

GROUNDWORK

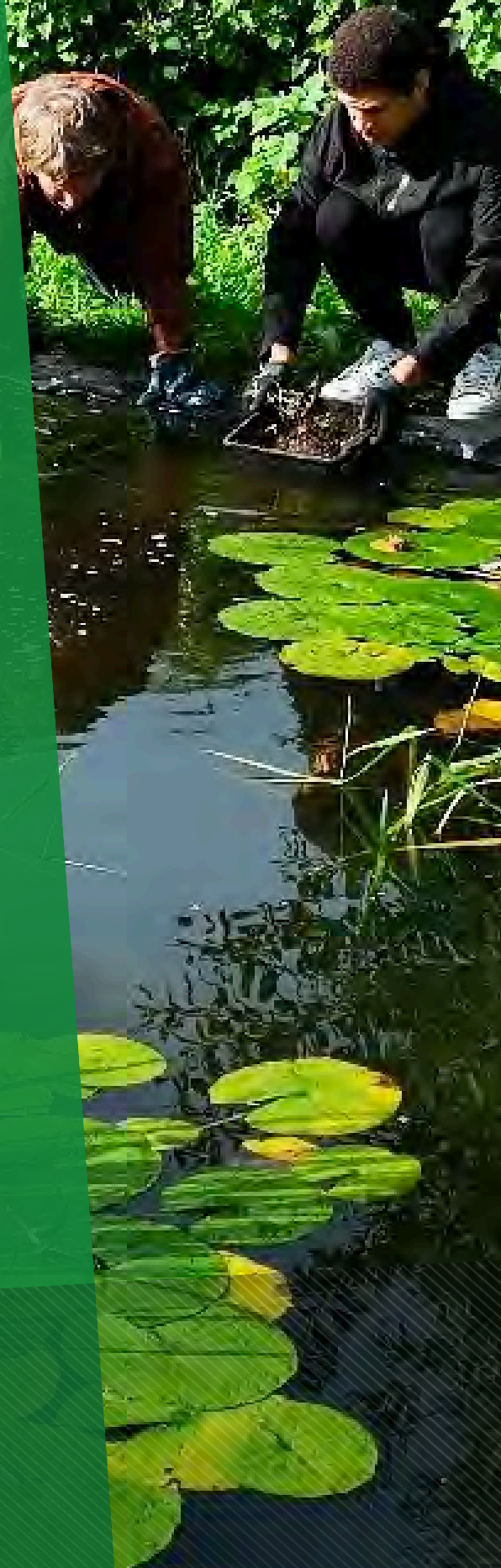


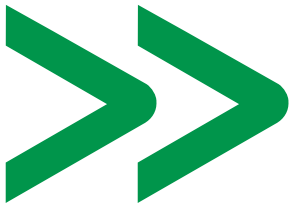
CHANGING PLACES
CHANGING LIVES

RECRUITMENT PACK

TRUSTEE & FINANCE
COMMITTEE CHAIR

GROUNDWORK YORKSHIRE
2024/25





Welcome from our Executive Director....

Groundwork, Changing Places Changing Lives

Groundwork was founded in the North of England at a time of political, social and economic challenge originally as an experiment to help communities cope with change and work together to make their lives and neighbourhoods better. That experience and that spirit of enterprise and innovation have never been more needed.

What drives us is the recognition that in every community – however disadvantaged – there are deep reserves of pride in the local area and people with the passion and ideas to improve their circumstances and surroundings.

Groundwork exists to harness that pride and unlock that passion through services projects and programmes that change people's lives now, but also make our communities more resilient for the future.

Groundwork is an organisation that embraces transformation - through new approaches and different ways of operating. As history tells us we cannot stand still if we want to be at the forefront of community regeneration for the next thirty years.

We work with partners to address the challenges facing our local communities in three ways:

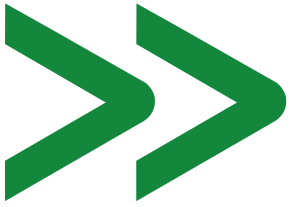
- **We help people improve their prospects** - increasing confidence, skills, wellbeing and employability and helping those out of work find jobs in the green economy.
- **We help people create better places** - making communities greener, healthier and better prepared for the future and enabling people to work together to bring about change in their local area.
- **We help people protect the planet** - supporting people and businesses to reduce their carbon footprint, cut waste and take practical action to combat climate change.

