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Trustee Positions

Information for Applicants

January 2022

Text

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Registered Charity number 1146727



Thank you for your interest in joining Self Management UK as a Trustee.

We exist to improve the health and wellbeing of those who experience one or more long-term health conditions. We provide the support, tools and techniques to help remove the barriers and challenges faced by having a long-term condition. We do this by providing structured self-management education, training, advice, signposting and support. We enable our beneficiaries to better manage their health and enhance their quality of life.

The Board of Trustees agrees the overall strategy for the organisation, and keeps track of progress against agreed goals. The Trustees aim to support and encourage the Chief Executive, the wider staff team, and our volunteers, in carrying out this important work. We are looking for at least three new Trustees who bring various expertise, knowledge and skills. We want our new Trustees to include some people with direct or family experience of living with a long-term condition, and we aim to increase the diversity of the Trustee group generally. With this aim in mind, we will consider appointing more than three people if appropriate. One new Trustee will be a qualified accountant who will act as Honorary Treasurer and chair the Audit Committee. We set out in this document various areas of expertise that we are seeking. It is not necessary for all new Trustees to have previous experience of being on a Board of Trustees. We are currently reviewing the induction and training we offer Trustees, so that people are well supported in being able to contribute as much as possible to this role.

There is good evidence that the courses we offer really do improve people’s health and wellbeing. This evidence is from research and analysis which we undertake, and from listening to the stories of people who participate in the courses. If people are able to self-manage their health conditions, then this tends to reduce the demand on NHS GP and hospital services. So it makes sense for NHS organisations to fund our courses, and this has been our main source of income up to now. Increasingly, our courses are being developed and expanded through working alongside people with long-term conditions, and we see this co-production of courses as a real strength. We plan to expand the number and geographical spread of our NHS funders, while also seeking new sources of income to support the development of new courses, to spread the word about supported self-management, and to build upon and increase our volunteer team.

Self Management UK has come though a difficult period as a result of the COVID pandemic. However, the charity has been resilient and innovative, and is now in a strong position to grow and to bring the benefits of supported self-management to many more people.

I hope you will decide to apply to join our friendly, energetic and hard working team.

**Nigel Turner**

**Chair of the Board of Trustees**

**A Message from the Chief Executive**

Welcome and thank you for your interest in joining our Board of Trustees.

We are small but passionate and ambitious team of staff and volunteers dedicated to supporting those experiencing one or more long-term condition overcome the challenges this presents.

Fundamental to our approach is the role that those with lived experience of one or more long-term condition have in developing and delivering our self-management support. This approach has been invaluable in responding to the COVID pandemic since March 2020 when we suspended all delivery of our services. Conscious of the importance of continuing to provide our self-management support in April 2020 we launched the first of our virtual supported self management course for Diabetes, to replace our traditional face-to-face course. By early summer 2020, we were close to delivering support at pre pandemic levels and in fact, our commissioners at the time informed us we were the only provider continuing to provide services.

Off the back of our success transferring our face-to-face diabetes course to a virtual alternative, we have gone on to develop virtual alternatives for both our group Multi Condition and Mental Wellbeing courses both of which are proving to be just as a successful.

We are incredibly proud of the work of our staff and volunteers, who, with little or no experience of online platforms, worked collaboratively to provide a suite of popular and successful virtual self-management group courses, co-produced with our volunteers, beneficiaries and the communities within which we work.

In fact, our virtual courses have allowed us to focus on supporting those individuals and communities previously unable to access our support and we are seeing significantly higher attendance to our virtual Mental Wellbeing courses of men aged between 18 and 65 from BAME populations within the London Borough of Southwark, something previously not seen.

We still experience a challenging environment to operate in and yet we are excited to enter our 20th year off the back of a successful response to the COVID-19 pandemic and our continued innovation in ensuring we can provide support to those who need it most.

**Ian Silver**

**Chief Executive**

## About Self Management UK

Self Management UK is the UK’s leading provider of self-management patient support services. We originally grew out of the Department of Health’s Expert Patient Programme, subsequently became a Community Interest Company, and since 2014 have operated as an independent charity.

We have delivered programmes for over 150,000 people around the Country and are widely recognised as a leading player in this field.

Our services are co-produced in partnership with the communities we support and we work with our statutory partners in developing high quality, safe and efficient pathways of care and support by developing and assessing new, innovative models of service delivery.

As a result, our services are able to meet the need of those who need them most whilst demonstrating significant positive impact on the lives of those we help.

The treatment of long-term conditions accounts for 70% of the NHS budget and long term conditions continue to place an exceptionally high level of demand on the health and care system nationally. Recently it is estimated that 27.2% of the UK population have two or more long-term health conditions, with multi-morbidity increasingly becoming a more widely used indicator of health service demand rather than type of condition. Those populations experiencing socio-economic barriers and above average levels of mental health issues demonstrate higher levels of multi-morbidity in addition to a greater severity of condition than those living in greater affluence.

