community even better.

**Tim Cooper**  
**Chair of Trustees**

Tim Cooper is happy to have informal conversations with members interested in learning more about these opportunities. Please email [jobs@vodg.org.uk](mailto:jobs@vodg.org.uk) to arrange an appointment.





# About Us

VODG (Voluntary Organisations Disability Group) is a national charity that represents leading not-for-profit organisations who provide services to disabled people in ways that promote independence, choice and control.

We work on behalf of members to influence the development of policy, build relationships with government and other key agencies, promote best practice and keep members up to date on matters that affect service delivery.

## Vision

Our vision is for an ambitious, trusted and vibrant voluntary sector that works together to enable disabled people to live the lives they choose.

## Mission

In pursuit of this vision, our mission is to support our members to achieve excellence and to influence those who can improve the environment in which they operate.

Our overarching aim is to ensure that VODG members, working in partnership with commissioners, people who use services and their families can provide progressive, high quality and sustainable services that uphold rights and meet the requirements of disabled people.

VODG members lead the sector in terms of delivering high quality personalised support, developing new and innovative services and making investments in campaigns, workforce and other activities for social benefit.

## Values

Our values guide how we and our members operate – we are:

- ambitious - we have high expectations and strive for our members to achieve excellence.
- collaborative - we work with others to deliver our mission and encourage our members to work together.
- proactive - we use our members' expertise to set the agenda and constantly seek ways in which we can make a difference.
- professional - we work with openness and integrity in everything we do.
- thoughtful - we use evidence and experience to inform judgments and our contribution is always constructive.

## Beliefs

Our beliefs are passionately held by all members – we believe:

- disabled people have choice and the opportunity to live the lives they choose.
- we embrace equity, diversity and inclusion and understand the impact on individuals and communities.
- the unique role of the voluntary sector should be celebrated.
- we should work together, share our successes and plan for a stronger future.
- we should learn from mistakes.
- public funding should enable sustainable support for disabled people.
- regulation should be fair, proportionate and focused on quality, safety and improvement.
- policymaking should be informed by professional expertise and the views of disabled people and those they wish to involve.



# How We Work

The business of VODG is managed by an elected body of trustees. Trustees are directors of VODG for the purposes of company and charity law. Daily management of VODG is delegated to the Chief Executive.

A leadership team supports the Chief Executive with the senior management of the organisation across a number of areas:

- **Membership** – enables our members to collaborate and harnesses their views through networks, events and other mechanisms.
- **Sector development** – delivers projects for the sector that influence our members' practice and seeks to expand our ability to influence, and also ensures that VODG's operations and financial performance are on track.

- **Policy and influencing** – seeks to provide the right information to our members and works with government and others to ensure our members' voices are heard.
- **Operations** – ensures the charity operations, including its communications, is working effectively.

VODG's operating model is based on delivery across the areas above and our our passionate commitment to equity, diversity and human rights. This means that we seek diversity within both our trustee and staff team and aim for all staff to contribute to the success of VODG.

VODG also believes that the Nolan Principles of Public Life form an important basis of ethical standards that guide how we approach our own work, as well as VODG's contributions as a whole to the sector.

## VODG members...

- Support over 1 million disabled people
- Employ over 85,000 staff
- Have a combined turnover in excess of £2.8 billion





# Financial Review

VODG continues to strengthen its position, both in terms of the number of members and the work we do to support the sector. To build on the success of VODG, trustees have invested in key management posts across the operating areas set out in our strategy.

This enabled the enhanced management team to achieve a financial performance significantly above that budgeted with income rising above the increase in expenditure and the resultant delivery of a surplus for re-investment in future service delivery.

Recent annual reports can all be found on the Charity Commission website. Please follow the link below:

[CHARITY COMMISSION WEBSITE](#)

## Reserves Policy

Each year trustees review VODG's approach to holding reserves ahead of the new business year. VODG follows a policy of keeping sufficient cash reserves to absorb the impact of significant financial shock and its financial operating requirements. Our position is to mirror expected membership subscriptions to our reserves target each financial year.