The context of our work in 2024/25 like every other business and community in the country, is dominated by the legacy of the Covid pandemic, the national economic situation and the cost of living crisis.

In the face of these challenges, we remain passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances.

Adrian Curtis, Executive Director





About Groundwork Yorkshire

Groundwork emerged from a 1970's experiment by the Countryside Commission as a new approach to regenerating and managing neglected and derelict land in the urban fringe.

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Groundwork's first Yorkshire Trust was set up in 1986 to meet the needs of communities in South Leeds. Over the next twenty years we expanded to work across Leeds, and started delivering projects in Bradford, Calderdale and Kirklees. Groundwork Wakefield was established in 1987. It delivered projects across Wakefield, Hull and Kirklees. Groundwork North Yorkshire was set up in 2001.

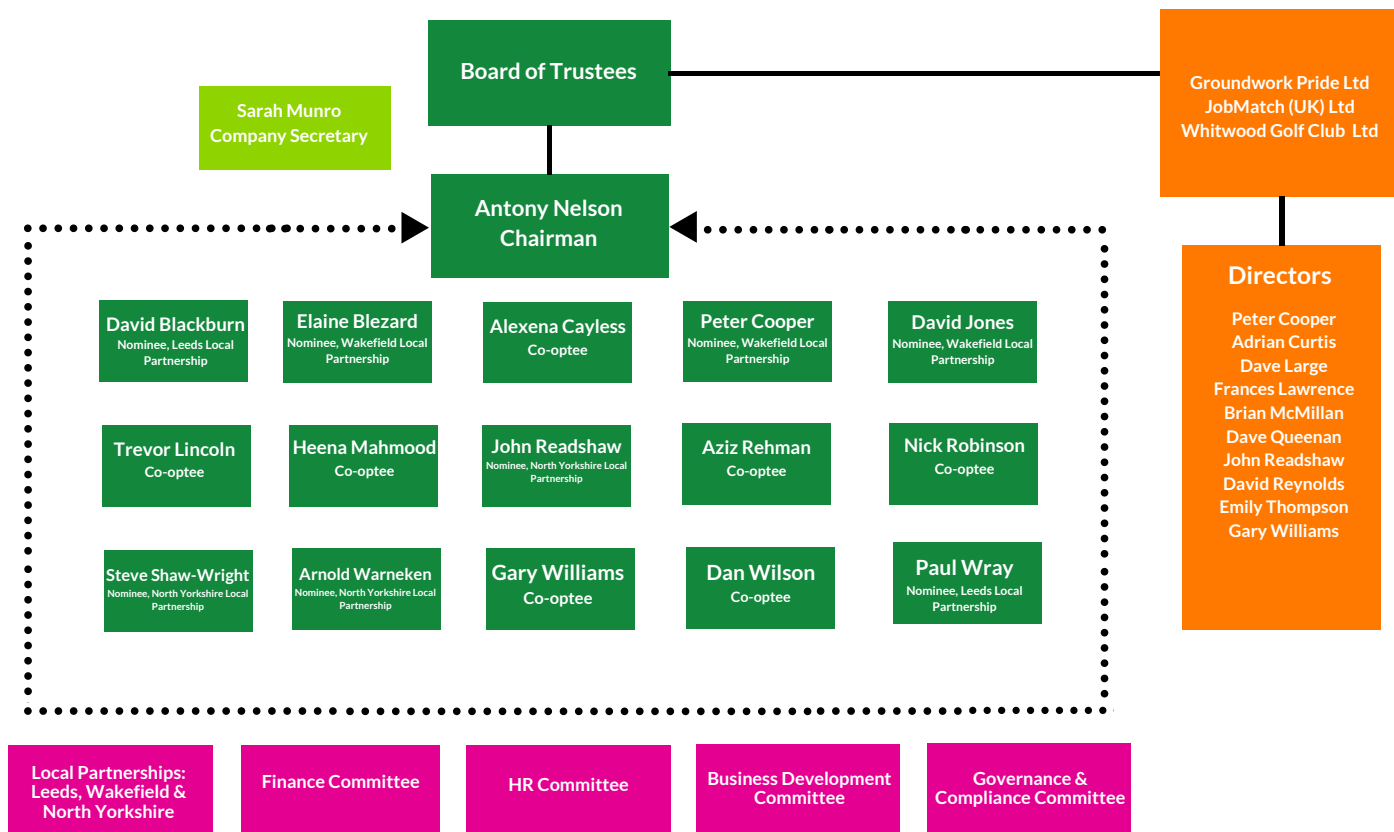
In 2021 following a merger Groundwork Yorkshire was created bringing together the delivery of over 180 projects per year that continue to help improve the quality of people's lives, their prospects and potential, and the places where they live, work and play.

