



# Home-Start in Suffolk Trustee

Candidate information

# HOME START

In Suffolk





**Thank you for your interest in Home-Start and a potential Trustee role with Home-Start in Suffolk. So many pressures can get in the way of the best start in life for a child. That is why we provide a compassionate, non-judgemental lifeline for families**

**We simply would not be able to deliver much-needed support to families across the county without people like you coming forward so it's great to gain your interest in a role with us.**

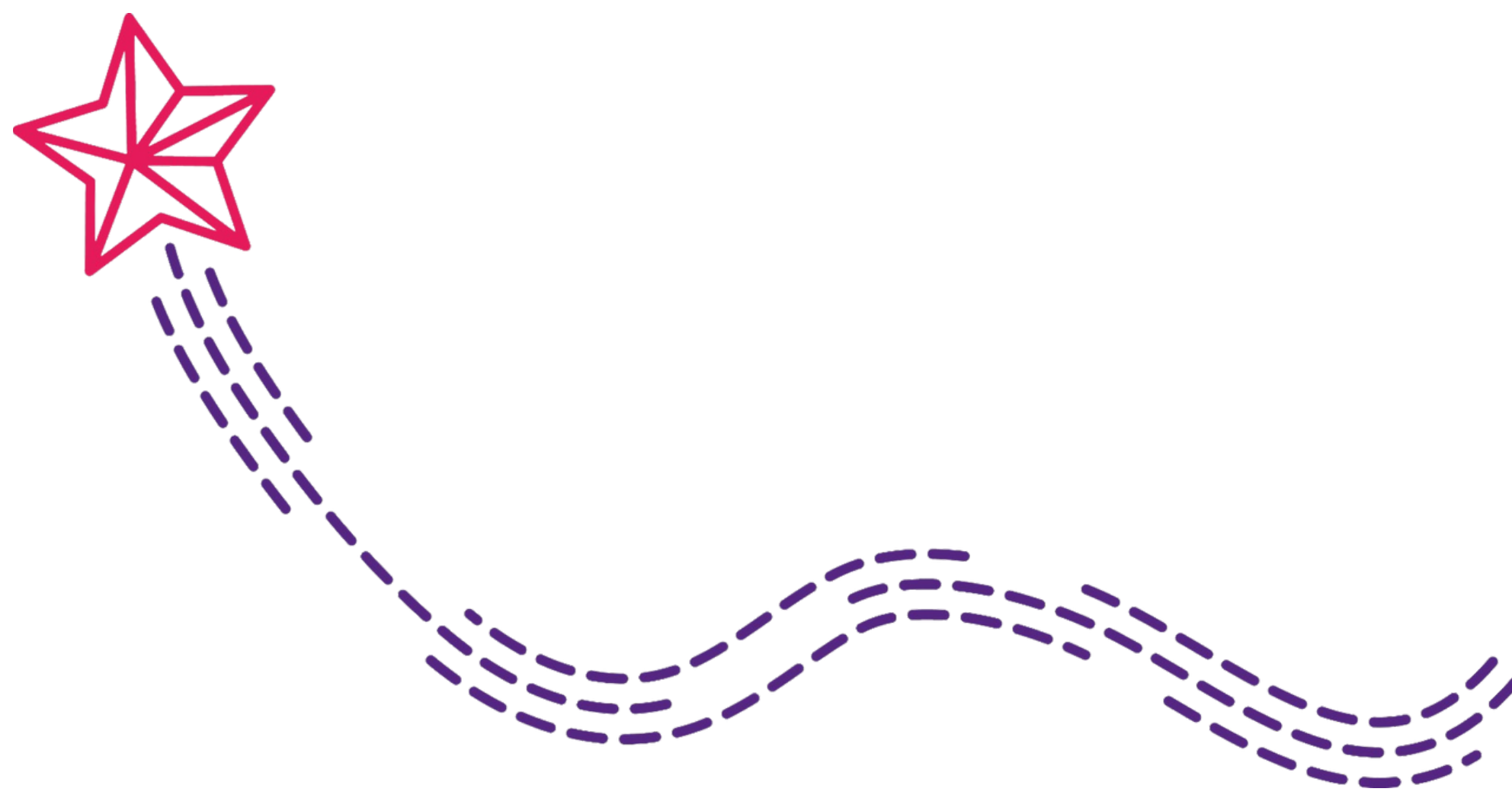
**As a trustee for Home-Start, you will be able to use your skills and experience and have a direct influence over a cause you care about. It is a rewarding role, but there are responsibilities, meaning you will need to consider giving the time to help Home-Start in Suffolk to succeed.**