# Diversity and VODG

As a national charity that represents leading not-for-profit organisations who provide services to disabled people to promote independence, choice and control, it is critical that we address equity, diversity and inclusion.

Upholding these principles guides VODG's activities and priorities. A programme of work has been established by the board to address its own representation which has included a review of personal characteristics, skills, experience and organisational profiles.

We recognise the value of, and are committed to, developing a strategy that promotes diversity across all across all areas of our work, both within VODG and through our external sector engagement. It must also ensure that the people we employ, at all levels, truly reflect the diversity of the populations we serve.

**Last year we worked to successfully secure a diverse shortlist of trustees. We are now seeking to:**

- Develop an offer for members to work together that promotes and upholds diversity and inclusion.
- Diversify the membership of VODG, to create a more varied and stronger group representative of organisations working alongside disabled people.
- Develop formal and/or informal partnerships and alliances with relevant organisations to promote diversity and inclusion, including other membership and representative organisations, disabled people's user-led organisations and campaign groups.
- Monitor and evaluate VODG performance on equality, diversity and inclusion.





# Becoming a Trustee

The Charity Commission describes the role of Trustee as follows:

“Trustees have independent control over, and legal responsibility for, a charity’s management and administration. They play a very important role, almost always unpaid, in a sector that contributes significantly to the character and wellbeing of the country. Trusteeship can be rewarding for many reasons - from a sense of making a difference to the charitable cause, to new experiences and relationships. It’s also likely to be demanding of your time, skills, knowledge and abilities.”

Our Trustees ensure that VODG has a clear strategy, and that its work and goals are in line with its vision. Another way of describing this is that Trustees are the ‘guardians of purpose’ of the charity, making sure that all decisions put the needs of the beneficiaries first. They safeguard the charity’s assets – both physical assets and intangible ones, such as its reputation. Their job is to make sure these are used well, and that the charity is run sustainably. We meet between four and five times a year (in addition to VODG events) and you may also be invited to join sub-groups.

The VODG board of trustees review its makeup each time a vacancy arises to ensure that we continue to cover the full range of professional expertise, skills and personal and organisational characteristics.

We have three vacancies and are particularly seeking leaders with expertise in any of the following areas:

- campaigns, policy and influencing,
- education, skills and employability services,
- user led approaches to planning and delivery of services

VODG trustees are senior leaders within their respective organisations – Chief Executives and Senior Directors. Over the past three years VODG has successfully broadened diversity among the Board and we remain committed to seeking applications from across all parts of our membership, in particular leaders with lived experience of disability/long term health conditions.

We are keen to ensure that the Board is representative of both the different types of member organisations and of the people members support, including services supporting people with neurodiversity, mental health conditions, physical and sensory disabilities.

We actively encourage applications from those whose individual life experience – including disability, ethnicity, educational attainment, diversity of gender identity, religion and sexual orientation – will enrich perspectives and increase the effectiveness of our work. We particularly want to encourage to apply those who can contribute lived experience of disability and of accessing services, as well as people from BAME backgrounds who are notably underrepresented on charitable boards.

Prospective Trustees should be aware that the charity will need to carry out due diligence to check eligibility before appointment. Further information about the role of a Trustee can be found in [“The Essential Trustee: what you need to know, what you need to do”](#), published by the Charity Commission. We are also asking applicants to have the support of their line manager when applying.





# Role Description

Title: Trustee Board Member

Reporting to: The Chair of the Board of Trustees

The Board of Trustees is responsible for agreeing the strategic aims, objectives and direction of the charity, ensuring effective performance management processes are in place, protecting the charity's assets and ensuring that the charity operates in compliance with its governing document, regulatory requirements and good governance practice.