In 2021 we celebrated the 35th year that Groundwork has been inspiring change and supporting communities in Yorkshire.

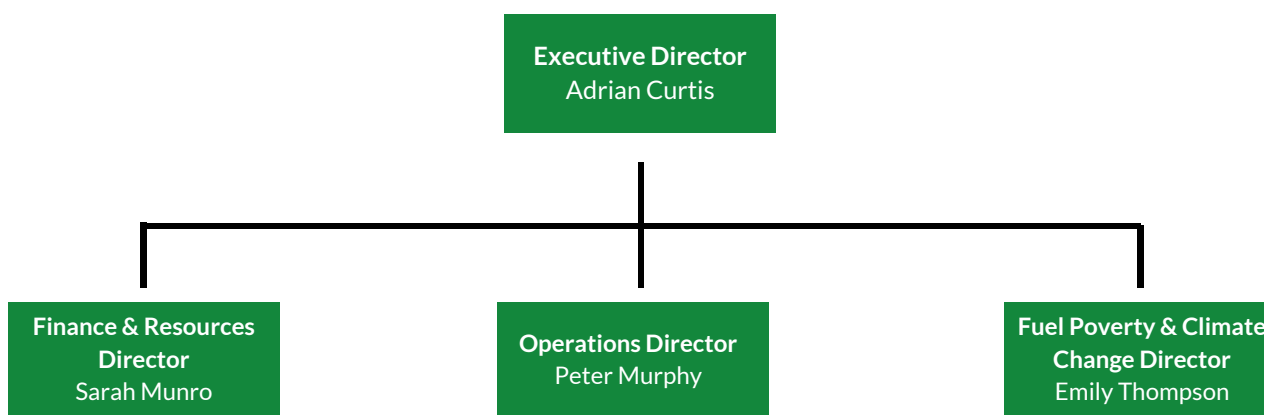


Groundwork Yorkshire Candidate Pack
Finance Committee Chair & Trustee

Groundwork Yorkshire Governance Structure



Groundwork Yorkshire Senior Management Team



Our Board of Trustees

We are governed by a Board of Trustees who along with our Executive Director and Senior Management Team, determine policy and the strategic direction of the charity. Our board work as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions and through its leadership support Groundwork's behaviour, culture and overall performance all of which are critical to our success.

ELAINE BLEZARD

Elaine has lived in Normanton all her life. She had a varied career in office, retail and factory work and has been a Labour Town Councillor since 1999. She had the privilege of serving as Mayor of Normanton in 2010/11 and was Mayor of Wakefield 2012/13. She has been chief whip, and was Deputy Leader of the Town Council at Normanton and also served on Wakefield District Council from 2006-2022. She is involved with a number of charitable activities such as food banks and school uniform swop shop.



DAVID BLACKBURN

David has been a Green Councillor for Farnley & Wortley since 1998. He is Leader of Leeds City Council's Green Group and sits on City Plans Panel, General Purposes Committee and the Children and Families Scrutiny Board. He is also Vice-Chair of the Outer West Community Committee, the Chair of Leeds City Council Peacelink, Chair of the English Forum of the Nuclear Free Nuclear Local Authorities and Vice-Chair of Nuleaf (Nuclear Legacy Advisory Forum).



