

Trustee Pack

forward



MESSAGE FROM OUR CHAIR

The Forward Trust (FT) was created three years ago by the merger of The Rehabilitation for Addicted Prisoners Trust (RAPt) and Blue Sky Development and Regeneration. RAPt introduced intensive abstinence based drug treatment into the English Prison system some 25 years ago, and has remained at the forefront of successful drug and alcohol intervention ever since. Forward supports people to break the cycle of crime and addiction to move forward with their lives.

Thanks to the merger with Blue Sky, and more recently Vision Housing, FT now provides a wide range of services to addicts, alcoholics, and offenders, both in the prison system and in the community. With a turnover of over £20million, and more than 400 staff, the charity each year helps many thousands of people turn their lives around.

We believe wholeheartedly in the ability of any individual, given the right support and understanding, to change.



The Hon David Bernstein
Chair

The proof of this is embodied in the thousands of former clients who are now leading constructive and fulfilling lives away from drugs and crime.

We encourage people with lived experience to join the organisation, whether as volunteers, or as part of our staff, executive team, or board. We are above all else a 'people' business and they are our greatest asset. Thanks to them we can look forward with confidence to a future in which we will continue to help thousands of clients to instigate lasting change in their lives.

We are currently looking for up to three Trustees to join our board and play a key role in leading the charity. You will be joining a board that works to uphold our core values, to ensure good governance and to provide expertise and support to the management team.

Previous experience at board level would be desirable. More important is that you should have an understanding and empathy for the work we do, and share our fundamental belief that no matter where people are in their lives, they can achieve transformational change.

ABOUT US

Forward empowers people to break the often-interlinked cycles of addiction or crime to move forward with their lives.

For more than 25 years we have been working with people to build positive and productive futures. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make changes to create better lives with jobs, family, friends, and a sense of community.

About our drug and alcohol services

Around 2 million people (1 in 30 adults) in the UK are struggling with addiction to drugs or alcohol. Amongst marginalised groups, such as homeless people, the proportion can be as high as 1 in 3 and amongst prisoners, it is higher than 1 in 2 – more than 50% of all prisoners have some history of drug or alcohol problems.

The waste of potential, as well as the social and emotional damage involved is massive – but it is also redeemable. Forward manages a diverse range of drug and alcohol recovery services that aim to provide individuals with the care and support to stabilise their lives and think about the future, the strength and motivation to believe in change, and the support and connection to stay the course.

Our accredited 12 step programmes have independently proven success rates in achieving these transformations, and we are applying the 25 years of experience of these programmes to a wider range of client needs and circumstances.

About our employment services

Having a job can help break the cycle of re-offending and addiction. A job can bring purpose, a connection to the community and independence. Forward Employment Services create chances for people to develop new skills, find work and start a new story. Operating across Justice, Welfare to Work and Local Authority commissioning frameworks, our services include:

Work: Direct employment of ex-offenders through our Bluesky Services team in a range of sectors, plus in-work support;

Skills: Accredited vocational training based on employer needs; Motivation and Resilience: Activities and interventions to engage, inspire, and prepare people in the criminal justice system for work;

Apprenticeships and Volunteering: Our award-winning schemes for people starting out on a new career;

Self-Employment and Entrepreneurship: We invest in our own enterprises – including start-up enterprises – led by and employing ex-offenders and people in recovery from addiction.

Our services are informed by years of working with some of the hardest-to-reach people in the community, in custody and through the gate. Our expert team includes people with comparable experience, who can provide inspirational peer support to our target client groups

Our current employment and skills contract portfolio includes HMPPS CFO3, HMPPS Learning and Skills Development, Work Programme, Prison Reform contracts, and Offender Learning and Skills Service (OLASS).

OUR VISION

is that anyone, whatever their history and circumstances, can find the help they need to turn away from a life of crime and/or addiction, to build a fulfilling and productive life with family, work and community, while inspiring and supporting others to follow the same path.



OUR MISSION

is to bring lasting change to people's lives, away from addiction and/or crime by delivering services that inspire the belief in a better life, and provide clear steps to achieve this change – bringing benefits to our service users, their families and communities



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My family wants to know me now. I'm clean and better. I see where I went wrong and I wouldn't want to go through that again.

FORWARD FAMILY SERVICE CLIENT

forward

OUR VALUES

Transformational Change

We believe in an individual's ability to make transformational changes to their lives, whatever their past; and that inspirational role models and clear pathways to recovery and rehabilitation are vital ingredients for enabling this change

Responsibility

We believe that individuals should take responsibility for the impact their behaviour has on others, showing personal strength and insight to confront problems with honesty, openness and a willingness to change

Influence & Insight

We believe that one person's transformation has a deep impact on the people around them, spreading positive influences to family and community, and that what we teach our clients about believing and investing in change with openness and positivity must also be applied to ourselves

Evidence

We have an unflinching commitment to researching and understanding the evidence of our impact, and making changes to what we do in the light of this evidence

Our Clients

We believe that all our expertise, commitment and resources should be focused on improving the lives of our clients. We should take every opportunity to allow them to plan their own journey, and to listen to their perspectives on the services they receive

OUR IMPACT

In 2019/20 **Forward** has supported

2000

Learners in prison
to receive IAG and
careers support.

400

NEET learners in
the community to
receive IAG
support.

98%

of learners to
complete their
programmes.

88%

of learners to find
sustainable jobs or
apprenticeships.

"It's taken time and my journey has not been easy, but I'm in a really positive place now. I have been clean and sober for nearly two years. I've got a great job as a Fire and Safety Engineer and I see my girls every weekend. Life is worth living now."