Despite the increased demand on the health system and challenges individuals face, people are likely to spend less than 1% of their time in contact with a health professionals within their planned programme of care and yet 40% of people living with long-term conditions want to be supported in managing their health on a day to day basis.

Self Management UK supports a person to have the knowledge, skills and confidence to manage their condition(s) effectively in their everyday lives. People living with long term conditions are able to better self-care if they are provided with appropriate guidance, are motivated and have access to appropriate support. Ultimately, having a long-term condition can be a life changing event, can often lead to a dramatic change in lifestyle and a reduction in quality of life. Improving the ability of people with long term conditions to self-manage, address modifiable risk factors, and adhere to clinical care protocols such as appropriate use of prescribed medication, has been shown to improve their health and wellbeing and reduce costs to health and social care systems.

The NHS itself recognises the importance of self management and acknowledges that ‘People have a key role in protecting their own health, choosing appropriate treatments and managing long-term conditions.’

Since the start of the COVID-19 pandemic, we have changed from delivering face-to-face courses where people attend in person, to offering most of our courses virtually, online. We will continue to offer some courses in person, while continuing to embrace the flexibility of online delivery. Our courses include those for people with diabetes, open courses for people with a wide range of conditions, and specifically for those with mental health support needs. We plan to extend our offer to focus on younger people with mental health needs, and for people suffering the effects of Long COVID.

# Role Profile - Trustee

**Role Title:** Trustee

**Remuneration:** The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

**Time commitment:** Approximately 6-10 days per year. The post holder may also be appointed as a member or Chair of a subcommittee.

**Reporting to:** Chair of Trustees

**Appointment Term**: All Trustees serve a three-year term and are eligible for re-appointment for one additional term.

**Duties and Responsibilities**

* Ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
* Ensure that the charity pursues its objects as defined in its governing document.
* Maintain proper financial control and ensure the charity uses its resources exclusively in pursuance of its objects; the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
* Agree and maintain vision, mission and values.
* Contribute actively to the Board of Trustees’ role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* Ensure accountability.
* Safeguard the good name and values of the charity.
* Ensure the effective and efficient administration of the charity.
* Protect and manage the property of the charity and to ensure the proper investment of the charity’s funds.
* Contribute towards the appointment of the Chief Executive and monitor his/her performance.

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 guidance on new initiatives
* Other issues in which the trustee has special expertise

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

# Role Profile – Honorary Treasurer

**Role title:** Honorary Treasurer

**Salary:** The role is not accompanied by any financial remuneration, although expenses for travel may be claimed.

**Commitment**: Approximately 10 days per year. The post holder will chair the Audit Committee.

**Reporting to**: Chair of Trustees

**Appointment Term**: All Trustees serve a three-year term and are eligible for re-appointment for one additional term.

**Duties and Responsibilities**

*The Honorary Treasurer will undertake all the duties and responsibilities of a Trustee. In addition:*

* Monitor the financial management of the charity and report to the Board of Trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.
* Lead on the board’s duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
* Lead on the development and implementation of reserves, cost‐management and financial and investment policies.
* Liaise with the appropriate member(s) of staff responsible for the financial activities of the organisation.
* Advise on the financial implications of the charity’s strategic plan.
* Oversee the charity’s financial risk‐management process.
* Lead Board‐level liaison with the external auditors on audit and audit related issues.
* Ensure the maintenance of proper financial control.

# Person Specification - Trustee

**Essential criteria**

* A commitment to and understanding of the organisation, its mission and values.
* Demonstrable breadth of experience and knowledge working in fields relevant to the work of Self Management UK.
* Proven ability to work effectively as part of a team that makes collective strategic decisions.
* Understanding of business strategy, and ability to be able to contribute to the continuance of the charity and its future success.
* Sound, independent judgement and a willingness to express views constructively while collaborating with others.
* Knowledge and experience of the consequences of the Charity’s commitment to equality and diversity.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Specific knowledge, skills and expertise in one or more of the following areas:
* communications, influencing, campaigning
* marketing, income generation and business development
* current NHS priorities, commissioning and organisational structures

**Desirable criteria**

* An understanding of long term health conditions and their management.
* Working in, or with, different sizes and types of third sector organisations.

# Person Specification – Honorary Treasurer

**Essential criteria**

*The Honorary Treasurer will meet all the essential criteria required of a Trustee. In addition:*

* Qualified member of an accountancy body or holder of an equivalent qualification (ACA/CIMA)
* Significant experience in financial management at a senior level including the oversight of financial accounts, audits, and risk management processes.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of Honorary Treasurer

**Desirable criteria**

* Understanding of charity accounting and regulations