



**Trustee  
Recruitment Pack**



Dear Applicant,

Here at bibic we are looking to build on and complement the skills and knowledge of our dynamic board of trustees who will support the Chief Executive and our staff team in realising our exciting strategy and championing bibic externally, using your personal networks to increase the profile of the organisation and our work. We have a number of opportunities for you to become involved with our life changing charity and would welcome applications which focus on the following areas. As we are a national charity you may be located in the South West, London or the South East.

We are looking for diverse candidates, who are passionate about our mission and have the skills and experience to take on the following roles:

- **Company Secretary** - to ensure our governance continues to be compliant with appropriate legislation
- **Finance** - for this role we are looking for someone to support and guide our efforts in fulfilling our charitable aims whilst remaining financially sustainable. To be successful, you will be 'commercially' adept, with sound judgement and the ability to manage risk. You will have a background in accounts with a particular passion for the third sector.
- **Fundraising** – you will have a range of experience in fundraising, giving you a broad knowledge of fundraising and the challenges it poses in today's world. Perhaps you have held a senior position in the Charitable sector.
- **Parent Trustee** - a parent of a child or young person who has been to bibic so that you really understand our therapy and can help us as we keep our children at the heart of what we do.

Please find out more about the charity on [bibic.org.uk](http://bibic.org.uk)

We hope you are motivated by our ambitions and keen to help support the long-term passions of a very dynamic charity! We look forward to hearing from you.

Kind regards,

**Lynda Williams**

**Chief Executive Officer**

# About bibic – Background and Context

**Our Mission:** bibic exists to enable children and young people with neurological or genetic conditions to help them achieve their full potential. bibic delivers individualised developmental therapy to children and young people aged 6 months to 25 years old and training to parents and professionals.

Established in 1972 by Keith Pennock a parent trying to access services for his daughter who had suffered a brain injury. Keith travelled to the USA in search of therapies to support her. He returned following extensive training in clinical work and set up British Institute for the Achievement of Human Potential. In 1980 after developments and changes in therapies it became the British Institute for Brain Injured Children and started delivering therapy which changed children's and families' lives. Over the last 28 years we have continued to develop our services which has led to us providing programmes for children with a variety of needs and as a result, we are now known as bibic.

## Vision

Our vision for the next five years is ambitious, but we believe achievable and we have already started to deliver against it. We will take our therapy to the community, develop our services with schools, increase our training model for professionals and look for permanent purpose specific premises.

## Our Activities

bibic provides services to children and young people who may have Cerebral palsy, Down's syndrome, Autism, Attention Deficit Hyperactivity Disorder, Dyslexia and Dyspraxia and children with no diagnosis. Assessments delivered by a bibic therapist will ascertain what developmental difficulties exist. In response to this a programme of support will be designed to address the underlying causes of those difficulties. We are then able to deduce what therapeutic interventions are needed and teach these to parents and carers to carry out at home. Here at bibic we consider the child as a whole and it is this integrated approach that makes our therapy so effective.

## Our Impact

Because of the bibic assessment children, young people and their families reported:

- 100% of those who return for re-assessment showed progress in one or more developmental areas. 77% of parents said they felt more confident in their ability to manage their child's behaviour.
- 69% of families said the bibic report has helped them to access other services.
- 60% of parents say they have a better understanding of their child's condition the largest charity training providers in the country and the holder of

## What our families say:

- "We finally have a better understanding of our son! Thanks to bibic we are now able to confidently address his needs and provide the support and tools he requires. We are leaving very happy!"
- "Can't thank the staff here enough. The last two days I have learnt so much about why my son can't cope and most important how we can help him to cope. I feel empowered to help him instead of powerless."
- "bibic have offered us strategies and support that no other professional has been able to do. They have been an absolute game-changer."
- "Released my child from the confinement of disability to being able to express in her own way and me understanding it."

# Structure, Governance and Management

## bibic Board of Trustees

bibic's Board currently comprises seven Trustees. The Board is currently chaired by Barbara Scruton, who has a long relationship with bibic due to her grandson Charles receiving services in 1996 and so you could say she has bibic in her blood.

Biographies of all our Trustees can be found on our website [www.bibic.org.uk](http://www.bibic.org.uk)

The role of the Board of Trustees is to administer the Charity. It ensures that the Charity complies with legislative and regulatory requirements and acts in accordance with its governing documents to fulfil its charitable purposes. The Board determines the overall direction and development of the Charity through good governance and clear strategic planning and always acts in the best interest of the Charity, managing its resources responsibly and acting with reasonable care and skill.

