**UP Directors Candidate pack**

**About us**

UP grew out of WHAG, a charity that began life as Women’s Housing Aid Group in 1981. [www.whag.info](http://www.whag.info)

Together, WHAG and UP think that prevention is better than cure. One in four women and one in six men will be victims of domestic abuse. In every reception class, at least one child will have been living with domestic abuse since they were born.

By providing training and raising awareness, UP want people to know what a healthy relationship should look like and be able to recognise the signs of abuse. UP wants to be able to equip employers to recognise when their staff might be victims of abuse, and know what action to take. UP wants health professionals to be able to recognise signs of abuse and know what to do. And UP wants teachers to be able to support their students who may be experiencing domestic abuse in their homes, and teach them about things like what healthy relationships look like, recognising danger signs and the importance of consent.

UP’s mission is to tackle, head on, the lack of information around healthy relationships and preventing domestic abuse.

UP is the trading name of WHAG Community Enterprises CIC

**Programmes**

**Adults**

The UP Healthy Relationship programme is for anyone who wants to know, to create, manage and sustain healthy relationships in their lives. It is a unique programme of training for adults, who may be interested individuals, or clients of companies such as housing associations, charities or social services.

**Schools**

The UP Healthy Relationships programme is for schools to deliver in order to meet the Children and Social Work Act 2017 that makes it compulsory for all schools in England to teach about relationships, alongside their duties to teach sex education and personal, social, health and economic education (PHSE).

**Future**

UP are currently recruiting Directors to support in the delivery an ambitious business plan to take us to 2021.

**FINANCIAL OVERVIEW**

**Statement of Financial Position 31 May 2019**

**Please request details**

**Our Funders**

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**The Roles**

UP are seeking Board members to join their company. The roles being sought are;

* Chair
* Treasurer
* Director with Legal Expertise
* Director with business development /start up experience with Directors

By joining the Directors at UP you will be part of a growing company that works for the benefit of vulnerable and disengaged people within the community. UP does this by working to provide support and advice to build healthier relationships within the community, and opportunities to develop skills and knowledge in order to create healthy relationships.

UP also has to use a percentage of its assets and profits for the benefit of the community.

Your involvement as a Director will help enable the company to grow and develop to meet its business plan and objectives. In addition to providing your skills, all Directors must be highly committed to the cause of UP and share the same vision in order to take the company forward.

This is a great opportunity for those who are passionate about what CIC’s can deliver in the community.

**CHAIR**

As Chair you will be responsible for leading the Directors and help to ensure that the company achieves its objectives, whilst abiding by its values and keeping within the law.

**Responsibilities**

* Planning the annual cycle of Board meetings, in consultation with the Manager.
* Setting agendas for Board meetings in partnership with the Manager.
* Chairing and facilitating Board meetings.
* Giving direction to Board policy making.
* Monitoring the decisions taken at Board meetings and ensure they are implemented.
* Representing the company at functions and meetings, and acting as a spokesperson as appropriate.
* Liaising with the Manager to keep an overview of the companies’ affairs and to provide support as appropriate.
* Sitting on appointment and disciplinary panels.
* Liaising with the Manager to develop the Board of Directors.
* Bringing impartiality and objectivity to decision-making.
* Liaising with the Chair and CEO of WHAG.

**Person Specification**

In addition to the person specification for a Director (please see page 6) the Chair should have the following skills:

* Leadership Skills.
* Experience of committee work.
* Tact and diplomacy.
* Good communication and interpersonal skills.
* Impartiality, fairness and the ability to respect confidences.

**TREASURER**

The overall role of a treasurer is to maintain an overview of the companies affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained. The Treasurer may also take a greater role in the day-today finances of the company when appropriate.

**Responsibilities**

* Overseeing, approving and presenting budgets, accounts and financial statements in consultation with the Business Manager
* Being assured that the financial resources of the company meets its present and future needs.
* Ensuring that the CIC has an appropriate Reserves Policy.
* The preparation and presentation of financial reports to the Board
* Ensuring that the appropriate accounting procedures and controls are in place.
* Liaising with any paid staff and volunteers about financial matters if needed.
* Advising on the financial implications of the company’s strategic plans.
* Ensuring that there is no conflict between any investment held and the aims and objects of the company.
* Monitoring the company’s investment activity and ensuring its consistency with the company’s policies and legal responsibilities.
* Ensuring the company’s compliance with legislation.
* Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Registrar of Companies in consultation with the Business Manager
* If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.
* Keeping the Board informed about its financial duties and responsibilities.
* Contributing to the funding strategy of the company.
* Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.

