

**HOME
START**

**Sittingbourne
& Sheppey**

TRUSTEE INFORMATION PACK



Company Number: 7952821

Registered Charity Number: 1146356

About us.



Home-Start Sittingbourne & Sheppey are a charity based in Sittingbourne. We recruit and train local volunteer mentors. Once trained, our volunteers are matched with a suitable local family in need. Volunteers help families with at least one child under the age of five by providing them with emotional, practical, confidential and informal support within their own homes. To help ensure children have the best start in life. Volunteer mentors provide invaluable support to families by making weekly visits to the family in their own homes where their confidentiality and individuality can be respected.

Our vision.

Ensure every parent in our society has the support they need to give their child the best possible start in life.

Our ambition.

- Support parents as they grow in confidence.
- Help parents strengthen their relationship with their children.
- Help parents widen their links within the local community by encouraging families to widen their network of relationships and to use effectively the support and services available within the community.

What we want to achieve.

- Ensure parents have the confidence and ability to give their children the best start in life.
- Raise awareness of Home-Start Sittingbourne & Sheppey to increase our reach and impact.

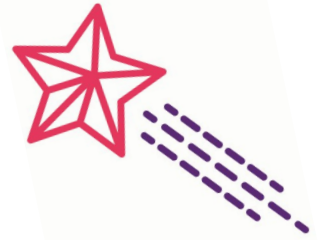
Safeguarding.

Home-Start Sittingbourne & Sheppey follow safeguarding guidelines, policies and procedures set down by Home-Start UK. Home Start Sittingbourne & Sheppey are committed to safeguarding all children, young people and vulnerable adults.

We have trained staff and trustees who use NSPCC guidelines for safer recruitment of staff, volunteers and board members to ensure that all individuals in the team are competent and safe to work with children, young people and vulnerable adults.



Services we offer.



Home visiting.

We recruit and train local volunteer mentors. Once trained, our volunteers are matched with a local family. Volunteers help families with at least one child under the age of five by providing them with emotional, practical, confidential and informal support within their own homes. Volunteer mentors provide invaluable support to families by making weekly visits to the family in their own homes to ensure their confidentiality and individuality can be respected. Therefore our core service is home visiting as our volunteer mentors & family support worker carry out weekly home visits to ensure local families get the emotional and practical support they need to help their children have the best start in life.

We support families with

- Encouraging parents to get out in the fresh air, this is so beneficial if they do not have a green space of their own or they lack the confidence to take the children to a play area/walk in the country parks
- Supporting parents who have lowered mood, anxiety issues and or depression
- Form filing
- Meal planning
- Budgeting
- Signposting to other services and much more

Twins Group.

We also run a fortnightly twins group. Our twins group started in 1999 to provide parents of multiple births an opportunity to meet, share experiences and find information on local services that are accessible for families of multiples. Parents of and those who are expecting multiple births are welcome to come along and meet other local families of multiples. At twins group we provide play activities for the children (4 years old and under).



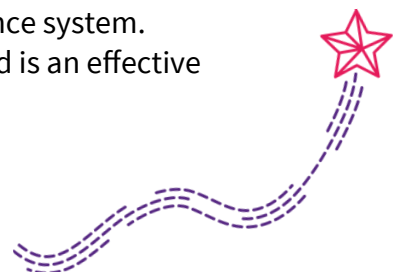
About the role of a general trustee.

Our trustees play a vital role in making sure that Home Start Sittingbourne & Sheppey achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Home Start Sittingbourne & Sheppey has a clear strategy and that our work and goals are in line with our vision. Just as importantly, trustees support and challenge the executive team to enable Home-Start Sittingbourne & Sheppey to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties.

