



## INFORMATION PACK FOR POTENTIAL TRUSTEES

## Join Us!

If you care about the Bradford and Craven District and are ambitious to see healthy, happy and connected communities, we need people like you to join our Board and we would love to talk to you! You will join a friendly, diverse and effective team of Trustees and staff to take HALE (Health Action Local Engagement) forward with your experience, skills, passion and commitment.

## About HALE

HALE is an award-winning health development charity established in 2003, working with diverse communities with the highest health inequalities and / or low socio-economic income. In 2021/22 our experienced team supported over 17,000 individuals across the Bradford and Craven District.

Our mission is...

***“To improve health where there is greatest need”***

We achieve this by delivering a wide range of projects and services with individuals and communities, so that they may develop the confidence and skills needed to find and embrace solutions for themselves.

Our projects and services include:

- Social Prescribing for Adults & Young People (Community Connectors)
- Befriending Services
- Shipley Wellbeing Hub (as part of the Wellbeing Networks)
- Youth Health programmes
- Wellbeing Cafes, Health and Social Support groups and Men’s Sheds
- Community Development and Engagement Programmes
- Rethinking Pain

We have a successful history of leading and using multi-disciplinary approaches to bring a range of clinical, social and community-based solutions together enabling us and our partners to work collaboratively in achieving positive outcomes for individuals and communities.

We work with people of all ages and backgrounds, and pride ourselves on having a diverse and skilled team who understand how to make a difference to people’s health and wellbeing.

**OUR VISION: Healthy, Connected and Happy communities throughout our district**

**OUR MISSION: To improve health where there is greatest need**

**OUR VALUES: Connecting, Dedication, Respect**

HALE (Health Action Local Engagement) is a registered charity (charity number 1123542) with a Board of Trustees controlling the management and administration of our charitable activities. HALE is also a company limited by guarantee (company number 6443243), meaning that Trustees are also Company Directors and manage the affairs of the company in accordance with its Memorandum and Articles of Association. For more information about our work, please visit [www.haleproject.org.uk](http://www.haleproject.org.uk)

### Who we are looking for

Our organisation has grown significantly over the last few years so we are also looking to grow our Board of Trustees. We welcome applications from individuals with a wide range of backgrounds and skills and the desire to make a difference. The following skills are particularly welcome:

- Financial management
- Business and Social Enterprise
- Legal

Additionally, we are currently without a Treasurer and are looking for someone to fill this role. You don't need to have all these skills to apply.

Our aim is for our Trustee Board to reflect the diverse communities that we work with and we would particularly welcome applications from those with lived experience of health inequalities; diverse ethnic backgrounds; disabled people and LGBTQIA+ people, as these groups are currently under-represented on our Board.

Collectively, Trustees govern our work, ensuring we are effective and accountable to our communities, stakeholders and regulators. The role is on a voluntary/unpaid basis, but reasonable expenses are covered. Previous Board and/or Trustee experience is not required, and all new trustees will be fully supported and inducted. These positions could therefore suit individuals taking their first steps to develop wider Board level and governance experience.

***“ I see this as a wonderful chance to support, guide and work with dear colleagues whom I greatly respect. HALE is an amazing place for personal growth and support, but mostly for people who are genuinely passionate about making a difference ”***

Tahira Amin, HALE Trustee

## What We Can Offer You

- Opportunity to be part of leading a charity, whose work has been nominated for awards and recognition both regionally and nationally
- Full induction and continuing development and learning opportunities
- Reimbursement of reasonable expenses when on HALE business
- Commitment to equality, diversity and inclusion, ensuring everyone can make best use of their skills free from discrimination and harassment

***“my lifelong belief that improving the social and spiritual need of patients improves the wider care of patients motivated me to support the work of HALE ”***

Dr Georgina Haslam, chair of HALE trustees

## Why become a trustee at HALE?

- **Help boost your career:** Our Trustees are exposed to a wide range of skills needed to oversee a charity: strategy and business planning, governance, HR, finance, marketing, fundraising, evaluation, and more. It can be an effective way to build your skills and your CV.
- **Give back to your community:** Trustees are often drawn to HALE because they're passionate about our cause, whether that's something they're interested in or something they've experienced themselves.
- **Share your skills:** As a trustee, you can donate your skills, time and attention to a cause you love.

**Research by 'Getting on Board' showed that, through their work as a Trustee:**

**96% of Trustees had learnt new skills**

**84% of Trustees were happier**

**73% of Trustees were more confident**

## Your Commitment

On average, we estimate a time commitment of around 4 hours a month covering formal and informal meetings, events and reading time.

