Groundswell Trustee Recruitment Pack

Thank you for your interest in becoming a Groundswell Trustee.

Please find below, information on Groundswell – including core beliefs, work areas plus a description of the trustee role and its person specification.

We are looking to recruit two Trustees, specifically with applications from people, with at least one of the following characteristics:

* Based outside of London to help represent our national expansion work
* With lived experience of homelessness
* Who are Black, Asian or person of colour
* That have a close understanding of the NHS and how it operates

This is to encourage a Board that is representative enough of the population groups we serve and recognises that greater diversity of backgrounds and perspectives will strengthen the Board’s role going forward.

The application process for the Trustee role is included at the end of this pack.

If you would like to discuss this role before applying then please contact: Jenny Yates, Chair of the Groundswell Board, at: [info@groundswell.org.uk](mailto:info@groundswell.org.uk)

**Who we are: Groundswell**

Groundswell works with people with experience of homelessness, offering opportunities to contribute to society and create solutions to homelessness. Participation is at our core because the experience of homelessness is crucial in making decisions that affect lives and ultimately help people to move out of homelessness.

Our work is based around a set of four core beliefs:

1. The **whole community benefits** when we effectively tackle homelessness and social exclusion.
2. **We believe in people**. People are society’s most valuable resource, and everyone has the capacity to make a contribution.
3. There is **no “them” and “us” – only us.** Groundswell brings everyone together to create genuine solutions to homelessness.
4. **Participation works.** Supporting people to participate creates more effective services and policy – and crucially enables people to move out of homelessness.

Information on Groundswell’s journey including a short film can be found at <https://groundswell.org.uk/timeline/>

Prior to Covid-19 restrictions we operated from a busy, inclusive office in Brixton with 35 staff along with around 40 volunteers - with an income of approximately £1.6million. In 2016 we celebrated our 20th birthday and were declared ‘Overall Winners’ of the Kings Fund GSK Impact Award. We are now seen as the leading London-wide and national homelessness health charity. During Covid-19 we adapted fast, pulling out all the stops in the health crisis, finding new ways to operate and to enhance the important work we do.

‘Participation Works’ strategy

Our three-year strategy (2020-2023) has three key areas, as introduced below:

1. **Good health -** We believe health is the foundation to move out of homelessness. This strand represents all our people focused health work; innovative services that enable people to access the health care they need and the work we do to promote a healthy and sustainable working environment both within Groundswell and as tools to share with others. [Find out more here.](https://groundswell.org.uk/who-we-are/about-groundswell/good-health/)
2. **Progression -** This strand represents all our work on developing and supporting a workforce with experience of homelessness to participate in designing and delivering solutions to homelessness whilst progressing in their own lives, which is becoming increasingly digital and online. [Find out more here.](https://groundswell.org.uk/who-we-are/about-groundswell/progression/)
3. **Creating change -** This strand of the strategy represents all the work we will be doing to challenge and change policy and practice. This cuts across the whole organisation, e.g. the #HealthNow goals of reducing health inequalities, sharing knowledge through Insight & Action research and demonstrating the effectiveness of our support model to make participation and progression of people with experience of homelessness the norm. [Find out more here.](https://groundswell.org.uk/who-we-are/about-groundswell/creating-change/)

The strategy is delivered through the following key projects and partnerships:

**Homeless Health Peer Advocacy - HHPA**

Our HHPA service supports people experiencing homelessness to address physical and mental health issues. We work to improve people’s confidence in using health services and increase their ability to access healthcare independently. The volunteer Peer Advocates

delivering the service have all experienced homelessness themselves; in some areas we also have specialist Care Navigators or Case Workers – the majority began as volunteers.

HHPA has been running for over a decade in London, currently operating in nine central London boroughs. We have local partners in Cornwall and Dublin delivering HHPA and this is soon to be rolled out in Luton, Exeter, Newcastle, Birmingham and Manchester. [Find out more here.](https://groundswell.org.uk/what-we-do/homeless-health-peer-advocacy/)

**#HealthNow**

#HealthNow is a UK wide campaign, working towards an inclusive health system where everyone has access to the health care they need; ultimately moving people out of homelessness. It is led by Groundswell and delivered in partnership with national charities Crisis and Shelter. Our local partners, alongside people with experience of homelessness and other stakeholders within the homelessness and health sectors, have formed #HealthNow alliances in Birmingham, Greater Manchester and Newcastle. Each local alliance is informed by peer led research to understand and raise awareness of local barriers to accessing healthcare for homeless people. Local #HealthNow alliance members will use this insight to co-produce solutions to overcome homeless health inequalities in their area. [Find out more here.](https://groundswell.org.uk/healthnow/)