- Support and provide advice on Home-Start Sittingbourne & Sheppey's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Approve the strategic plan and monitor progress against it. Act within the spirit of and according to Home-Start's equality, fairness and diversity policy and procedures. Lead Home-Start Sittingbourne & Sheppey in accordance with the requirements of the Home-Start Agreement, Quality Assurance system and guidance, policies and procedures provided by Home-Start UK.
- Prepare and approve annual accounts. Oversee Home-Start Sittingbourne & Sheppey's financial plans and determine the annual budget and monitor and evaluate progress against it. Ensure the financial stability of the scheme, including ensuring there are adequate financial resources to meet the short, medium and long-term needs of Home-Start Sittingbourne & Sheppey. Ensure the proper investment of the scheme's funds & that the scheme applies its resources exclusively in pursuance of its objects. Review and approve Home-Start Sittingbourne & Sheppey's financial statements, ensuring proper accounting records are kept, and that the scheme is appropriately insured.
- Ensure the scheme accounts for its activities to its funders, the Charity Commissioners (England and Wales) and when the Charity Commission is in place in Northern Ireland, or the Office of the Scottish Charity Regulator (OSCR), its members, the local community, and others.
- Ensure the effective and efficient administration of the organisation. Approve and monitor Home-Start Sittingbourne and Sheppey's services and activities. Ensure that the scheme pursues its objectives as defined in the governing documents. Monitor and evaluate the work of the scheme and contribute to quality assurance self-assessments and reviews. Ensure that key risks are being identified, monitored and controlled effectively. Ensure major risks to which the scheme is exposed are reviewed annually and managed.
- Provide support and challenge Home-Start Sittingbourne & Sheppey's CEO in the exercise of their delegated authority and affairs. Select, supervise and support the senior member of staff and review their performance. Act as a responsible employer. Recruit, select and induct new board members. Understand and respect the relationship between trustees and staff.
- Keep abreast of changes in Home-Start Sittingbourne & Sheppey's operating environment.
- Contribute to regular reviews of Home-Start Sittingbourne & Sheppey's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Home-Start Sittingbourne and Sheppey's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Home-Start Sittingbourne & Sheppey's objects, aims and reputation by applying your skills, expertise, knowledge, and contacts.
- Ensure compliance with the Home-Start Agreement and Quality Assurance system.
- Ensure that the scheme fulfils its responsibilities as a good employer and is an effective manager and supervisor of staff and volunteers.



Roles.

With other trustees hold Home-Start Sittingbourne & Sheppey in trust for current and future beneficiaries by:

- Providing leadership and direction for the scheme within the ethos and values of Home-Start Sittingbourne and Sheppey.
- Being responsible for the effective performance and management of the scheme. Ensuring the effective and efficient administration of the scheme.
- Ensuring that the scheme complies with all legal and regulatory requirements, the objectives of the charity, the governing documents including the Home-Start Standards and Methods of Practice and the Agreement and quality standards.
- Securing and acting as guardians of the scheme's assets.
- Ensuring that the scheme's governance is of the highest possible standard.
- Safeguarding the good name and ethos of Home-Start Sittingbourne & Sheppey, while acting as an ambassador for Home-Start by actively engaging to promote Home-Start's public image.
- Carrying out Home-Start business efficiently and effectively, in accordance with good practice recommendations.

What we are looking for.

We are looking for people from all walks of life who are willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities.

- Commitment to the scheme.
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation. Willingness to devote necessary time and effort.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member as part of a team.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our charities values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship.

Terms of appointment.

Terms of office.

Trustees are appointed for a year term of office. This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment.

- Attending four Board meetings annually. Currently meetings are held in person at a meeting room located in SCVS in Sittingbourne.
- Attending annual strategy / training days.

Committee membership.

Ad hoc and occasional support through working groups and / or support to the executive team.



Individual requirements.

- Playing an active part in the trustees' meetings and deliberations.
 - Exercising due care and attention and using reasonable skill in dealing with the scheme's affairs.
 - Using own skills, knowledge and experience to help the trustees reach sound decisions.
 - Taking the lead in any trustees' activities where the trustee has special knowledge.
 - Avoiding any conflict of interests.
 - Sitting on committees when required.
 - Sitting on recruitment and disciplinary panels if required.
 - Reflecting annually on the board's performance and your own performance as a trustee.
 - Taking part in Quality Assurance self-assessments and reviews.
- Ensuring that major decisions and policies are made by trustees acting collectively.

Skills required.

- Good communication and leadership skills.
- Friendly and enthusiastic individual.
- Good understanding of our cause and objectives.
- Team oriented approach.
- Willing to act as an ambassador to external bodies, charities and companies.
- Commitment to safeguard adults / children who access our service.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

What you will gain from joining our board.

- Becoming part of our incredible team here at Home-Start Sittingbourne & Sheppey.
- Ensuring our families & volunteers flourish.
- Make a positive difference within our community.
- Build upon your leadership skills.

Please note all applications are subject to a satisfactory DBS check & references.

