



# Trustee Candidate Information Pack 2021



INCLUSIVE  
BOARDS

# Introduction from our Chair

Dear Candidate,

Thank you for your interest in being a Trustee of the Orpheus Trust.

Our website will tell you what we do but in essence we are a charity started by the entertainer Sir Richard Stilgoe to promote the independence and confidence of young disabled adults through the vehicle of the performing arts. We are a successful specialist college rated as Good by Ofsted, a secure and well appointed supported living provider rated Good by the CQC and an achiever of independence in that most of our students go on to independent living. But this is only part of the story because through our shows, performances and outreach workshops our students show the world what they and other disabled people can achieve. In changing the lives of our students they change the lives and prejudices of many many people.

Our Board is made up of a wide range of skills and expertise, we have an excellent CEO and Senior Management Team and our finances are in very good shape. We are now looking for a IT expert to compliment the other skills in the Board. You will have the privilege of working with a very enthusiastic group of students, staff and volunteers to help change the life experience of some lovely people.



*John Beer*

**Chair, Orpheus**





# About Orpheus

Orpheus is a vibrant Independent Specialist college for young disabled adults who have a passion for the performing arts and a desire to live independently. Orpheus believes that disabled people should have the same opportunities as their non-disabled peers. We aim to equip young disabled people with the skills and confidence they need in order to live independent and fulfilling lives in the community.

Rated "Good" by both Ofsted and the CQC we uphold high standards in education provision and Domiciliary Care and Support Services.

Orpheus started with five disabled students who lived on-site, learning to cook, manage budgets, do laundry and go shopping. They also wrote songs, devised dances and challenged people's preconceived ideas about disabled people whenever and wherever they performed.

Nearly twenty years later and Orpheus has up to 28 full time students living in independent flats, as well as around 20 day students. Our students are all motivated by the performing arts and have performed in venues all over the country including the Royal Opera House, Royal Albert Hall, Glastonbury Festival, Notting Hill Carnival, the Paralympic Opening Ceremony, The Royal Festival Hall, and appeared in hit TV show Call The Midwife. In 2018 we celebrated Orpheus' 20th anniversary year. As we look back on the successes over this time, we are also excited to see what the next 20 years hold for Orpheus.



# Our Vision, Mission and Ethos

## Vision

Our vision is of an inclusive world where young disabled people with a passion for the performing arts and a desire to live and work independently can achieve their aspirations.

## Mission

We use the performing arts to empower young disabled adults by developing communication, social interaction and other independence skills.

## Ethos

At Orpheus we use the arts as a vehicle to promote learning and personal development. We teach a diverse curriculum that covers the arts, independence and employment skills. Students learn a variety of skills, from cooking and personal finances to accessing the community and managing personal support.



# Our Commitment to Diversity & Inclusion

We are committed to increasing diversity and inclusion within our organisation. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for childcare whilst you're attending an Orpheus interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.



# About The Role

The Board of Trustees is responsible for the overall governance and strategic direction of Orpheus, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

## Main Responsibilities

- To ensure that Orpheus and its representatives function within the legal and regulatory framework of the sectors in which it operates and in line with the governing document.
- To continually strive for best practice in governance that inspires public confidence and trust in the charity.
- To determine the overall direction and development of the charity through clear strategic planning.
- Ensure the effective and efficient administration of the charity and its resources, carrying out monitoring visits as requested.
- Contribute to the risk management policy and activities of Orpheus.
- Actively contribute to setting the strategic direction, charity targets and evaluating performance against agreed targets.
- Participate in the appointment and support the CEO and monitor their performance.
- Interview and appoint senior staff members and monitor their performance as requested.
- Demonstrate commitment by attending Board meetings 6 times a year and appropriate sub-committees of the Board.
- Evaluate own performance and CPD to carry out the role.

## Main Duties

- Ensure that Orpheus complies with legislative and regulatory requirements, and acts and pursues its charitable objects as defined in the governing document.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its relevance to young disabled adults.
- Maintaining sound financial management of the charity's assets and resources, ensuring expenditure is in line with Orpheus objects.
- Ensure that Orpheus is carrying out its purpose for the public benefit.
- Ensure Orpheus is accountable.







## Person Specification

**We are particularly keen to hear from candidates with experience in Information Technology alongside the following essential criteria:**

- A commitment to the mission, aims and objectives of Orpheus
- A willingness to devote time and effort including attending promotional events
- Ability to think creatively and independently while working as a member of a team
- Capable of presenting and arguing their case in discussion
- Experience of acting strategically
- An understanding and acceptance of their legal duties, responsibilities and liabilities of trusteeship
- Integrity
- Willingness to participate in evaluation of trustee performance.
- Willingness to attend mandatory training events especially those concerned with safeguarding
- A commitment to support and achieve the Orpheus Equality and Diversity objectives.
- Experience in SME IT procurement and planning
- Ability to advise on IT strategy and regulations
- Expertise in best procurement practice.

**The following are desirable, but not essential for all new Board members:**

- Knowledge with security and data protection
- Knowledge of Charity Digital Code
- Understanding of further education, care or public sector settings.



# Additional Information



## Remuneration

This position is unremunerated, however, reasonable expenses will be covered.

## Terms of Appointment

Trustees are normally appointed for a three year period of office and may be reappointed for a further three years.

## Time Commitment

The time commitment is between 10 and 15 days per annum to include around 6 Board meetings and the AGM and ad-hoc attendance. Depending on particular interests and expertise Trustees are normally appointed to one of the Board sub committees

## Location

At present and for the foreseeable future meetings are taking place virtually. We will continue to follow government guidelines and will return to in-person Board meetings at our site in Surrey when restrictions allow.

# How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of The Orpheus. If you wish to apply for this position, please supply the following:

- 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.
- 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 have any questions or would like to arrange a call to discuss the role, please email [Orpheus@inclusiveboards.co.uk](mailto:Orpheus@inclusiveboards.co.uk) or call 0207 267 8369 to speak to Ieva Gruzdyte.

**To submit a full application please send your CV and cover letter to: [Orpheus@inclusiveboards.co.uk](mailto:Orpheus@inclusiveboards.co.uk) by no later than 23.59 31/03/2021.**