**The Progression Programme**

Our Progression team use coaching to help all volunteers and staff with experience of homelessness identify their goals and overcome the barriers that may be preventing them from achieving them. Many of Groundswell’s volunteers have gone on to jobs including nurses, carers, interpreters or support workers within homelessness organisations. We are committed to offering progression opportunities internally. Individual’s progression is personal to them therefore the support they receive through the Progression Programme puts the person and their needs and goals at the core. People come to Groundswell at a variety of stages in their journey out of homelessness and with ranging needs. Areas we offer our staff and volunteers support in include pastoral, employment, legal and welfare, mental health and wellbeing. [Find out more here.](https://groundswell.org.uk/what-we-do/progression-programme/)

**Insight and Action**

We call our research ‘Insight and Action’, because out of homelessness comes insight and out of insight comes action. The Insight and Action approach focuses on creating deep understandings of the challenges faced by people experiencing homelessness and developing achievable, practical solutions to create change. We employ a ‘Peer Research’ methodology where people with experience of homelessness are involved throughout the design and delivery of the research – making the topics, questions and language used tailored to the research participants. [Here are some of the research projects we have led or been involved in.](https://groundswell.org.uk/publications/)

**Learning and Development**

Groundswell has a 10-year track record of developing and delivering peer led learning and development training and support across the country. We are unique because all our learning and development work is led by people with direct experience of homelessness and all training activities are co-produced and co-delivered with those closest to the experience.

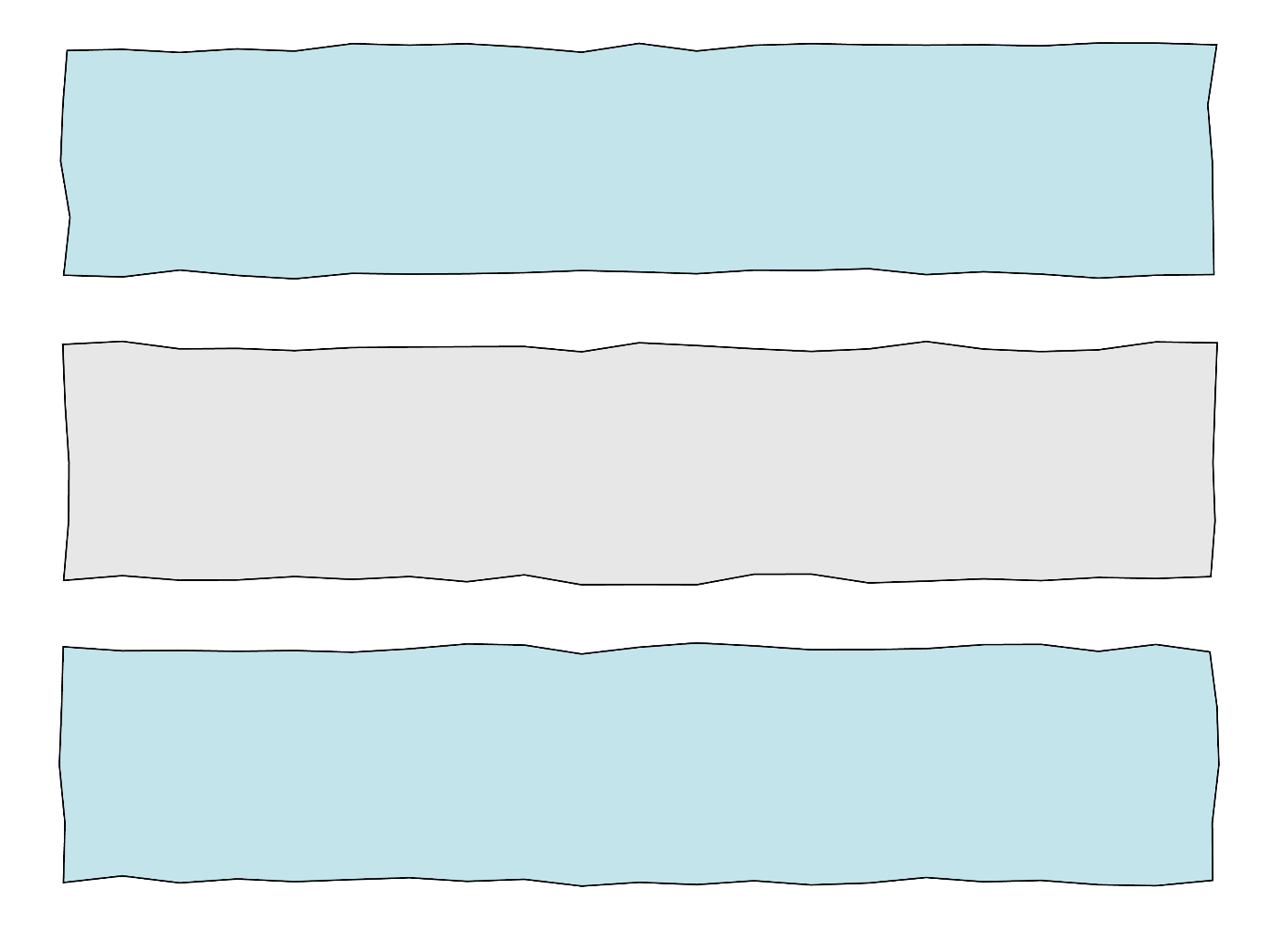
Our role is to develop and deliver training targeted at volunteers and staff within the sector and for people who are currently experiencing homelessness. We also offer training for other service providers who are also likely to work with those experiencing homelessness in some capacity. [Find out more here.](https://groundswell.org.uk/learning-and-development/)

