

# Ways into Work Trustee Candidate Pack

## Contents

<b>Why join us?</b> .....	2
Why our work is so important .....	2
Why Jobs change lives .....	2
How Ways into Work addresses the disability employment gap .....	3
Why now is the right time to join us.....	3
<b>Our Trustee Recruitment approach</b> .....	4
<b>Trustee Role Description</b> .....	4
Duties: .....	4
Who we are looking for .....	5
Personal skills and qualities .....	5
<b>Terms of appointment</b> .....	6
Terms of office .....	6
Time commitment.....	6
Committee membership.....	6

## Why join us?

### Why our work is so important

Young people and adults with disabilities, neurodivergence and disadvantage are 3 times less likely than anyone else to have a paid job.

This has a huge impact on every aspect of an adult's life. It is well-evidenced that young people and adults who are unemployed are more likely to live in poverty, lack confidence and self-worth and feel isolated from friends and family.

Depending on the disability you live with, the situation is even worse. Just 1 in 20 adults living with a learning disability and just 3 in 50 adults living with a mental health challenge have a paid job.

The UK faces a huge disability and health employment gap that leaves adults, and their families, stuck, lonely and with little hope for the future, leading to an additional support and care burden on health and social services.

### Why Jobs change lives

The disability/neurodivergence employment gap is harmful and unfair. It's also fixable. Over 20 years of experience shows us that young people and adults with disabilities are able to find and stay in work with the right help. Employers benefit too.



It is well evidenced that work changes lives:

- Adults who work live longer: For every 10% increase in employment, healthy life expectancy increases by a staggering 5 years. (The Health Foundation found that not having a job is associated with increased stress, depression, cardiovascular disease and suicide (2021) as well as that for every 10% increase in employment there is a 5-year increase in healthy life expectancy (2019).)
- Being in work increases both social and financial inclusion, meeting new people and getting paid.
- Work increases self-esteem as people can pay their own way, often for the first time;
- Work improves the lives of the family and friends of our beneficiaries as they gain greater independence and the burden of care on them is decreased; and
- Society and the economy benefit with fewer people needing care and support

## How Ways into Work addresses the disability employment gap

Ways into Work offers 4 interwoven programmes:

1. **Supported Internships** providing work placements for young people with disabilities/neurodivergence/disadvantage to learn the on-the-job practical skills they need to secure paid employment.
2. **Support and coaching** for young people and adults to find, apply for and secure the right job for them - matching them with the right local employer.
3. **Local employer coaching** and upskilling so adults with disabilities enter a workplace that understands their specific needs.
4. **In-work support**, working both with clients and their employer so those living with a disability, neurodivergence or disadvantage continue to get the benefits of being in work.

We know that, to address the disability employment gap, you need to work both with clients and employers. That's why our skilled employment coaches do just that.

We know that the emphasis is often on finding a job - any job. Yet, young people and adults only benefit from paid work if it is quality work that can be maintained. That's why our model supports those with a disability into the right job. Our model includes in-work support so clients can stay, and grow, in work - ensuring their job changes their own, and their families, lives.



## Why now is the right time to join us

This is an exciting time to join us as earlier this year we converted to a charity (from a CIC). As we look to the future, we are seeking to build on the expertise we have established over the last 20 years.

To date we have relied heavily on contracts from local government. The need to diversify our income base, to support more clients into employment and to provide a more secure future for our clients, fed into our decision to become a charity.

We are looking to recruit Trustees who have worked in charities, or who bring particular expertise, to provide a strategic steer for our work. In the months ahead we will be looking to revise our strategy, recruit new senior roles and put in place the infrastructure needed to begin to make our core purpose available to more of those in need in Berkshire and the Thames Valley. You would have the opportunity to play a pivotal role in shaping these processes, bringing us closer to delivering the support we know our clients need.

## **Our Trustee Recruitment approach**

We are keen to find the right match for you, as a potential Trustee, and for Ways into Work, so our process does not have an 'interview day'. Please let us know of any reasonable adjustments we may need to consider to assist you through the process. As CVs and cover letters are submitted we will respond within 2 weeks to let you know if your application is of interest to Ways into Work.