All our Trustees attend 6 or 7 Board meetings each year. These last for up to 2 hours and usually take place at the HALE offices in Shipley and/or on Zoom. Meetings are very participative, with all Trustees being actively encouraged to take part in discussions and decision-making. In addition, Trustees will need to allocate time to read board papers and emails. There is scope for you to be more involved if you wish.

Trustees have regular contact with the CEO and Senior Leadership Team and represent HALE at events and across networks.

### Tahira has recently become a Trustee at HALE, this is her story:

*"I started at HALE in 2006 as an employee, and was the Project Lead for the apprenticeship scheme. Soon after, I found out I was expecting my first child and I decided to leave and focus on enjoying my pregnancy. I returned to HALE as a student in 2009 supporting the nutritionists, which I thoroughly enjoyed. After qualifying as a Dietitian, I applied for and secured the Diabetes Dietitian role at HALE in 2012. A few years later, I again left to have my second child. Seven years later, 2023, I was given the opportunity to return as a Trustee. I see this as another wonderful chance to support, guide and work with dear colleagues whom I greatly respect. HALE is an amazing place for personal growth and support, but mostly for people who are genuinely passionate about making a difference at the individual level, not just for the community. This is why I've returned as a Trustee, to be involved again with an incredible team that is positively impacting many lives across Bradford. I only hope I don't fall pregnant again!! "*

## The Trustee Role

Salary: Voluntary (reasonable out of pocket expenses will be reimbursed)

Reports to: Chair of Trustees

### Trustee responsibilities (acting as part of the Board of Trustees)

- To ensure HALE complies with its governing document (including pursuing its objectives as defined) charity law, and any other relevant legislation or regulations
- To ensure that HALE's resources are applied exclusively in pursuance of its objectives
- To provide firm strategic direction, including setting overall policy, agreeing objectives, and measuring performance against those objectives
- To ensure the financial stability of HALE
- To utilise personal expertise to support other Trustee colleagues and the senior team in pursuance of HALE's objectives
- To ensure HALE has policies and a culture to facilitate a policy of equality, diversity and inclusion
- To ensure actions agreed at Board meetings are implemented and the impact evaluated
- To ensure HALE's activities are carried out for the purpose of public benefit
- To act as a mentor and support to the CEO and senior team where required
- To assist in the process to appoint, develop and evaluate the performance of the CEO and senior team
- To make recommendations to the Board regarding suitable Trustees and to assist the process of appointing and developing Trustees

### Additional responsibilities of the Treasurer

- Overseeing the financial administration of HALE and reporting to the Board of Trustees
- Overseeing HALE's financial risk management process
- Board level liaison with external auditors
- Overseeing the presentation of budgets, internal management accounts and annual financial statements to the Board of Trustees
- Ensuring proper financial records are kept
- Chairing any Finance Committees as required by the Board
- Advising the Board on the financial implications of strategic plans and financial viability of HALE
- Alerting the Board to the implications of breaching HALE's reserves policy
- Making recommendations to the Board on improvements to financial reporting
- Liaising with the Finance and Operations Manager relating to the above and acting as a mentor and coach as required

## What skills and experience do you need?

### Essential:

- A strong commitment to HALEs mission and work
- An understanding and acceptance of the legal duties and responsibilities of being a Trustee and Company Director (more details [here](#))
- A willingness to devote the necessary time and effort to their duties as a Trustee
- A strong commitment to the principles of diversity, equity and inclusion (which are central to everything we do), and a willingness to listen to and learn from people with lived experience
- The ability to provide an external perspective and appropriate challenge and support to HALE's staff team
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Sound judgement and a willingness to speak their mind
- Experience of working effectively as a member of a team, with strong collaboration, communication and interpersonal skills

### Desirable:

- Experience of contributing to the development of strategy, business planning processes and strategic decision making
- Experience of working with the Third Sector and/or health sector and/or community development
- Experience of operating at Board or senior management team level
- Experience of Human Resources
- Experience of charity finance/accountancy
- Knowledge of local communities in the Bradford & Craven District and their strengths

### Join us in our mission:

***“to improve health where there is greatest need”***

## More information

For an informal conversation to discuss the opportunity, please email our CEO, Sonjia Peers [sonjia.peers@haleproject.org.uk](mailto:sonjia.peers@haleproject.org.uk)

For more information about our work see [www.haleproject.org.uk](http://www.haleproject.org.uk)

For further information about what being a charity trustee involves see information from the Charity Commission [here](#) and [here](#).

## How to apply

To apply, please complete our 'Expression of Interest' form explaining why you are interested in becoming a trustee of HALE, and what skills and experience you will bring to the role, and email to [lis.dale@haleproject.org.uk](mailto:lis.dale@haleproject.org.uk)

The deadline for submitting your 'Expression of interest' form is Monday November 13<sup>th</sup>, though expressions of interest received before this will be considered as they arrive.