ALEXENA CAYLESS

Alexena is a fine art and design graduate with a background in creative industries management and the health and care sector. She specialises in operations management, project management, and organisational development. As a freelance consultant for the past four years, she uses practical design processes and organisational culture development to enhance team collaboration for mutual long-term benefits.



PETER COOPER

Peter is a born and bred Yorkshireman from Fitzwilliam near Pontefract. Peter's career was spent in the chemical industry, where he held management posts in production, sales and general management, working for large multi-million pound organisations. He first joined the board of Groundwork Wakefield in 1996, and was Chair of Groundwork Wakefield (now Groundwork Yorkshire) from 2017-2023.



DAVID JONES

David originates from Liverpool and has lived in the Pontefract area for 44 years. During his career as a teacher he held a range of responsibilities eventually becoming an Assistant Headteacher in a High School. Outside school, David held several roles including being an author, Chief Examiner and National Coordinator for a Careers Education Programme. After retirement from Education, David was a District Councillor for Pontefract South, Wakefield District Council. In the Municipal year 2022/23 David was the Mayor of Wakefield District.



TREVOR LINCOLN

Trevor retired in 2010 after a long and varied career in the public sector, primarily dealing with Housing. His skills and experience include governance, business planning, performance management, service development and organisational change. Together with several other Trustees he was a founder member of the group that steered the merger and is now Chair of the Finance Committee which oversees our financial operations. Trevor also serves on the Governance & Compliance Committee.



HEENA MAHMOOD

Starting her professional career as a Physiotherapist, Heena worked in various clinical specialties. She then worked in IT Project Management in the NHS, working on digital service improvement, Heena's most recent role in the NHS was as Digital Lead for Community services. She has extensive leadership experience in race equality, being the co-chair of a Trust Race Equality Network and previously served on the People and Culture Committee at Mid Yorkshire NHS Trust.



Our Board of Trustees

ANTONY NELSON

Starting his professional career as an Occupational Therapist, Antony has also worked in a series of service improvement, modernisation, programme management and Director roles across a range of NHS and allied organisations. He has also worked as a consultant implementing change initiatives in and across the NHS, local authorities, charities and private businesses. Antony is a trustee/director at Nova Wakefield District and a board member of Groundwork UK. He has been Chair of Groundwork Yorkshire since December 2023.



AZIZ REHMAN

Aziz has had over 35 years working in the Business, Public, Voluntary Community and Social Enterprise sector (VCSE) and has previously held several Trusteeships of umbrella bodies such as Bradford CVS, VAC Calderdale and Kirklees Third Sector Leaders. He is a Business Consultant working with social enterprises and within the voluntary sector, advising on funding, transformation and innovation and has a keen interest in Asset Based Community Development and Sustainability. Aziz retired from the NHS in 2023 as an experienced Islamic Psychotherapist, Imam/Chaplain, Hypnotherapist and Life Coach.



JOHN READSHAW

John spent most of his career in the Electricity Supply Industry at various power plants, where his roles included Head of Finance and Procurement; Head of Personnel and Administration and latterly Head of HR and Reward. John retired in 2008. He is a season ticket holder at Aston Villa and Featherstone Rovers, where he was also a Director from 2011 to 2014. John chairs the HR Committee.



NICK ROBINSON

Nick's background is in youth engagement and development. After briefly working in private education, Nick joined the charity sector and has worked on a range of projects including school-based mentoring programmes, employment schemes and volunteer management.



STEVE SHAW-WRIGHT

Steve Shaw-Wright is currently a member of Selby Town Council and North Yorkshire Council. He is the leader of Selby Town Council. Steve is also the NYC Labour Group leader. He has been a Labour party member for 45 years, is a UNISON member, a former National Union of Mine Workers member and is a member of the Yorkshire Dales National Park authority.



ARNOLD WARNEKEN

Arnold Warneken is a husband, father and grandfather and has lived and worked in Harrogate for many years. Now semi-retired, Arnold is still a partner in an organic horticulture & food distribution business. He is also involved in other local companies, including sustainable firewood and organic dog food. Earlier this year, he was asked to join Harrogate Climate Coalition (set up by Harrogate District Council), with the brief of Food & Agriculture.