**Person Specification**

In addition to the person specification for a Director the Treasurer (*please see page 6*) should have the following skills:

* Financial qualifications or experience.
* Experience of CiC finance would be desirable
* Some experience of corporate finance, fundraising and pension schemes.
* The skills to analyse proposals and examine their financial consequences.
* A preparedness to make unpopular recommendations to the Board .

**DIRECTOR WITH LEGAL EXPERTISE**

Whilst the legal trustee does not need to be a specialist in a specific field, they should be knowledgeable regarding issues around conflict of interest and willing to familiarise themselves with the legal framework surrounding the company’s actions and plans as required. The legal trustee’s expertise and engagement will play a significant role in strengthening the current Board of Directors.

**Responsibilities**

* To provide legal expertise to help the Board of Directors reach sound decisions.
* To ensure that the company complies with its governing document (i.e. memorandum and articles of association, company law and any other relevant legislation or regulations).
* To ensure that the company pursues its objects as defined in its governing document.
* To ensure that the company applies its resources exclusively in pursuance of its objects (i.e. the company must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are). Aims?
* To contribute actively to the Board of Directors’ role in giving firm strategic direction to the company, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the company.
* To ensure the effective and efficient administration of the company.
* To ensure the financial stability of the company.
* To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds.
* Along with the rest of the Board, help to appoint the Business Manager and monitor his/her performance.

**Person Specification**

* Legal experience from either the private or public sector, though experience of CiC’s would also be advantageous.
* Knowledge of conflict of interest issues.
* A commitment to the company.
* A willingness to devote the necessary time and effort.
* Strategic vision.
* Good, independent judgement.
* An ability to think creatively.
* A willingness to give and listen to differing opinions.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team.
* Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**BUSINESS DEVELOPMENT**

With a background/knowledge and skills in the areas of: Business Development; Enterprise; Corporate Social Responsibility; Company Sponsorship; Corporate Sponsorship, the business development Director will play an important, entrepreneurial role within the Board , scoping out opportunity and seeking to make connections between UP and other public, private, charitable and academic companies.

**Responsibilities**

* To assist the Board to develop a corporate relationship strategy
* To assist in developing a fundraising and income generation strategy and action plan
* To oversee ideas and areas for corporate and business support for UP

**Person specification**

* Experience at senior level in having run a successful business and demonstrable entrepreneurial expertise.
* A good understanding of business and companies and how they can support charitable activities.
* A good understanding of sponsorship and other resource generation opportunities and business development.
* Good experience and knowledge of corporate and business partnerships with CiC’s/ social enterprise business development background and/or having run a business
* Excellent networking, influencing and communication skills
* High level knowledge and contacts in business
* An understanding of good governance, Companies House requirements, relevant legislations and statutory requirements.

Directors

1. To act within the company’s powers

2. To act in the way he or she considers, in good faith, would be most likely to achieve the community purpose of the company, and in doing so have regard (amongst other matters) to:

• the likely consequence of any decision in the long term

• the interests of the company’s employees

• the need to foster business relationships with customers, suppliers and others

• the impact of the company’s operations on the community and the environment

• the desirability of the company maintaining a reputation for high standards of business conduct

• the need to act fairly as between the members of the company

3. To exercise independent judgement

4. To exercise reasonable care, skill and diligence

5. To avoid conflicts of interest

6. Not to accept benefits from third parties

7. To declare an interest in proposed transactions or arrangements and in existing transactions and arrangements where appropriate.

**Time Commitment**

The Board meets bi-monthly and additional time will be required to prepare for Board meetings. There is an expectation to attend one training/conference per year and to attend one Board planning day a year. The Chair will also need to support the Business Manager and the Treasure duties will include additional time to support with budgets.

**Location**

185 Drake St Rochdale OL11 1EF

**Reasons to apply and what you will gain from being a Director**

You may choose to get involved with UP as the work that UP does focuses on a cause or an issue you are passionate about. Whatever the reason, being a Director can be very rewarding. As a Director you have the chance to support and shape the work and strategic direction of UP

Being a Director offers the opportunity for professional development. You will gain experience of strategy and leadership, and boost your CV. It will give you experience of being a non-executive Director, such as setting a strategic vision, influencing and negotiation, and managing risk. If you already have significant experience in these areas, it can be stimulating to use them in a different and potentially challenging context. CiC Directors often say that being a Board member has been one the richest sources of learning in their professional lives.

As a Director, you are part of a team and will have the opportunity to apply your unique skills and experience while learning from others.

**HOW TO APPLY**

Applications must be made via the WHAG CEO [kirsty.rhodes@whag.info](mailto:kirsty.rhodes@whag.info) . To apply please submit your CV along with a covering letter stating why you wish to join the company, how your skills would add value to the Board and any other relevant information.