



# Welcome

People-focused, passionate, and committed are just some of the keywords we would use to describe St Anne's Community Services, as they encompass many of the aspects which make St Anne's so special. We are an organisation that is for people, by people.

We are proud to support people experiencing learning disabilities, mental health, substance misuse, and homelessness and deliver a high quality of care which is reflected in 95% of our services being rated 'good' or 'outstanding' by the Care Quality Commission (CQC).

Our 1,350 staff are committed to supporting over 1,600 clients and their families across Yorkshire and the North-East, making a huge difference to their lives and supporting their aspirations and individual outcomes.

We operate in a challenging sector and face increasingly demanding financial pressures and regulatory expectations, so it is vital that we are effective, efficiently applying our resources to provide the best and safest support we can.

It is an exciting time to be joining St Anne's as our refreshed Board and Executive Team leads the organisation forward, to deliver our new vision and strategy.

# "A life without limits for the people we support"

St Anne's will naturally build on its heritage and achievements, having grown from its 1971 roots as a Leeds homeless charity into a £44m turnover charity operating across the North of England.

Our Trustee's focus will be to support the organisation on its fresh journey as it works to enhance its clients' service and secure sustainable growth. We have ambitious plans to upgrade our housing stock and further improve service delivery.

Over the last year, we have spent a lot of time strengthening the foundations and infrastructure of the organisation and improving our governance arrangements. That work continues and the changes will help us deliver our ambitious business strategy whilst meeting the standards expected by our regulators and stakeholders.



As we deliver on our new strategy for 2021 to 2025, your role will be pivotal, ensuring that we continue to put people at the heart of everything we do and be effective and transparent in delivering our ultimate ambition to place St Anne's on the leading edge of supporting a society that is inclusive for all.

As a new Board member, we hope you will bring exceptional skills and experience to our team, to help us face the challenges of making sure our voice is heard, and that we can continue to inspire our communities. We hope to extend our board-level experience with a focus on social care, quality, health and safety, people, and housing.

We seek candidates who will be able to add their experiences to the Quality & Safeguarding, Health & Safety, and Audit & Risk committees in addition to being a Board member.

Our Board culture is one that supports and where appropriate challenges the Senior Management Team, through strategic-level discussion and debate. As we seek to increase the diversity of our Board, we particularly welcome applications from people seeking their first Board opportunity, women, and from the BAME/LBGT+ community. We actively encourage people with disabilities or lived experiences to apply.

If you are looking for a rewarding role that will also stretch you, and you have the skills, experience, and motivation to help us deliver our business strategy, we would like to hear from you.

We look forward to meeting you during the recruitment process.



Anthea Sully Chair of the Board of Trustees



Azra Kirkby Chief Executive Officer



# **About Us**

St Anne's was founded in 1971 as a daytime shelter for homeless men in Leeds. We have gradually expanded over the years from these small beginnings, to become the organisation we are today, with around 1,350 employees supporting people across the North of England. In 2021 we celebrated our 50<sup>th</sup> year.



Our very first service was shaped around people's needs and wishes and we have maintained this ethos, with the people we support at the centre of all our work, throughout all the services we provide.

We provide housing and accommodation-based support in partnership with other housing providers and deliver a range of community-based services across the North of England. We are proud to support people experiencing learning disabilities, mental health, substance misuse, and homelessness and to help them achieve their aspirations.

Much of our work is undertaken in partnership with local authority adult social care departments, clinical commissioning groups, and community safety partnerships. We also work extensively with people whose support is funded via direct payment or an individual service fund.

Running alongside the operational elements of the work that we undertake is our conscious intention to both achieve and evidence our commitment to a strong culture of openness, honesty, transparency, and equity across all that we do.

In 2021 we refreshed our; vision, purpose, and values:

## **Our Vision**

"A life without limits for the people we support".

# **Our Purpose**

"To make a difference – providing high quality care and support To enable people to lead independent and fulfilled lives".



# **Our PROUD Values**

We are St Anne's and we are PROUD to 'make a difference every day'.



**Person Centred** – We place people at the centre of everything we do and think about how our decisions affect them. We promote choice and we treat people as individuals.



**Respectful** – We respect each other's opinions and beliefs and treat everyone with dignity. We ensure an inclusive environment and we celebrate diversity.



**Open** – We communicate in an open, honest and transparent way and we share information with each other. We act with integrity and we do what we say we will.