GARY WILLIAMS

Gary worked in the Power Industry for 42 years, starting life as a craft apprentice and ending his career as a Manager. He worked in maintenance, engineering and operations. He also undertook management roles within training, compliance, health and safety. Outside work he loves cars, squash and restoring properties.



DAN WILSON

Dan worked in education for 12 years, teaching in primary, secondary and special schools and after a brief spell as a Curriculum Consultant he joined Yorkshire Sport Foundation, leading their work on Children and Young People. He also sits on the All-Party Parliamentary Group for a Fit & Healthy Childhood. Outside of work, Dan is a father of two, Chair of Governors at a large Academy and occasional triathlete.



PAUL WRAY

Before being a councillor, Paul worked as an energy efficiency advisor and developed a passion to reduce peoples fuel bills and carbon footprints. When he was elected, he brought this passion with him, and he has worked on several climate and energy projects. He spent several years on the Leeds Climate Energy Advisory Committee.



Our Mission

Practical action to create a fair and green future in which people, places and nature thrive

Why?

Working with local communities and businesses to build capacity and resilience is vital if we are to tackle hardship, achieve a just transition to net zero and help nature recover in a way that reduces inequality and leads to better work and healthier, happier lives.

How?

- > Connecting people with each other, with opportunity and with nature
- > Building knowledge and confidence so that people feel more in control of their future
- > Delivering social, economic and environmental outcomes in an integrated way

Our Commitments

- > We work where there is most need and we can have the most impact
- > We listen to local voices and empower people
- > We embed equity and inclusion in everything we do
- > We learn from local practice to influence wider change
- > We are collaborative and innovative
- > We are environmental exemplars

Our Goals

- > **To help more people overcome hardship and isolation** - with programmes to help people reduce their household bills, and by creating community hubs where people can connect with neighbours, access support and volunteer.
- > **To help build the green economy** - by delivering environmental skills and providing routes into green jobs, and by helping more businesses benefit from sustainability and nurturing green enterprise.
- > **To help more people and places respond and adapt to climate change** - by retrofitting homes to improve energy and water efficiency and by helping communities prepare for extreme weather through training, capacity building and natural solutions.

The Role Of a Trustee

Our Trustees are at the centre of our governance structure, working alongside our Executive Director, Adrian Curtis, and the Senior Management Team, to steer the organisation in achieving its charitable aims, and setting its on-going strategic objectives.

As a Trustee, you will:

- Ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensure that Groundwork Yorkshire complies with its governing document (Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensure that Groundwork Yorkshire defines its goals and evaluates performance against agreed targets
- Safeguard the good name and values of Groundwork Yorkshire
- Ensure the effective and efficient administration of Groundwork Yorkshire, including having appropriate policies and procedures in place
- Ensure the financial stability of Groundwork Yorkshire and compliance with statutory accounting requirements
- Protect and manage the property of the charity and ensuring the proper investment of the charity's funds
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Executive Director.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

We are a friendly and welcoming board in need of some new perspectives and diverse voices around the table to help us continue to Change Lives and Change Places with those who need it most.



The Role of the Finance Committee Chair

We are currently recruiting for a new Finance Committee Chair to join our Trustee board. As a Trustee of Groundwork Yorkshire, you will play a crucial role in setting the strategic direction of the charity and ensuring good governance. You will contribute to ensuring that the charity fulfils its mission, operates effectively, and remains accountable to its beneficiaries.

In addition to the general duties as Trustee, as Chair of the Finance Committee, you will maintain an overview of Groundwork Yorkshire's financial affairs. You will ensure that effective and appropriate financial measures, controls, and procedures are put in place and report to the Board at regular intervals about the financial health of the organisation. Working with Groundwork's Executive Director and Finance Director in an advisory capacity, you will:

- Keep the Board informed about its financial duties and responsibilities and liaise with the Executive Director to develop the financial understanding of the Board of Trustees.
- Oversee the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees
- Ensure that proper accounting records are kept, and that appropriate accounting procedures and controls are in place.
- Ensure that robust and comprehensive financial policies and insurances are in place, are revised as and when required, and are being implemented.
- Monitor and advise the Board on the financial viability of the charity.
- Advise on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process and advising the Board.
- Lead on the appointment of and liaison with external auditors.
- Ensure that the accounts are prepared and disclosed in the form required by relevant statutory bodies, including the Charity Commission and the Registrar of Companies.

