

# Candidate Briefing Pack

## Age Cymru West Glamorgan Trustee Roles



Age Cymru West Glamorgan is a registered charity no:  
1140989.

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# Letter from our Chair, Mel Rayner

Thank you for your interest in being a trustee of Age Cymru West Glamorgan. I hope that you will find this pack informative and useful in supporting your decision to apply.

We are looking to recruit trustees who are dedicated and will support Age Cymru West Glamorgan to new levels of success, ensuring that we play the fullest possible role in improving the lives of people aged 50+ in Swansea, Neath Port Talbot and Bridgend and helping them to live and age well.

Age Cymru West Glamorgan is committed to equality and diversity and believe that the governance of our charity is enhanced when we have trustees from a diverse range of backgrounds and skills.

Despite the challenging times that we are all living through at present, we remain committed to achieving our mission, supporting our clients and keeping our values at the heart of everything we do.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink that reads "Mel Rayner". The signature is written in a cursive, flowing style.

Mel Rayner  
Chair

# Governance Structure

Age Cymru West Glamorgan's Board of Trustees has control of the charity, and its property and funds and is responsible in law for the governance of the charity.

## Legal Objects

Age Cymru West Glamorgan is a charitable company, limited by guarantee and registered in England and Wales so our trustees are both charity trustees and company directors.

The charity's purposes, as set out in its objects contained in the Articles of Association, are to support people in Wales to age well.

# Vision, Mission, Strategy and Culture

## Our Vision

Age Cymru West Glamorgan wishes to be the first thought for people aged 50+ and their carers living in Swansea, Neath Port Talbot and Bridgend when they look for trusted, quality assured and person-centred support.

## Our Mission Statement

Age Cymru West Glamorgan is a local charity promoting well-being, helping people to age well and live independently.

## Our Culture

Age Cymru West Glamorgan is building a culture of freedom and responsibility that allows staff and volunteers to maximise their individual strengths in a collective effort to achieve our vision. We work together to deliver the highest quality services, tailored to the individual needs of our clients. Staff and volunteers feel empowered to make decisions based on a clear understanding of their boundaries and with our values at their core.

### **Freedom means:**

- Being empowered to innovate, problem solve and make decisions
- Confidently but respectfully challenge, question, and give feedback on decisions/actions, particularly those you feel may not fit with our values
- Continually evolving services to meet the needs of our clients and the challenges of the organisation
- Communicating in an open and honest way.

### **Responsibility means:**

- Keeping our values at the core of everything you do
- Taking ownership of your decisions and being comfortable in receiving open and honest feedback with a view to continually improve
- Knowing and remaining within the boundaries of your role
- Understanding how you and your work are contributing to operational, annual and 5-year plans.

## Our Values

Age Cymru West Glamorgan's values are to ensure that we **C.A.R.E.**

**Centred** – We put our clients at the heart of everything we do, ensuring our services are relevant and appropriate.

**Adaptive** – We see the individual, delivering person centred, quality assured and outcome focused services.

**Responsive** – We listen, learn and take action based on feedback.

**Efficient** – Donations are a gift; we constantly strive for efficiency and effectiveness to make sure nothing is wasted.

## Our Strategic Goals

Over the next five years our overarching goals are:

- To achieve our vision
- To achieve an overall surplus budget
- Generate non-grant income to increase our sustainability and financial resilience
- To reduce the time client needs to wait to access our services
- To remain an employer of choice
- To ensure our services meet our charity objective and do not duplicate existing services
- To collaborate with local partners, where appropriate, to further our charitable objectives
- To raise awareness of the services we can provide to local people
- Help people understand we are here to help everyone age well
- To become better at supporting people living with dementia
- To remain a dementia friendly organisation

# Role Brief

**Position:** Trustee

**Location:** Meetings are held via Microsoft Teams with occasional face to face meetings.

**Reports to:** Chair

## **Overall Responsibility:**

As a member of the Trustee Board, it is the responsibility of every trustee to ensure that Age Cymru West Glamorgan operates in a manner which enables it to fulfil its charitable objects as set out in the Memorandum & Articles of Association in as effective a manner as possible.

