

# Trustee Recruitment Pack



# About bibic – Background and Context

**Our Mission:** bibic exists to help children and young people with neurological or genetic conditions to achieve their full potential, delivering individualised developmental therapy and training to parents and professionals.

## History

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 family's homes and into the community, develop our services with schools and other public organisations, and increase our training model for professionals.

## Our Activities

bibic provides services to children and young people with conditions such as Cerebral Palsy, Down's syndrome, Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Dyslexia and Dyspraxia and children with no diagnosis. Assessments delivered by a bibic therapist will ascertain what developmental difficulties exist. In response, 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 take a holistic view and it is this integrated approach that makes our therapy so effective.

## Our Impact

- 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's Board currently comprises five Trustees and all 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 Chief Operating Officer is appointed by the Trustees to manage the day-to-day operations of the organisation supported by the Lead Therapist. To facilitate effective operations, the Chief Operating Officer has delegated authority, within the terms of delegation approved by the Trustees, for finance, employment and operational activity.

## 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 bibic'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.

## Skills specification

Commitment		Essential	Desirable
1.1	Demonstrate a strong and visible passion and commitment to the charity's aims and strategic objectives, 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	Experience at a senior level within the education, SEN, Charity or fundraising sector.		✓
2.2	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..	✓	
2.5	Skills and knowledge of how work effectively as part of a strategic decision making team and ability to take responsibility for decisions made.	✓	
2.6	Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship or willingness to learn.	✓	
2.7	Analytical and evaluation skills, demonstrating good judgement	✓	

## Time Commitment and Location

The full Board generally meets six times a year and there would be an invitation to also join our Finance Committee that also meets six times a year. Board meetings are generally held virtually, and usually last around 2 hours.

## How to Apply

Please send a CV and cover letter stating why you are interested in applying for the role to our current Chair, Laura Voyle : [laurajanevoyle@hotmail.com](mailto:laurajanevoyle@hotmail.com)

Please also provide the details of two referees. 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.