If your application is of interest, you will then be invited to meet one or two current members of the Board.

You may also be invited to observe a Board Meeting and meet members of the Ways into Work team in order to help you make your decision.

If selected to join the Board as a Trustee then you will receive Induction, Training and the opportunity to meet our staff and clients either at a social event or on one of our Team days.

We are interested in recruiting Trustees with other skill sets, and would particularly value Trustees with expertise in Communications, Charity Law, HR, Community (Berkshire and Thames Valley) and Fundraising.

## **Trustee Role Description**

Ways into Work is looking for new Trustees. As a Trustee, 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 clients - adults and young people living with disabilities and neurodiversity.

### **Duties:**

- Support and provide advice on achieving Ways into Work's purpose, vision, goals and activities.
- Review and approve operational strategies, policies and recommendations, and monitor and evaluate their implementation.
- Oversee Ways into Work's financial plans and budgets and monitor and evaluate progress.
- Review and approve Ways into Work's financial statements.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Provide support and challenge to Ways into Work's CEO in the execution of their delegated authority and affairs.
- Keep abreast of changes in Ways into Work's operating environment.
- Contribute to regular reviews of Ways into Work'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 Ways into Work's interests, to the exclusion of your own personal and/or any third-party interests.

- Contribute to the broader promotion of Ways into Work's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Act as ambassador for Ways into Work, promoting our work and building networks of interested parties who are enthusiastic about our work.

## Who we are looking for

You do not need to have previous experience of acting as a Trustee, although we would like some of our new Trustees to bring experience of working in a charity. We are looking for you to bring the personal skills and qualities outlined below, alongside your expertise.

We recognise the different specialist skills required for delivering our core purpose and would welcome specialist knowledge and expertise in one or more of the following areas so you can provide strategic steers and advice: Communications, Legal, HR, Fundraising and Community (Berkshire and the Thames Valley).

We would greatly value experience of acting at a senior level (such as in a 'Head of' role) as you will need to be comfortable sharing your expertise with the wider Board, and offering support and constructive challenge to our future senior recruits and senior leadership team.

We recognise the enormous value of lived experience. We know that there is no 'us' and 'them'. Many in Ways into Work live with disabilities or neurodiversity and/or have wider lived experiences that offer huge value to the work we deliver.



"It is a wonderful feeling to have a sense of worth in my employment and do a job I love."

## Personal skills and qualities

- A proven capability for building relationships and developing partners, and/or expertise in the disciplines mentioned above.
- Ability to articulate our purpose and the challenges we address with passion and influence
- Willingness and ability to understand and accept your responsibilities and liabilities as a trustee and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate constructively in discussion.
- A strong personal commitment to the purpose of Ways into Work and equity, diversity and inclusion.
- Enthusiasm for our vision and mission.

## **Terms of appointment**

### **Terms of office**

- Trustees are appointed for a 3-year term of office with renewal possible for further terms.
- This is a voluntary position, and reasonable expenses will be reimbursed.

### **Time commitment**

- Attending 4 Board meetings annually, 3 online and 1 in person, usually at Neville Hall in Waltham St Lawrence (near Reading) or as agreed by the Board. Board meetings take 2 to 3 hours.
- Monthly online 'check-ins' for an hour
- One Annual Strategic Review in person, lasting a day
- As an organisation recently converted to a charity and with ambitious aspirations that we are keen to deliver, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, engaging with external interested parties, acting as ambassador for Ways into Work, supporting the CEO on particular matters, providing advice and guidance on new initiatives, presenting externally, or other activities in which the trustee has special expertise.

### **Committee membership**

The Committees have yet to be determined and we would appreciate Trustee involvement and participation in identifying our requirements in this respect as charity mobilisation commences in 2024.

We expect that ad hoc and occasional support through working groups and / or support to the executive team will be required from time to time.