## **Specific Duties:**

- To ensure that Age Cymru West Glamorgan complies with its Memorandum & Articles of Association, charity law, relevant company law and any other relevant legislation or regulations.
- To ensure that Age Cymru West Glamorgan pursues its charitable objects as defined in the Memorandum & Articles of Association and applies its resources exclusively in furtherance of its charitable objects.
- To safeguard Age West Glamorgan's good name and principles.
- To maintain proper governance by ensuring that the Board: -
  - Agrees the charity's strategic direction and goals.
  - Ensures that risk audits are conducted regularly and that strategies for risk management are in place.
  - Defines the boundaries of management authority and delegates to management the implementation of plans and budgets.
  - Monitors performance on a regular basis and holds management accountable for outcomes.
  - Ensures that proper processes are in place for the appointment, dismissal and monitoring the performance of the management team.

- To ensure the financial stability of the charity.
- To protect and manage Age Cymru West Glamorgan's property and to ensure the proper investment of its funds.
- To represent properly any agreed Board position or decision when speaking publicly.
- To ensure that proper processes are in place to review the Board's performance annually.
- In addition to the statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, participating in discussions, focusing on key issues and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of Age Cymru West Glamorgan's work in which the trustee has special expertise.



# Person Specification

All individuals selected will be expected to demonstrate the abilities to deliver against the essential criteria. Previous board/trustee experience is not necessary. We actively welcome members of the BAME and LGBTQ+ communities and local candidates who want to make a difference to older people.

## Essential

- A commitment to the aims and values of Age Cymru West Glamorgan.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A willingness to devote the necessary time and effort to their duties as a trustee.
- Experience to think strategically and creatively.
- Ability to make sound, independent judgement.
- Ability to know when to seek professional advice.
- Ability to work effectively as a member of a team.

## Desirable

- Ability to speak Welsh.

### **Additional skills and experience in: -**

- Marketing and PR
- Law
- HR Law
- Finance Law
- Health and Safety
- Data Protection
- Business
- Accountancy
- Operational Delivery
- Change Management
- People Management
- Community Fundraising

# Trustee Commitment

Each individual trustee is expected to attend Trustee Board meetings on a regular basis and to make all reasonable efforts to avoid other commitments on these occasions. These meetings do require preparation prior to the Board meeting to read papers.

The Trustee Board meets quarterly, but we do ask all our trustees to also sit on one of the two sub-committees. Either the Audit and Risk committee, or the HR and Remuneration committee.

Successful candidates would be invited to attend their first Meeting of the Board on Wednesday 24th April 2024, between 16:00-18:00 to be elected formally.

Trustees will be provided with induction to Age Cymru West Glamorgan on their appointment, tailored to their requirements.

There is no remuneration for these Trustee positions. However, reasonable out-of-pocket expenses will be paid in line with Age Cymru West Glamorgan's agreed policy and practice.

## Disqualifications

You are disqualified from being a charity trustee or a company director if you:

- Have an unspent conviction for an offence involving deception or dishonesty
- Are an undischarged bankrupt
- Have been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement
- Are under a disqualification order under the Company Directors Disqualification Act 1986
- Are under sixteen years old

Successful applicants will be subject to a satisfactory DBS check .

# How To Apply

Please complete an application form and return to the email address below. Please note that applications will only be accepted via email. For further information, please do not hesitate to contact Saffron Isaac via the email address below, and she will arrange an informal discussion about the role.

## **Email applications to:**

core@agecymruwestglamorgan.org.uk

Telephone enquiries: 01792 648866

For further information and details on the current work that the charity is undertaking, please visit [www.ageuk.org.uk/cymru/west-glamorgan/](http://www.ageuk.org.uk/cymru/west-glamorgan/)

## Recruitment Timetable

Closing Date for Applications: 12th January 2024 23:59

Interviews conducted: Week of 5th-9th February 2024

Attend first board meeting as a Trustee on Wednesday 24th April 2024

**Please note, we will be shut for Christmas from 22nd December 2023 to 2nd January inclusive.**