**Why become a Trustee?**

Some of the benefits of becoming a Trustee include:

* The chance to make a difference
* To support a cause close to your heart
* To learn new skills
* To network and meet new people

In addition, Trustees are able to claim back expenses for any out-of-pocket costs.

Here are some of the words of current Trustees regarding the benefits of being a Groundswell volunteer.

*“I’ve really enjoyed learning about Groundswell’s wonderful work and feeling I’m contributing to this. I’ve learnt a lot about how charities are run and how the trustees can provide support and I’ve always found the other trustees very friendly and welcoming.”*

*“Being a Groundswell trustee provides me with many opportunities to build skills and confidence, such as by chairing meetings, in addition to being energised by being part of an organisation that provides such valuable support and generates important research.”*

*“I am proud to be part of this Board. Unusually for a charity, it doesn’t feel like we sit at the top of the organisation, above everyone else. It’s more like we are working alongside the staff and volunteers as one part of the whole team, almost like a family. That way we learn from each other, appreciate the value each person brings, and bring out the best in ourselves.”*

**The Trustee role**

Charity Trustees are ultimately responsible for the oversight of the running of a charity and exercise their role collectively. Their duties are set out in the Charity Commission document “[The Essential Trustee](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)” and all Groundswell Trustees are expected to read this document as part of their induction. The role of the Groundswell Trustee is set in the context of Groundswell’s approach to the Charity Governance Code and shared with all Trustees.

All Trustees take part in an induction process that includes talking through key Groundswell documents (such as the Communications Toolkit), and identify areas for learning and skill development in addition to opportunities to meet with Groundswell staff and Trustees. Groundswell can provide training to help with any learning and skill development.

The primary aspects of the role of a Groundswell Trustee role are as follows:

1. The Trustees are responsible for ensuring that Groundswell meets its objectives and complies with charity law.
2. The Trustees are responsible for ensuring that Groundswell’s resources are used responsibly and that there is good financial control and accountability for use of money. They are assisted in this oversight by the Treasurer and the Chief Executive.
3. The Trustees regularly review major risks and opportunities and manage any conflicts of interest.
4. The Trustees act in partnership with the Chief Executive and the senior management team. The Trustees have a responsibility of oversight and challenge when necessary but should also offer support in any way they can, with the guidance of the Chair as necessary.
5. Trustees are expected to attend four Board meetings a year (two hours in length), an annual away day and meetings of any committee of which they are a member, having read the relevant papers beforehand. They are also expected to respond promptly when possible to email and telephone communication from the Chair, Chief Executive, senior management team members and other Trustees.
6. Trustees should be effective advocates for the charity and sometimes may be asked to represent it at external events.

If you want to understand more have a look at the Charity Commission website:

[The essential trustee: What you need to know, What you need to do](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

Trustees need to:

* be committed to the core beliefs and aims of Groundswell;
* be constructive, open and respectful about other Trustees’opinions in discussions, and in response to staff members’ and volunteers’ contributions at meetings and when carrying out any other related Trustee responsibilities;
* be able to maintain confidentiality on sensitive and confidential information;
* be able to make collective decisions and stand by them;
* be able to respect boundaries between executive and governance functions.

**Summary of time commitment**

1. Four (two hour) Board meetings and an away day a year.
2. Four committee meetings a year (if a member)
3. Attendance at events and other meetings (typically about four times a year).
4. Capacity to respond to emails promptly, generally within a day or two.

**Person specification**

* Wholehearted commitment to the objectives and values of Groundswell.
* Willingness to devote the necessary time and effort and add value to the organisation where possible.
* Able to get on well with people at all levels, including volunteers, the Board, the CEO and other staff, and external organisations where relevant to the trustee role.
* Commitment to fairness and promoting equality and inclusion.
* Thoughtful and good listener and excited to learn from others.