**Understanding** – We are understanding of the needs of others and we work in a caring and compassionate way. We are kind and we support each other.

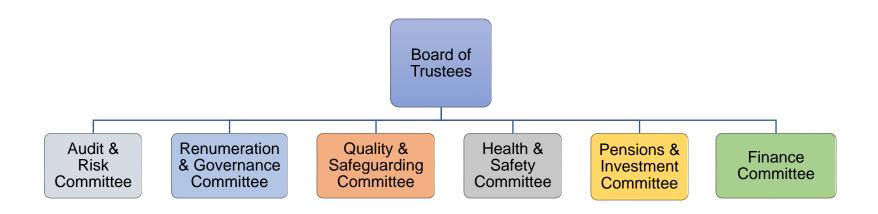


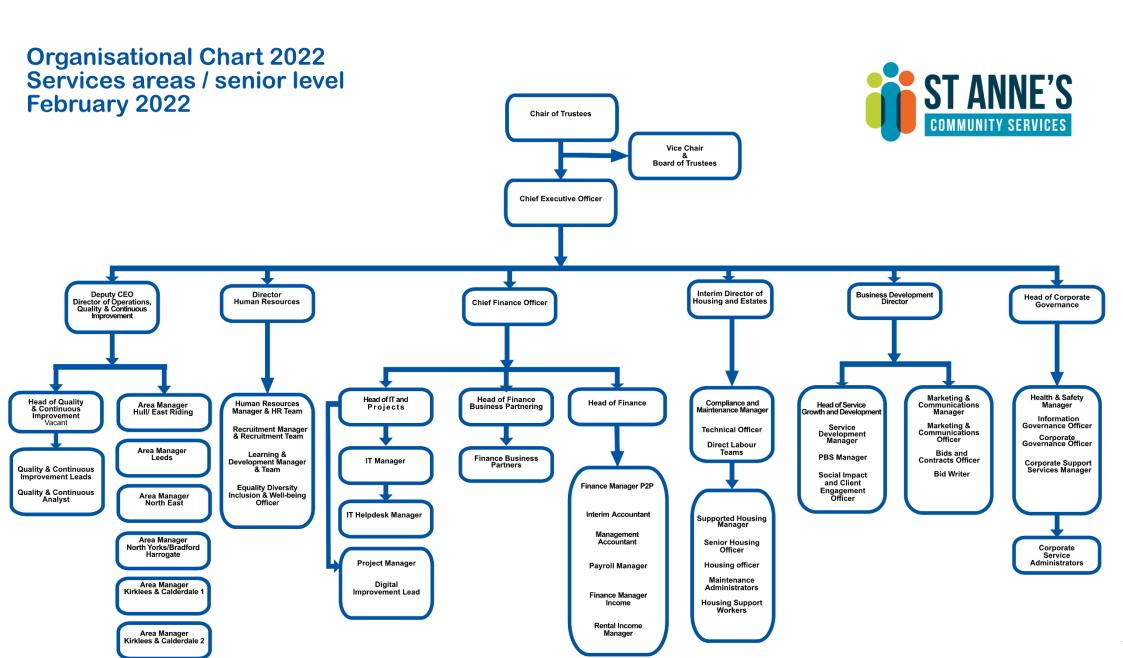
**Dedicated** – We are dedicated to improving the lives of the people we support every day and delivering quality services.





# **Committee Structure**







# **Strategy 2021-2026**

In early 2021 we launched our new five-year strategy (2021 - 2026), which sets out our ambition as detailed in our vision, for every client of St Anne's to have the opportunity to live their best life, and we invite the successful candidate to join us on this journey.

Our new strategy brings to life our refreshed vision, values, and purpose, whilst remaining true to our heritage of listening to the needs of people we support. It will provide us with an inspirational direction over the next five years.

The strategy focuses extensively on, staff culture, engagement and communication, client outcomes, and social value, alongside the opportunities for growth and business development. Our Trustees play an essential leadership role, supporting the organisation to deliver the strategy. You can access our new strategy here.