**We have prepared this pack to give you the information you need to help decide if applying for a Trustee role at Home-Start Suffolk is right for you. It tells you what we do, how we do it, and the difference we make as well as explaining the role that our Trustees play in supporting the charity to develop.**

**Home-Start in Suffolk has a special place in our county not only because we are committed to helping others but because we make a genuine and measured difference to the people we support. This creates a level of trust from the public that we must protect. As a trustee, you will be part of protecting our reputation and the trust that is placed in us**

**Rob Thacker**

**Chair of the Board of Trustees**





## Our Vision



A society where children are given the best start in life because of the healthy and happy relationships they have with their parents

## Our Mission



To empower parents with the skills, knowledge and emotional resilience to raise their children to flourish

## Our Values



Positive  
Non-judgemental  
Preventative  
Available to all  
Outstanding quality

Fundamentally, our vision is that every child in Suffolk is given the best start in life because of the love, support and guidance they receive from their parents, guardians or the people performing the role of their parents.

We focus on the early years because it is well known that the first 1,001 days of a child's life, from conception to age 2, are fundamental to laying the foundations for a child to lead a happy and healthy life. During these first 1,000 days, a child's physical, cognitive, social, emotional, and behavioural foundations are laid, and perhaps more importantly, a trajectory is established. Interventions up to the age of 5 are equally as important in continuing to lay those critical foundations.

As children start school, they begin a new stage of relationships and interactions; with other children and new adults. These years can bring challenges both for children and for their parents. Risks and adversities include parental conflict in the home or bullying at school. A further window of opportunity to redress and build, therefore, exists between the ages of 7 and 12.

As children enter adolescence and eventually adulthood, cycles of adversity can continue. They can be broken but the opportunity exists in the early years to establish the foundations to prevent these cycles from being established.

A child's exposure to stresses, adversity or destructive behaviour whether they be directed at the children themselves or take place between parents, can stay with children throughout their lives, detrimentally affecting them personally, how they interact with others and even might be passed onto the next generation if they become parents.

We believe the best opportunity to break cycles of adversity, reduce the likelihood of children passing on their negative experiences to their children and improve the health and wellbeing of our society occurs in the early years of being a child and those first few years of being a parent and a family.

To achieve this, our vision is to empower parents, guardians and those performing the role of being parents with the skills, knowledge and emotional resilience to raise children to flourish.

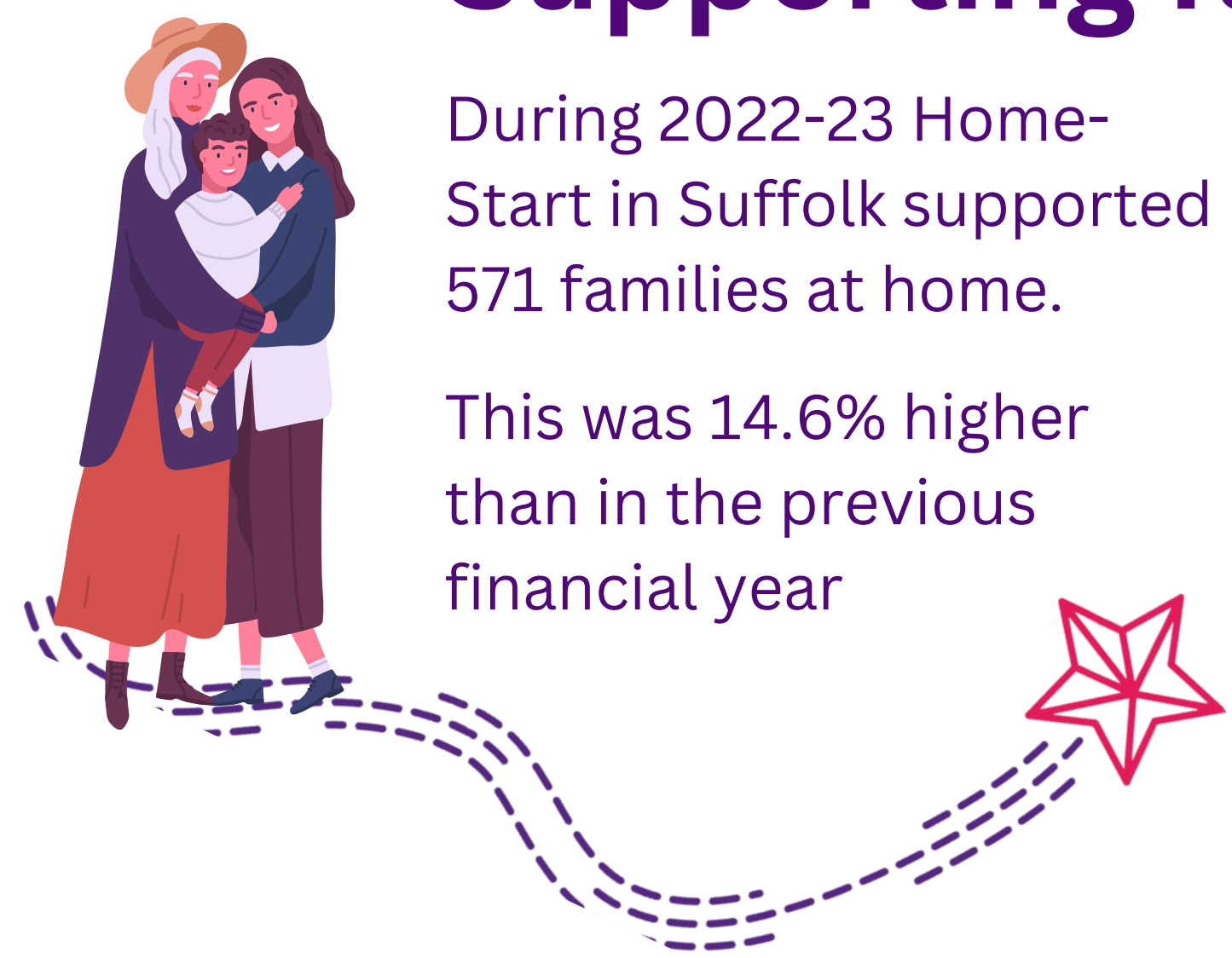
At Home-Start we recognise how hard it can be to raise a family. We work alongside parents and carers with at least one child in the home under the age of 12, helping them to cope with the stresses and strains of life. The support we provide is delivered through weekly home visits, telephone and virtual calls or at one of our regular groups.

