

# BETTER LIVES

strengthening independence



**Recruitment Pack**

# **Volunteer Trustee**

**May 2023**

Thank you for your interest in working with Better Lives.

## Who are we?

Better Lives have been supporting older and vulnerable people across Knowsley for over 20 years. We have delivered wide ranging support and have continuously adapted to the growing needs of our aging communities. All the work we do is based upon the principles of advocacy. We embed these principles to ensure our clients and customers are supported to remain independent for longer, whilst maintaining a positive quality of life and good physical and mental wellbeing.

We are a well-connected organisation across Knowsley, working regularly in collaboration with Once Knowsley, Knowsley Council and local third sector partners such as Sight & Mind, TASC, Knowsley Disability Concern. Through our established local networks we contribute to, and deliver, life changing support and services to older and vulnerable residents in Knowsley and across the Liverpool City Region.

---

## Our Work

At Better Lives, our connections with the community and the people we serve are the most important ones. That's why we only deliver services that meet current need and build upon what matters to our residents and what they value for a healthy, happy and independent life.

### SHOP



SHOP (Supporters Helping Older People) offers a range of unique, long-term services to clients within their own homes. Our services include; shopping, light housework, decluttering and the CORE befriending service at home, to enable people to retain their independence and remain at home. Shopping for clients at a supermarket of their

choice, picking up the items they want and safely delivering it to them, offering help with unpacking shopping inside the home if required; cleaning for clients in their own homes based on cleaning and tidying the client wishes their supporter to complete, and fulfilled using the clients own cleaning products.

### CORE



CORE (Companions. Options. Respect. Excellence.) offers befriending and companionship for people who experiences loneliness and social isolation. People may be unable to leave their home or may want to improve their confidence to get out and access their local community. Our dedicated CORE Supporters empower people to achieve their personal aspirations, offering friendship and companionship along the way. CORE makes up a key component of both our SHOP and Hospital Discharge Service.

### TASK



TASK (TrAder Scheme Knowsley) features local trader members which make up our TASK directory of approved local traders and small businesses. Traders must apply to become members and checked and vetted before being approved to feature in the TASK directory. Residents can contact our dedicated TASK phoneline for details of traders from a wide range of trades. We provide a number of contacts for different traders so that our caller can acquire a number of quotes before deciding which trader to go for.

### A Good Life



A Good Life is our partnership project working alongside Sight & Mind, TASC and Knowsley Disability Concern. This project works with Knowsley residents to address a range of issues by connecting them with a support worker from a team of Connectors who will help residents deal with crisis, overcome

issues and build resilience, giving them the skills and knowledge to cope in the future. We connect people to a wealth of community services available in Knowsley to help improve the situation and move residents closer to having A Good Life.

---

## The Role

Better Lives is going into a period of rapid growth as it aims to increase its impact across a larger geographical area and increase services and support for older people. As part of these plans, we are seeking to recruit additional Trustees, to develop a strong and varied board. We are keen to speak to people with experience within the following disciplines;

**Legal**

**Human Resources**

**Marketing/PR**

**Third sector experienced**

**Funding**

In return for your commitment, you will be part of an ambitious growing organisation, moving Better Lives forward during a period of transformation and maximising the impact we have to our beneficiaries.

The board of trustees meets every quarter during office hours in January, April, July and October with the October meeting also incorporating the AGM.

---

## Working with Better Lives

Trustees at Better Lives can expect to be part of a supportive and collaborative team. Better Lives can offer:

- Reasonable expenses paid for any voluntary duties connected to the trustee role
- The opportunity to be a part of a growing organisation and contributing to the organisation's development
- An inclusive, innovative environment alongside dedicated staff.

# The Role of a Trustee

**Role:** Trustee

**Hours:** Minimum of 2 hours per month, with a minimum commitment of 18 months

**Location:** Attendance at face to face meetings taking place in Huyton, as well as online meetings

**Responsible to:** Chair of the Board

**Overview** Better Lives Trustees work collaboratively alongside the CEO and are legally responsible for how the organisation operates, as well as contributing to strategic planning and decision making. Trustees will ensure that decisions are made in the best interests of the beneficiaries. They will assist in ensuring the sound financial management and oversight of the organisation.

We are seeking individuals with experience and expertise in a number of key areas which include;

**Legal** - individuals from a legal background who would be able to support the organisation in navigating legal issues.

**Human Resources** - offering insight and expertise in supporting our staff.

**Marketing/PR** - individuals with a background in PR, Marketing and Communications to bring skills to the Board around developing our brand identity and public image.

**Third sector experienced** - individuals who have previous experience of working within the third sector, understanding the specific dynamics experienced by smaller organisations, particularly the funding environment.

We are also interested in speaking to people with other skills that would benefit a small but growing organisation through our exciting period of development and innovation.

## Main duties and responsibilities

We expect our Trustees to adhere to our Trustee Code of Conduct. All Trustees of Better Lives strive to:

- be committed to the *purpose, objects* and *values* of the organisation
- be constructive about other trustees' opinions in discussions, and in response to staff members' contributions at meetings
- be able to *act* reasonably and responsibly when undertaking such duties and performing tasks
- be able to maintain confidentiality on sensitive and confidential information
- be supportive of the values (and ethics) of the organisation
- understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly
- be able to analyse information and, when necessary, challenge constructively
- be able to make collective decisions and stand by them
- be able to respect boundaries between executive and *governance* functions
- a commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

# Application Form

If you are interested in the Volunteer Trustee role, please complete the application form below. Our Trustee recruitment occurs on a rolling basis, therefore there is no application deadline. Please return your completed application to [pat.mccarthy@better-lives.org.uk](mailto:pat.mccarthy@better-lives.org.uk) or by post to: Better Lives, The Old Schoolhouse, St Johns Road, Huyton, L36 0UX. If you wish to discuss the role or make enquiries before applying, please call Pat directly on 07435 555 158.

|   |  |     |                     |     |
|---|--|-----|---------------------|-----|
| Name:   |  |     |                     |     |
| Home address:   |  |     |                     |     |
|   | Postcode:  |     |                     |     |
| Telephone:  | Home:  |     | Mobile:             |     |
|   | Work:  |     | Other:              |     |
| Email:  |  |     |                     |     |
| Occupation:   |  |     |                     |     |
| Qualifications:   |  |     |                     |     |
|   | Please indicate against each relevant area whether it is your Principle skill, by writing 'P', or a secondary skill where you have experience, by writing 'S'. |     |                     |     |
|   |  | P/S |                     | P/S |
| Which of the following skills or experience could you bring to the board? | Human Resources  |     | Business Management |     |
|   | Financial / Accounting   |     | Marketing/PR        |     |
|   | Funding  |     | Legal               |     |

Please indicate why you want to become a trustee of Better Lives and how you think your own skills and experience would enable you to fulfil the role of a Trustee as described in the Role Description

Please give details of two people who would be willing to provide a reference

|            |            |
|------------|------------|
| Name:      | Name:      |
| Address:   | Address:   |
| Postcode:  | Postcode:  |
| Telephone: | Telephone: |
| Email:     | Email:     |

## Trustee applicant's declaration of eligibility

I declare that:

- I am over age 18.
- I am not an undischarged bankrupt.
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I undertake to fulfil my responsibilities and duties as a trustee of Better Lives in good faith and in accordance with the law and within Better Lives objectives/mission and Code of Conduct for trustees.
- I do not have any financial or other interests **in conflict** with those of Better Lives (either in person or through family or business connections) except those that I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

|           |      |
|-----------|------|
|           |      |
| Signature | Date |