The full Board meets six times a year and the Finance Committee meets bi-monthly in advance of board meetings to be in a position to direct Board with regards to its financial position.

The Chief Executive is appointed by the Trustees to manage the day-to-day operations of the organisation supported by the Operations Development Manager. To facilitate effective operations, the Chief Executive has delegated authority, within the terms of delegation approved by the Trustees, for finance, employment and operational activity.

## All Roles

### Role Description

#### *Collective Responsibility*

- A bibic Board Member will be expected to work effectively with fellow Board Members to:
- Ensure that the Charity complies with legislative and regulatory requirements, and acts in accordance with its governing documents to further its charitable objects
- Determine the overall direction and development of the Charity through good governance and clear strategic planning
- Uphold the values and objectives of bibic
- Enable the achievement of those objectives through appropriate delegated authorities, operational procedures and the provision of paid employees with the appropriate skills and competencies
- Take professional advice (as appropriate) in matters where there may be a material risk to the Charity, or where the Trustees may be in breach of their duties
- Measure and review the performance of bibic
- Exercise sound financial management and maintain financial viability whilst meeting bibic's objectives
- Ensure that robust systems are in place for internal financial control and the protection of the Charity's funds and assets

- Approve annual budget and accounts prior to publication
- Ensure the effective management and use of Charity resources so as to optimise its social impact and future potential
- Avoid undue financial risk and protect the public funds invested in the Charity
- Ensure that the charity's affairs are conducted lawfully and are in accordance with generally accepted standards of performance and propriety
- Promote the accountability of the Charity through open and transparent conduct and contact with communities, representative bodies, regulatory and strategic authorities
- Commitment to supporting equality, inclusion and diversity in every aspect of the charity's work

## Company Secretary

### *Individual Responsibility*

- To take the lead and primarily be responsible for the smooth and efficient running of meetings of the trustee board and sub-committees, providing assistance and support to the Chair of the board of trustees
- To be involved in monitoring the requirements affecting the charity and its activities, and ensuring that the trustees' decisions are acted upon, and that all decisions made by the trustees are in accordance with the governing document.
- To support the CEO in timely submissions to Companies House and Charity Commission
- The secretary will also monitor committee member action points and ensure actions are fulfilled.
- To plan and prepare committee meetings with others as appropriate. Plan meeting dates, book rooms, send out notifications, minutes and other papers.
- Draw up agendas, together with the Chair and Chief Executive.
- Minute committee meetings or ensure another minute taker is available.
- Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- Make arrangements for any necessary reporting to be done, for example ensuring delivery of the annual report.
- Ideally, have knowledge of Charity law and the voluntary sector.

### *Skills specification*

Commitment		Essential	Desirable
1.1	A demonstrable commitment to the charity's values and mission statement	✓	
1.2	Willingness to devote the necessary time and effort to engage with the Charity and its activities	✓	

1.3	Willingness to gain knowledge of the work of bibic, and an interest in its activities	✓	
1.4	Dedication to the charity's cause and objectives and willing to act as an ambassador to external bodies, charities and companies	✓	
<b>Knowledge, skills and experience</b>		<b>Essential</b>	<b>Desirable</b>
2.1	Understanding of Charity Law and the voluntary sector or willingness to learn		✓
2.2	Proven ability to communicate and explain information to members of the Board and other stakeholders	✓	
2.3	Ability to assimilate complex information, often in report format	✓	
2.4	Analytical and evaluation skills, demonstrating good judgement	✓	
2.5	Ability to take responsibility for decisions made	✓	
2.6	Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	✓	