Meetings are generally either hosted at our Morley Office, with the opportunity to attend remotely on MS Teams and some are fully online. We anticipate you will need to commit to 8-12 meetings per year. This will include quarterly Board Meetings (usually 1.5-2 hours), quarterly Finance Committee Meetings (usually 1.5-2 hours) and preparatory meetings (usually 1 hour on a quarterly basis). You will need to read the papers in advance of meetings and be prepared to make an active contribution to discussions.

You will also need to attend three or four induction sessions when you are appointed, and will have the opportunity to shadow our staff or visit our projects, to give you insight into our work. You will be appointed for a three-year term.

We want to continue to expand the diversity of our board. We will prioritise applications from women, people of colour, people with disabilities and those aged 45 and under, and welcome applications from other underrepresented or marginalised groups.



What Do You Get As a Groundwork Trustee?

- An opportunity to exercise and grow your strategic skills, knowledge and experience, possibly in a different environment or context
- A chance to co-create, analyse, adapt and implement strategic growth for the organisation
- A chance to augment your experience of charities
- Personal and career development
- Satisfaction of helping our beneficiaries and supporting real change in our communities.

What Do We Get?

- Your skills, knowledge and experience
- Your abilities to help our charity develop and grow in line with our strategic plans
- Enhancement to our governance and the Board of Trustees; improvement in our charity's governance and operational growth
- Your participation in our collective decision-making, contributing to all areas of our charity work
- Your passion and enthusiasm

What Do Our Beneficiaries Get?

- The ability to increase support for more of our communities in need across Yorkshire
- A well-governed charity, robust and sustainable for the future
- A forward-looking and agile organisation, with a well-informed Board of Trustees



The Person

We are seeking a finance professional or someone with experience of financial management. You do not need to have a financial qualification or specific knowledge of charity finance, although this would be an advantage. The key skills we are looking for are the ability to engage fellow Trustees and ensure financial information is explained to them in an accessible and understandable way, and the ability to act in an advisory capacity to support our professional staff team.

We are looking for you to demonstrate:

- **Commitment:** By volunteering to join the Board of Groundwork Yorkshire as our Finance Committee Chair, you will help us to transform local places and the lives of local people. We are looking for someone who cares about their neighbourhoods and communities, and who want to help us make a difference. We are looking for someone who is interested in or knowledgeable about the work we do.
- **Integrity:** That you uphold the highest ethical standards.
- **Strategic Thinking:** An ability to contribute to 'big picture' thinking.
- **Financial Acumen:** The ability to understand financial statements and budgeting.
- **Collaboration:** A recognition of the need for Groundwork to work with a range of partners and to be attuned to the needs of local communities, and for the Board to function as a collective.
- **Advocacy:** A willingness to represent the charity and advocate on Groundwork's behalf.
- **Communication:** The ability for you to communicate your area of specialism to other members of the board with different specialist knowledge.
- **Time Commitment:** The ability to consistently devote time to the role.



How to Apply

You will need to be eligible to be a charity trustee & company director, which we will explain. Trustee appointments are subject to satisfactory references and, upon appointment, a satisfactory Enhanced DBS check and the undertaking of a Safeguarding course, usually online and within 2 months of appointment.

Please send us your CV with a 1 page supporting statement that outlines the skills, knowledge, lived experience or passion you would bring to our Board as Chair of our Finance Committee.

All applications should be emailed to Wakefield.HR@groundwork.org.uk or by post to Groundwork Yorkshire, Environment & Business Centre, Merlyn Rees Avenue, Morley, Leeds, LS27 9SL.

If you need any support with your application, please get in touch.

Closing Date: 5pm, Friday 7 June 2024






We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work.

Groundwork Yorkshire is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Visit: www.groundwork.org.uk/yorkshire

Email: leeds@groundwork.org.uk

Telephone: 0300 3033 292

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