We provide a non-judgemental professional friendship that helps families to gain the skills they need to nurture their family; helping them to grow in confidence, strengthen their relationships with their children, improve their health and wellbeing and widen their links within the local community.

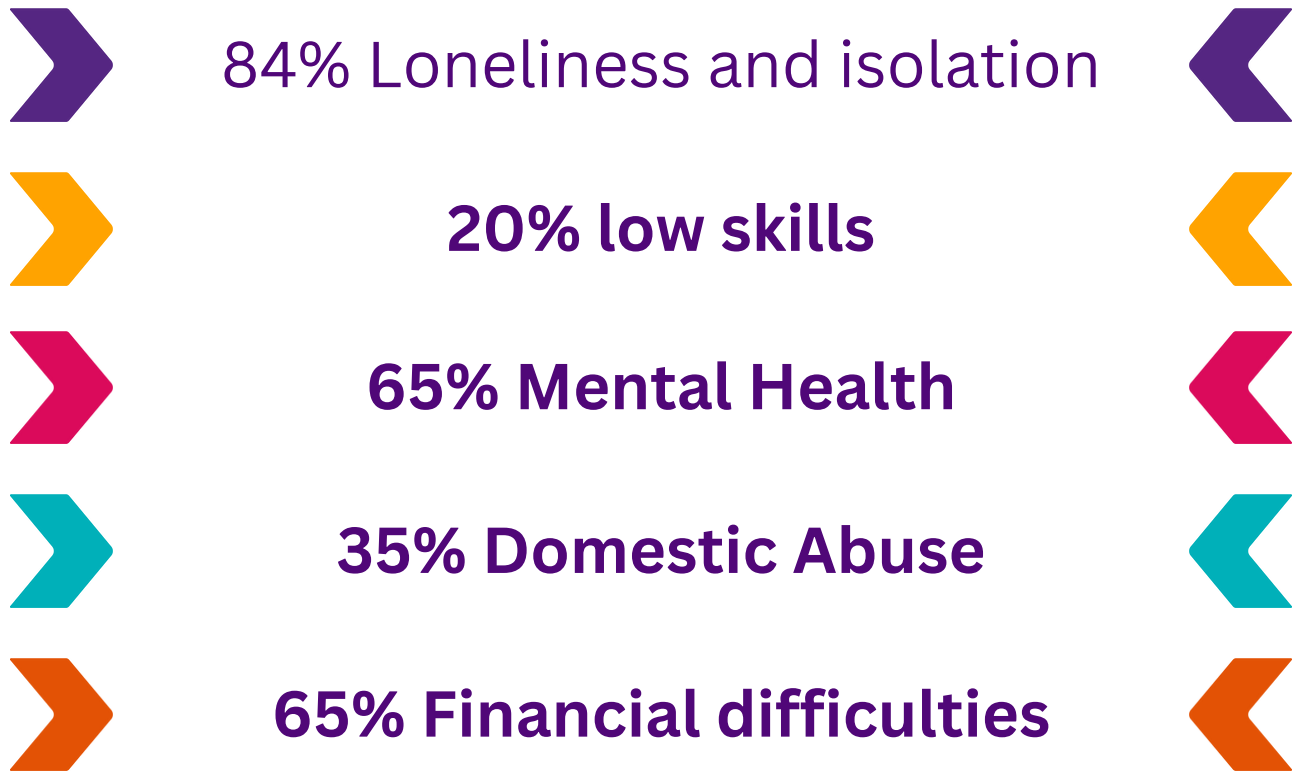
## Supporting families in their homes

During 2022-23 Home-Start in Suffolk supported 571 families at home.

This was 14.6% higher than in the previous financial year



### What families were referred for



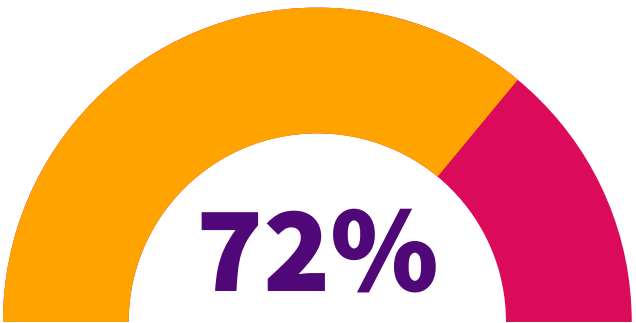
## Supporting families in the community

Our 20 groups provided support to 695 families during the year, with a total of 1434 family member attendees across the different venues.

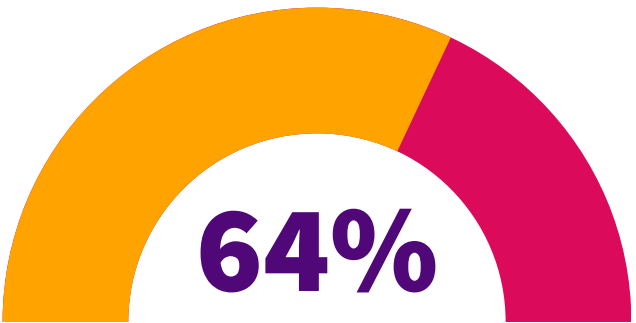
Our groups were offered as universal support as well as targeted offers, meaning that we were able to support a variety of different needs. During the year groups supported 64% more families than in the previous year. As well as regular groups we held 3 cooking courses and 5 Infant massage courses.



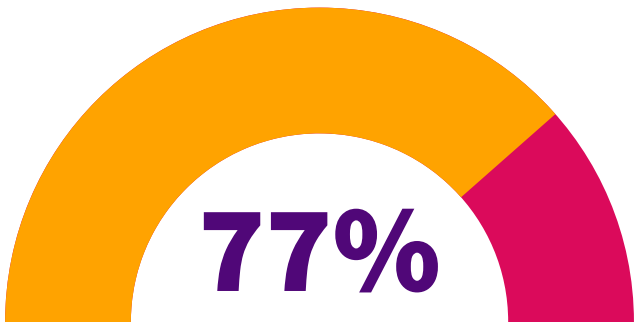
## Support outcomes



families became less reliant on statutory services



families felt able to cope better financially



77% families felt less isolated



**Title:** Home-Start in Suffolk Trustee

**Time Commitment:** Between one and one and a half days a month

*All Trustees are expected to undertake an induction within their first few weeks of joining us. This will include attending Safeguarding Training (3 hours), 1 session (5hrs) of our volunteer induction programme and meeting members of our leadership team.*

*Trustees are expected to attend all Board meetings. Board meetings are held quarterly and will typically be held either virtually, at our offices in Martlesham or at an alternative accessible location in Suffolk. Board meetings last approximately 2 hours and are held between 8.30 am-10.30 am or 5.30 pm-7.30 pm.*

*Trustees are also expected to join a minimum of one sub-committee (Finance, Risk Management or Human resources) which meets quarterly, using virtual means.*

*Trustees are invited to the AGM which takes place during November, as well as an annual away day for Strategic planning purposes. Other meetings take place with the agreement of the Trustees.*

**Term:** Trustees hold office for a term of three years but shall be eligible for re-election for a further term of three years.