## Trustee with Financial Expertise

### *Individual Responsibility*

- Support the Board and Leadership team to monitor the financial standing of the Charity and report to the Board of Trustees on the overarching strategic management of the Charity's financial resources
- Support the Board and Leadership team to oversee the charity's financial risk-management process and report financial health to the Board of Trustees when required
- Liaise with external auditors on financial issues and ensure that the Charity's finances are responsibly managed/invested for the betterment of the Charity's work and for the beneficiaries it serves
- Support the Board and leadership team to monitor and guide the decisions of our investment managers in line with the Charity's Investment Policy for the encouragement of long term growth and the return of funds
- Regularly attend and contribute to Board Meetings and any delegated sub-committee meetings
- Ensure that adequate preparation is made for meetings by reading and assessing all relevant papers and reports
- Pay particular attention to strategic and creative thinking when formulating policy
- Attend functions, conferences and other meetings as and when required and use personal skills and knowledge in the interests of bibic
- Attend appropriate induction and training events
- Avoid any personal conflict of interests. Where issues involving a possible conflict of interests arise unexpectedly they should immediately be disclosed to the Chair of the Board
- Ensure the effective and efficient administration of the Charity and its resources,

striving for best practice in good governance

- Where appropriate, act as a counter-signatory on Charity cheques (including any electronic transactions) and funding applications
- Maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustee.

### *Skills specification*

<b>Commitment</b>		<b>Essential</b>	<b>Desirable</b>
<b>1.1</b>	A demonstrable commitment to bibic values and mission statement	✓	
<b>1.2</b>	Willingness to devote the necessary time and effort to engage with the Charity and its activities	✓	
<b>1.3</b>	Willingness to gain knowledge of the work of bibic, and an interest in its activities	✓	
<b>1.4</b>	Dedication to the Charity's cause and objectives and willing to act as an ambassador to external bodies, charities and companies		✓
<b>Knowledge, skills and experience</b>		<b>Essential</b>	<b>Desirable</b>
<b>2.1</b>	Qualified accountant with demonstrated commercial awareness and knowledge	✓	
<b>2.2</b>	Proven ability to communicate and explain financial information to members of the Board and other stakeholders	✓	
<b>2.3</b>	Knowledge of charity SORP		✓
<b>2.4</b>	Demonstrated knowledge and experience of charity fundraising and finance practices	✓	
<b>2.5</b>	Relevant commercial or personal experience of managing investment portfolios		✓
<b>2.6</b>	Experience in the education or charity sectors		✓
<b>2.7</b>	Ability to assimilate complex information, often in report format	✓	
<b>2.8</b>	Proven ability to work effectively as part of a strategic decision making team	✓	
<b>2.9</b>	Analytical and evaluation skills, demonstrating good judgement	✓	
<b>2.10</b>	Ability to take responsibility for decisions made	✓	
<b>2.11</b>	Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	✓	

# Parent Trustee

## Individual Responsibility

The Parent trustee is an important role and one which the board is very keen to recruit. As a parent of a child who has experienced bibic services you will be best placed to help ensure our services stay current and continue to meet the needs of the families we serve.

- Support the Board and Leadership team to continue to deliver holistic meeting the needs of our families
- Attend appropriate induction and training events
- Act as a parent representative on interview panels

## Skills specification

Commitment		Essential	Desirable
1.1	A demonstrable commitment to bibic values and mission statement	✓	
1.2	Willingness to devote the necessary time and effort to engage with the Charity and its activities	✓	
1.3	Willingness to gain knowledge of the work of bibic, and an interest in its activities	✓	
1.4	Dedication to the Charity's cause and objectives and willing to act as an ambassador to external bodies, charities and companies	✓	
Knowledge, skills and experience		Essential	Desirable
2.1	Understanding of Charity Law and the voluntary sector or willingness to learn.		✓
2.2	Ability to communicate and explain information to members of the Board and other stakeholders..	✓	
2.3	Understanding of the effects of parenting a child with additional needs. families, benefits, accessing services.	✓	
2.4	An understanding and knowledge of the emotional impact families with children who have additional needs experience.	✓	
2.5	Ability to take responsibility for decisions made.	✓	
2.6	Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	✓	

## Time Commitment and Location

The full Board meets six times a year and there would be an expectation that you would join our finance Committee which also meets six time a year.

Board meetings usually last in the region of 2-3 hours and are generally held during normal office hours though towards the end of the day generally starting at 4pm.



## How to Apply

If you are interested in applying for any of these roles, please email your CV and a supporting statement to Chair of Trustees [barbara.scruton@btconnect.com](mailto:barbara.scruton@btconnect.com)

Please also provide the details of two referees, one of whom should be your current or most recent role. Please let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent.

All applications will be acknowledged, and we will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

bibic has a rigorous pre-employment checking process and we are committed to safeguarding the welfare of the children and young people we work with and expect all staff and volunteers to share this commitment. Trustees are therefore required to take a DBS check.

### Timetable

Closing date:

31<sup>st</sup> May 2018