# **Role Profile**

Post: Trustee

**Responsible to:** Chair of the Board

**Key Relationships:** Senior Leadership Team, external

stakeholders, service users and clients,

all staff

Location: Leeds

Salary: Unremunerated 1.0 days a month

## **Job Description:**

 Set the St Anne's direction and strategy, working with the Senior Leadership Team

- Determine the strategy for St Anne's and ensure its longterm viability
- Provide governance leadership
- Review executive and management performance
- Set standards and ensure that organisational legal and regulatory obligations are understood and met
- Ensure Trustees work together and with the Chair to provide guidance, support, and challenge to the executive team.
- Provide insight that lends commerciality and rigour to strategic debate
- Approve St Anne's business plans including long-term financial projections
- Review our overall corporate governance arrangements and approve changes to ensure they are fit for purpose
- Carry out statutory duties to include approving our annual report and accounts, and an appropriate statement for inclusion in the annual report on the effectiveness of the organisation's systems for risk management and internal controls
- Ensure that effective systems are in place for the management and control of St Anne's performance.



## We are Recruiting for the following Trustees:

## **Quality and Safeguarding Committee member role:**

- Monitor quality and safeguarding and ensure that we comply with our regulatory requirements and best practice
- Examine and review all systems and processes in relation to the audit of quality and continuous improvement
- Ensure that the St Anne's acts to maintain and improve quality and for clients, tenants, and staff.

## **Health and Safety Committee member role:**

- Monitor health and safety and ensure that we comply with our regulatory requirements and best practice
- Ensure that the St Anne's acts to maintain and improve health and safety for clients, tenants, and staff.





#### Audit and Risk Committee member role:

- Monitor and ensure compliance with our Risk Register,
- Ensure we are complying with best practices in governance and the approach to internal audit
- Examine and review all systems and methods of financial and non-financial controls
- Ensure that the internal audit arrangements provide sufficient coverage of St Anne's matters and activities to ensure that we comply with our regulatory requirements
- Be satisfied with and assured that the Annual Report and Financial Statements can go to Trustees for approval.

# Person Specification

## **General Knowledge and Experience**

- Recent experience in a position of responsibility in an organisation, or an individual who has had significant achievements or lived experiences
- Experience in the social housing and/or care and support sectors
- Experience in providing strategic direction to an organisation and an understanding of governance and how boards can best add value
- Experience in providing a strategic overview of complex budgets and financial plans
- A willingness to learn is essential.





## Specific Knowledge and Experience

### **Quality & Safeguarding Committee Trustee:**

- Candidates should have considerable medical, social care or housing background
- Corporate or charity governance knowledge
- Experience of quality systems
- Experience of safeguarding.

### **Health & Safety Committee Trustee:**

- Candidates should have considerable health and safety background
- Corporate or charity governance knowledge
- Experience of Health & Safety quality systems for example ISO 45001.

#### **Audit and Risk Committee Trustee:**

Candidates can be at any stage of their career or personal development but will need to have developed expertise in:

- Risk management frameworks and internal control models
- Internal audit
- Financial management
- Corporate or charity governance knowledge.

#### **Skills and Abilities:**

- Ability to assimilate and interpret varied information from different sources, with an analytical approach
- Ability to reason logically and objectively and to "think outside the box"
- Be committed to the mission and strategic objectives of St Anne's
- Ability to challenge the senior management constructively and collaboratively and with a focus on reaching good quality shared decisions
- Have the enthusiasm, ability, and time to review and comment on detailed papers and reports.



- Understand and accept the legal duties and responsibilities of an independent Trustee
- Be of good character and integrity
- Communicate effectively, with good listening and speaking skills and be able to build and sustain good working relationships with fellow committee members and senior staff
- Use information technology confidently and be willing to communicate and share information electronically.



# **Process & Timescales**

# How to apply

We are currently recruiting for these Trustee positions. To apply, please submit:

- A comprehensive CV
- A supporting statement that addresses the criteria set out in Part One of the person specification (maximum 3 sides of A4) and tells us why you are particularly interested in this role
- Details of two referees who we would be able to contact at the shortlisting stage
- Please also tell us about any dates provided in this pack on which you would not be available to participate in the selection process.

## To: antony.rider@st-annes.org.uk

If you have any queries about any aspect of the appointment process, need additional information, or wish to have an informal and confidential discussion with our Chief Executive Officer Azra Kirkby, please contact: <a href="mailto:antony.rider@st-annes.org.uk">antony.rider@st-annes.org.uk</a>, following this a discussion may be arranged with the Chief Executive Officer.

St Anne's Community Services will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.











