

Trustee Candidate Information Pack 2022



Introduction from our Chair

Dear Candidate,

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

This application pack and our website tell you what we do, but probably can't tell you much about what it's like to be an Orpheus Trustee. You have to experience it for yourself.

Orpheus is everything you would hope and expect to find in a well run charity working to transform the lives of young adults – but it is more than that. I became Chair only this year, and have found these few months a joy and a privilege. Our students, volunteers, supporters and staff make Orpheus a very special place.

The Board has to ensure that Orpheus' governance is of the same high quality as the teaching, care and support it provides. It does that. Our Board members have diverse backgrounds and careers, but we are united in our commitment to Orpheus' ideals and practice. You will be joining a group of people determined to improve the life chances and experiences of our own students and to challenge the barriers that exist for disabled people everywhere.

I look forward to working with you to further these aims.



Howard Webber

Chair, Orpheus

About Orpheus

Orpheus is a vibrant Independent Specialist college for young disabled adults who have a passion for the 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 will be 25 years old in 2023, originally having been set up by Sir Richard Stilgoe.

We now have up to 21 full time students living in independent flats, as well as around 43 day students. Our students are all motivated by the 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.



Our Vision, Mission and Ethos

Vision

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

Mission

We use the 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, socio-economic background or other difference.

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. For all trustee roles, the following responsibilities and duties apply.

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 - Learning Trustee

We have one vacancy on our board for a learning trustee who meet the following person specification criteria

Essential:

- Management experience in Further Education.
- Experience of delivering SEND provision for post 18 year olds.
- Experience of implementing quality management in learning to achieve good or outstanding Ofsted rating.
- Experience of working with Local Authority and ESFA high needs funding
- Effective people and performance management knowledge and skills, with the ability to Chair a sub-committee.
- Experience of charity board membership.
- Sound knowledge of data protection regulation and compliance.

Desirable:

- Knowledge of the challenges and barriers young disabled people face, particularly on their transition to adulthood.
- Experience of care support and how this integrates with learning.
- Understanding of employment and careers issues for disabled adults.
- Knowledge of education in performing and creative arts.
- Experience of working for a charity.



Person Specification - Fundraising Trustee

We have one vacancy on our board for a fundraising trustee who meets the following person specification criteria

Essential:

- Proven extensive experience in fundraising, with ideally at least four years at a senior level.
- Experience of developing and delivering capital appeals.
- Experience of fundraising regulation and compliance.
- Sound knowledge of data protection regulation and compliance.
- Effective people and performance management knowledge and skills, with the ability to Chair a sub-committee.

Desirable:

- Experience of marketing and communications.
- Experience of a range of fundraising types, and of their respective risks and benefits.
- Experience and skill in developing and implementing a marketing/fundraising strategy.
- Understanding and knowledge of Social Enterprise.
- Knowledge of the challenges and barriers young disabled people face, particularly on their transition to adulthood.
- Experience of working for a charity.



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 up to two further three year terms.

Time Commitment

The time commitment is between 10 and 15 days per annum comprising 4 Board meetings, including the AGM and ad-hoc attendance. Depending on particular interests and expertise Trustees are normally appointed to one of the Board sub committees. The appointments we currently seek are 2 Trustees each of whom will also Chair either the Learning and Care sub committee or the Fundraising sub committee. each of which meet 4 times per year, either virtually or in person.

Location

We combine virtual and in-person meetings at our Surrey site. We will continue to follow government guidelines at all times with respect to Covid-19.

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 or call 0207 267 8369 to speak to one of our consultants.

To submit a full application please send your CV and cover letter to: Orpheus@inclusiveboards.co.uk or apply online at www.inclusiveboards.co.uk/opportunities by no later than 23.59 06/11/2022.



INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance.

Why Not Get in Touch?

If you think we can help to improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

If you aspire to work on a Board, you can sign up to become a candidate and be eligible for the latest opportunities as and when they become available.