The Board delegates day-to-day management to a Leadership Team led by a Chief Executive.

## Principal Accountabilities

### Statutory duties

- To ensure that VODG complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that VODG pursues its objects as defined in its governing document.
- To ensure VODG uses its resources exclusively in pursuance of its objects. VODG must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board's 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 VODG.

- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of VODG.
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds.
- To appoint the Chief Executive Officer and monitor their performance.

### Other duties

In addition to the above statutory duties, each Trustee will be expected to use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

### Time commitment

Trustees are expected to attend Board meetings and may be required to chair / become a member of a Board committee or working group and are also expected to attend relevant VODG events.

Taking into account preparation time for meetings, the regular time commitment is not normally expected to exceed 1 day per month. For the future treasurer role there are additional quarterly finance meetings with the Chief Executive. (This calculation excludes networks and events that individuals might normally attend as a member of VODG.)

### Responsibilities

A Trustee will, for Companies Act purposes, become a member, and a director, of the company.



# Person Specification

## General

All Trustees should be committed to VODG's purpose, and have joined the board because they want to help us deliver that purpose most effectively for public benefit. Trustees should share and uphold VODG's values and beliefs.

Trustees should be committed to good governance and want to contribute to VODG's plans for continued improvement.

## Experience

- Successful experience of operating within a board of 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, strategic thinking and effective decision making.
- Proven experience of building relationships and sustaining effective partnerships.
- A history of impartiality, fairness and the ability to respect confidences.
- A track record of commitment to promoting equality, diversity and inclusion.

## Knowledge, skills and understanding

- Commitment to the organisation and a willingness to devote the necessary time and effort.
- Good, independent judgement and strategic vision.
- Able to analyse and understand complex issues and make systematic and rational judgments based on relevant information.
- Preparedness to consider the range of perspectives and explore alternative

outcomes, respecting alternative views and the value of compromise in board discussions.

- An ability to work effectively as a member of a team.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and of the respective roles of the Chair, Trustees and Chief Executive.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.

Specific skills and experience will be sought from individual Trustees in order to ensure that the Board has the skills, knowledge and experience it needs to govern, lead and deliver VODG's purposes effectively, and embraces diversity and inclusion.

## Eligibility

Company and charity law disqualifies anyone who:

- Has an unspent conviction for an offence involving dishonesty or deception.
- Is an undischarged bankrupt or has a current composition or arrangement including an individual voluntary arrangement (IVA) with creditors.
- Is disqualified from being a company director.
- Has previously been removed as a Trustee by either the Charity Commission or the High Court due to misconduct or mismanagement.
- Is under 16 years of age.
- Has unspent convictions for a wider range of offences including terrorism and money laundering, being on the Sex Offenders Register or disobeying a direction of the Commission.

## Remuneration

The role of Trustee is not accompanied by any financial remuneration.



# Making An Application

We want to make the process of applying for this role as straightforward as possible. To this end, we ask that your application consist of the following three documents:

1. A supporting statement, no more than two pages in length, which addresses and provides evidence against the Person Specification. This provides you with the opportunity to explain your motivation for applying, as well as highlighting how your experience and achievements fit with the requirements of the role. As such, it is an important part of the application process. Unfortunately we are unable to consider CVs without the supporting statement.
2. A comprehensive CV.
3. Your completed Diversity Monitoring Form. The information you provide in this form will not be shown to the Selection Panel and will play no part in the assessment of your application.

All application documentation should be e-mailed no-later than noon on 4 November 2022 to [jobs@vodg.org.uk](mailto:jobs@vodg.org.uk).

If you have any queries about the role or the process, or would like an informal conversation with VODG Chair, Tim Cooper, ahead of making an application, then please also make contact via this mailbox in the first instance.

## Timetable

Receipt of applications noon	4 November 2022
Short listing selection	11 November 2022
Notification for interview	Week commencing 14 November
Interviews	2 December 2022 (online)