**Remuneration:** This role is voluntary. All reasonable expenses incurred in fulfilling your duties will be reimbursed.

## **Requirements:**

You must be at least 16 to be a trustee of Home-Start in Suffolk.

You must not act as a trustee if you are disqualified unless authorised to do so by a waiver from the Commission. The reasons for disqualification include:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement
- are on the sex offenders' register

## **Additional requirements:**

- Not be closely related to any existing Home-Start Board or staff member

# Role description for a trustee

## Roles:

With other trustees to hold Home-Start in Suffolk in trust for current and future beneficiaries by ensuring:

- governance and direction within the ethos and values of Home-Start
- that HSIS has a clear mission, vision and strategic direction and is focused on achieving these
- HSIS complies with all legal and regulatory requirements, the objects of the charity, and the governing documents
- security and acting as guardians of HSIS assets
- that HSIS governance is of the highest possible standard
- you provide support to sub-committees and agree to their terms of reference
- you act as an ambassador of Home-Start in Suffolk

## Responsibilities:

Working alongside our CEO, whom we delegate the day-to-day running of HSIS to ensure:

- that HSIS pursues its objects as defined in the governing documents
- HSIS accounts for its activities to its funders, the relevant Charity Regulators, its members, the local community and others
- that HSIS applies its resources exclusively in pursuance of its objects.
- the financial stability of HSIS
- proper accounting records are kept
- the proper investment of HSIS funds.
- that the major risks to which HSIS is exposed are reviewed annually and managed
- HSIS policies and procedures are reviewed as required
- that HSIS fulfils its responsibilities as a good employer
- HSIS is appropriately insured
- monitoring and evaluating the work of HSIS and contributing to quality assurance self-assessments and reviews
- that the good name and ethos of HSIS is safeguarded

## Duties:

### Collective

approving the strategic plan and monitoring progress against it

- determining/approving the annual budget and monitoring progress against it
- preparing and approving the annual report and accounts
- ensuring compliance with the Home-Start Agreement and Quality Assurance system.

### Individual

- attending meetings of trustees
- playing an active part in the trustees’ meetings and deliberations
- exercising due care and attention and using reasonable skill in dealing with HSISS 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 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.



Home-Start in Suffolk is seeking up to four individuals to join our Board of Trustees to offer strategic support and guidance to Home-Start in Suffolk. You will join a strong, committed Trustee Board and help strengthen further the breadth of experience.

We are specifically interested in individuals with some of the following experiences:

- We want to ensure the voice of our clients is informing our governance and welcome applications from those with experience of our work this may be as a previously supported family or volunteer.
- We would like candidates with experience and strong expertise in marketing, networking or expertise in volunteer management.
- We work across the county and are keen to have a geographic representation on our board. Currently, we have less representation from West Suffolk, Babergh and Waveney so would encourage applications from people living or working in these areas
- We are also keen to bring further diversity and perspective to our Board. This might include experiences of life on a low income, your challenges in parenting or childhood or receiving support, migration or being in a minoritised racial community, being LGBT+ or in a family with this experience, or living with a disability. Your diverse experience can help us as a Board better understand the wider range of families we aim to support.

If you are interested but don't meet any of the above suggestions, please still get in touch as we will consider a variety of roles and experiences.

Previous experience of being a trustee is welcome but not necessary - we can provide a supportive environment for those wishing to gain their first trustee role.

If this sounds like your type of role we would love to hear from you!

We hope you will consider making an application. If you have questions about the role and would find it helpful to have an informal conversation, please contact [headoffice@homestartinsuffolk.org](mailto:headoffice@homestartinsuffolk.org) and we will be happy to arrange a call. To make an application, please provide:

1. Your CV – which should include a summary of your relevant experiences
2. Supporting Statement – Please prepare a statement (no more than 1 A4 page) that sets out why you are interested in this appointment and highlights the experiences and qualities you believe will help your success in this role.
3. Please also inform us of any dates when you are not available for interview

Please send this to [headoffice@homestartinsuffolk.org](mailto:headoffice@homestartinsuffolk.org)

**Interview dates:** Interview dates will be mutually agreed and held via Teams/Zoom

### **The application**

A standardised scoring system is used to ensure fair shortlisting of candidates for interviews.

If written format is not your preferred method of communication, we can offer the opportunity to apply via voice note or video recording instead. Simply contact us to discuss this option.

Please let us know if we can help you in overcoming any barriers to support you in making an application.