



# Appointment Brief

For the position of  
Trustee

January 2019



**Welcome to CAPE**  
**Stephen Hammett**  
**Chair of the Trustees**

**Dear Candidate**

**On Behalf of the Board of Trustees, I am delighted to introduce you to CAPE and thank you for your interest in playing an important role in the charity's future.**

**CAPE exists to provide flexible support services to people with enduring mental health needs living in the London Borough of Ealing.**

**The trustees are incredibly proud of the achievements of the charity over its twenty-year existence and the real difference we make to people lives. Although a small charity we are ambitious on our client's behalf in finding innovative ways to meet the increasing complex needs of those we support and achieving financial sustainability in the future to continue our work.**

**We are seeking to appoint a new *TREASURER* to join what is a small, professional, warm and supportive Board. While we look forward to applications with a range of backgrounds, we are particularly keen to hear from individuals with skills and experience in finance and financial management,**

**We look forward to hearing about the contribution you could make as a member of the Board as we continue to drive the charity's success and the success of the clients we support.**

**Stephen Hammett**

# Our Vision, Missions and Values



## Vision

To support and build the emotional resilience of everyone experiencing mental health illness.

## Mission

To improve the mental health and emotional resilience for all people who are suffering from mental illness, by delivering flexible services that value and encourage our clients to recognise their strengths, which leads them to greater wellbeing

## Values

The following values guide our behaviour and inform all our work.

- Hope - believing that recovery is possible for every individual
- Respect - valuing differences, seeing the whole person and not just the diagnosis.
- Inclusion - understanding that everyone has a right to participate fully in society.
- Choice - responding to the individual needs of our clients.
- Empowerment - focussing on people's strengths and potential, encouraging autonomy and responsibility.
- Going the extra mile with people to achieve the right outcome.

## Organisational Overview

For 21 years, Community Activities Project Ealing (CAPE) has been working with individuals living with mental health needs in the local community. Our team of dedicated professionals provide direct support for up to 300 people a year and see more than 50 people each day. We currently provide outreach support to people in crisis in the community, a full programme of groups and therapy groups at our centre and café, and a volunteer programme accessed by 25 clients and five members of the public.

People can and do recover from the most serious and long-term mental health problems. Recovery is a unique and individual experience and while there may be common themes and experiences, no two people's recovery journeys will be identical.

Our vision is to promote a society which is active in supporting and building the emotional resilience of everyone living through mental ill-health, and where everyone can live their lives without prejudgement. Our mission is to improve emotional resilience and mental health for all people, by delivering flexible services that value and encourage our clients to recognise their strengths, leading them to greater mental wellbeing and independence.

We develop services alongside local and national strategies but most importantly the articulated needs of the very people accessing CAPE. We ensure our clients can secure their rights, represent their own interests to influence and obtain the services they need.

We work with our partners such as London Borough of Ealing and ITO in identifying gaps in provision and emerging need and work together to bridge that gap. Our local knowledge and years of experience has ensured we are a well-respected, influential organisation within our field of expertise and beyond and this has helped us secure our funding over the years. But with economic environment we are all now working within, we need to seek other means of funding to ensure we are sustainable in the future.

## Role Description

CAPE is recruiting for up to two individuals to join our Board of Trustees. While we look forward to applications from individuals with a range of backgrounds, we are particularly keen to hear from those with experience in finance and financial management.

<b>Role</b>	<b>TREASURER</b>
<b>Salary</b>	Unremunerated
<b>Location</b>	Meetings will take place in Acton London <ul style="list-style-type: none"><li>• Four Management Committee meetings per year (2 hours each) plus other occasional sessions (rare), and an Annual General Meeting.</li><li>• One annual Strategy Away Day (Full day)</li><li>• Possible participation in additional committees</li></ul>
<b>Time Commitment</b>	
<b>Start Date</b>	<b>April 2019 following induction.</b>
<b>Term</b>	Two years' commitment in the first instance, with the possibility of further terms

## Person Specification

- Essential – A commitment to CAPE's charitable mission
- Essential – Experience of operating at a senior Board level
- Essential – Experience effective, fair and impartial decision making
- Essential – Experience of building and sustaining relationships with key stakeholders
- Essential – Willingness to contribute the time and effort necessary to the position

## Knowledge, Skills and Understanding

- Ideally, good knowledge in one of the specific areas of expertise below
- Independent judgement and strategic vision
- Preparedness to contribute forthrightly to discussions and to make difficult decisions
- Ability to advocate on behalf of the charity, particularly within your network
- An understanding/willingness to learn the responsibilities and liabilities of trusteeship

## Key Areas of Responsibility

- **Maintain an overview of the organisation's affairs**
- **Ensuring its financial viability**
- **Ensuring that proper financial records and procedures are maintained.**
- **General responsibilities**
- **To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.**
- **To ensure that the organisation pursues its objects as defined in its governing document.**
- **To ensure the organisation applies its resources exclusively in pursuance of its objectives.**
- **To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.**
- **To ensure the financial stability of the organisation.**
- **Leading discussions**
- **Focusing on key issues**
- **Providing guidance on new initiatives**
- **Overseeing, approving and presenting budgets, accounts and financial statements**
- **Being assured that the financial resources of the organisation meet its present and future needs**
- **Ensuring that the charity has an appropriate reserves policy**
- **Ensuring that appropriate accounting procedures and controls are in place**
- **Advising on the financial implications of the organisation's strategic plans**
- **Ensuring the organisation'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 charity commission and/or the registrar of companies**
- **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 fundraising strategy of the organisation
- 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

**To Apply**

Please email a CV and a cover letter stating your experience to: [tracey@capeproject.org](mailto:tracey@capeproject.org)

**Deadline**

**Further**

**Details**

Please visit [www.capeproject.org.uk](http://www.capeproject.org.uk) or call Tracey Harrington on 02088962552

If you would like to arrange a short conversation with one of the serving trustees, then Tracey will be able to arrange this.