Mike Arnold
Former Forward Client

Forward



ROLE OF BOARD MEMBERS



The Board of Trustees of The Forward Trust has ultimate responsibility for ensuring that the organisation meets its objectives. To that end the Charity values the contribution of the Trustees and the experience and expertise that they bring.

Although the Trustees work voluntarily, they have a number of responsibilities, some statutory.

All Board members should bring the following essential skills and values to the role:

- Define and ensure compliance with the objectives of the Charity;
- Establish policies and plans to achieve those objectives;
- Approve each year's budget, business plan and accounts prior to publication;
- Establish and oversee a framework for the identification and management of business risk;
- Agree policies and make or approve decisions on all matters that might create significant financial or other risks to the Charity, or which raise material issues of principle;
- Regularly monitor the Charity's performance in relation to these plans, budgets, controls, and decisions;
- Appoint (and if necessary, dismiss) the Chief Executive and Company Secretary;
- Hear appeals from individual members of staff against management decisions, to which they have been subject, on grievances, discipline, or dismissal;
- Satisfy itself that the Charity's aims are for the public benefit and that its affairs are conducted lawfully and in accordance with generally accepted standards of performance and probity.

PERSON SPECIFICATION

Experience

We are looking for three Trustees who bring any ONE (or more) of the following areas of specialism to the Board;

- Experience and detailed understanding of social housing;
- Senior leadership experience in skills and education provision;
- Understanding of criminal justice and the prison system at a senior leadership level.

Skills

- Excellent communication skills and an ability to persuade and influence to promote the interests of Forward;
- Good listening skills and openness to others' views and feedback on own contribution;
- Able to operate at a strategic level, bringing insight and interrogation to the development of organisational strategy;
- Taking high-level decisions about the future of the organisation.

Ambassador

- Occasionally act as a representative of Forward to allies, stakeholders and, if required, the media.

Values and ways of working

- To read in advance the papers for all Board meetings and for the meetings of any sub-committees of which they are members;
- Commitment to Forward Trust's strategic aims and action plan;
- Able to think differently, come up with new ideas and challenge existing thinking;
- To support and promote the ethos, values and objectives of the Charity and all its policies, including those for equality and diversity, by giving enough time, thought and energy to their duties as trustees;
- To contribute to Board decisions drawing on their personal skills and experiences;
- To take all reasonable steps to attend any seminars and training sessions provided for members;
- To respect the confidentiality of information received in their capacity as Board members and of the proceedings of the Board;
- Able to bring impartiality and objectivity to organisational decision-making.



COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

- Forward is an equal opportunities employer, committed to equal opportunities policies. We support a diverse range of service users every year and we want this diversity reflected on our board. We welcome applications from all backgrounds so that our board mirrors the community we serve. We welcome applications from anyone regardless of their disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.
- Forward is deeply committed to inclusive working practices, so during the application process we commit to:
- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.
- If there is anything else you are concerned about or think we could provide, please let us know.

MODERN SLAVERY STATEMENT

- The Forward Trust is committed to ensuring that there is no modern slavery or human trafficking in its supply chain or any part of its business.
- The Forward Trust is committed to acting ethically and with integrity in all its business relationships and to taking reasonable steps to ensure slavery and human trafficking are not taking place in any business or organisation that has any sort of a business relationship with the charity.

ADDITIONAL INFORMATION

Time Commitment

- The board meets at least four times a year. Trustees may also be required to participate on any one of the following sub-committee;
 - Finance and General purpose;
 - Governance and Quality Assurance;
 - Research, Fundraising and Communications; and
 - Quality Review Group.

Terms of Appointment

- An offer of appointment will be made once all candidates have been interviewed and will be subject to satisfactory completion of eligibility checks, including reference checks.
- Due to the nature of the work carried out by Forward, all Trustees are subject to a Disclosure and Barring Service (DBS) check. The Disclosure and Barring Service is a non-departmental public body of the Home Office of the United Kingdom, which enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially involving children or vulnerable adults.
- If you are offered an appointment you will receive a detailed summary of your main terms and conditions.
- The appointment is for an initial term of three years. Trustees are typically expected to serve two three-year terms, although the Board may invite you to continue on as a Trustee for an additional period thereafter.

Trustee Appraisals

- Each new Trustee will have an appraisal with the Chair during the first year of their appointment to discuss their commitment and contribution to the Charity. The Chair will offer other Board members and the Chief Executive the opportunity to comment.

Conflicts of Interest

- All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.

Liabilities

The Forward Trust, has no share capital. The liability of each Board member in the event of winding-up is limited to £1 while a Board member or within one year of ceasing to be a Board member.

If Board members act prudently and in accordance with the Charity's Articles and Memorandum, then any liabilities they incur as Trustees of the Charity will be met from the Charity's resources. However:

- Board members may be personally liable for losses resulting from their decisions if they have not acted reasonably, have not worked within the Articles or Memorandum or have not taken proper and appropriate professional advice.
- The Forward operates an insurance scheme that may cover some liabilities should this situation arise.
- In accordance with companies' legislation, the protection allowed to Board members by incorporation may be set aside should there be negligent or fraudulent trading.



HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Forward . If you wish to apply for this position, please supply the following by 23.59 29/11/2020

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- [Diversity monitoring form](#) - your data will be stored separately from your application and will at no time be connected to you or your application.
- If you would like to discuss this role informally before applying, please call 0207 267 8369 to speak to Katie Petrou or Elizabeth Oni-lyiola.

To submit a full application please send your CV and cover letter to:

Forward@inclusiveboards.co.uk