As noted in the introduction, we are recruiting for two trustees and specifically looking for applications from people with at least one of the following characteristics:

* Based outside of London to help represent our national expansion work
* With lived experience of homelessness
* Black, Asian, person of colour
* People with a close understanding of the NHS and how it operates

This recognises that our Board is not currently representative enough of the population groups we serve, and that a greater diversity of backgrounds and perspectives will strengthen the Board’s role going forward.

**Application process**

1. Application

To make an application, please submit your **CV** along with an application form that answers the following question:

1. Why would you like to be a Trustee?
2. What would you hope to gain?
3. What would you hope to offer?

Answers to the questions should be no more than 300 words per question. Alternatively, we are happy to receive video statements if preferred (answering the questions as stated above with a recommendation of no more than five minutes long in total for all three questions). Please complete the Trustee Application Questions document provided if answering in written form.

The deadline is: **5pm, Friday 12th March 2021**

Please submit by email to Katie Langford on [Katie.Langford@groundswell.org.uk](mailto:Katie.Langford@groundswell.org.uk)

1. Interviews

Candidates will be notified if they have been invited to interview by **Monday 29th March** at the latest. If you have not been notified by this date, then please assume you have been unsuccessful on this occasion.

1. Pre-employment checks

Two references will be taken up before a trustee offer is made. Please include reference details in your application. These could be someone who has known you in a professional capacity for at least two years. We will not contact any referees before the interview and only after you give consent.

Because of the nature of this role, we will carry out a DBS check on the successful candidate. Having a conviction will not necessarily bar a candidate from becoming a trustee; this will depend on the circumstances and background of the offence(s) in relation to a trustee role.

Many thanks for taking the time to look into this role and we hope you will consider applying.

Trustee Application Questions

Please answer the following questions. Each answer should be no more than 300 words.

Candidate name: …………………………………………………………………………………………………………………

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| --- |
| Why would you like to be a Trustee at Groundswell? |
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| --- |
| What would you hope to gain? |
|  |

|  |
| --- |
| What would you hope to offer? |
|  |

References

Please provide contact details for two people who can provide references for you. Preferably one will be from someone known to you in a professional capacity.

|  |  |
| --- | --- |
| Reference One | |
| Name: | |
| Position: | |
| Organisation: | |
| Email: | |
| Telephone number: | Mobile: |
| Landline: |

|  |  |
| --- | --- |
| Reference Two | |
| Name: | |
| Position/relationship to you: | |
| Organisation (if applicable): | |
| Email: | |
| Telephone number: | Mobile: |
| Landline: |

Equality and Diversity Monitoring Form

Groundswellis committed to encouraging applications from people with various backgrounds. We endeavour to meet the terms of our equality policy and want to ensure we do not discriminate under the Equality Act 2010. To help build an accurate picture of our workforce, we need your help by completing this form.

Please note, it is not required and does not affect your application. If you choose to complete this form, it will be separated from your application for this role when returned.

**Gender** Man \* Woman \* Intersex \* Non-binary \* Prefer not to say \*

If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes \* No \* Prefer not to say \*

**Age** 16-24\* 25-29 \* 30-34 \* 35-39\* 40-44 \* 45-49 \* 50-54 \*55-59 \* 60-64 \* 65+ \* Prefer not to say \*

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English \* Welsh \* Scottish \* Northern Irish \* Irish \*

British \* Gypsy or Irish Traveller \* Prefer not to say \*

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean \* White and Black African \* White and Asian \* Prefer not to say \* Any other mixed background, please write in:

***Asian/Asian British***

Indian \* Pakistani \* Bangladeshi \* Chinese \* Prefer not to say \*

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African \* Caribbean \* Prefer not to say \*

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab \* Prefer not to say \* Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes\* No \* Prefer not to say \*

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the manager running the recruitment process.

**What is your sexual orientation?**

Heterosexual \* Gay \* Lesbian \* Bisexual \*

Prefer not to say \* If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief \* Buddhist \* Christian \* Hindu \* Jewish \*

Muslim \* Sikh \* Prefer not to say \* If other religion or belief, please write in:

**What is your current working pattern?**

Full-time \* Part-time \* Prefer not to say \*

**What is your flexible working arrangement?**

None \* Flexi-time \* Staggered hours \* Term-time hours \*

Annualised hours \* Job-share \* Flexible shifts \* Compressed hours \*

Homeworking \* Prefer not to say \* If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None \* Primary carer of a child/children (under 18) \*

Primary carer of disabled child/children \*

Primary carer of disabled adult (18 and over) \* Primary carer of older person \*

Secondary carer (another person carries out the main caring role) \*

Prefer not to say \*

