

**BOARD MEMBERHSIP**

**INFORMATION PACK**

**Foreword from Seamus McGranaghan, Chair**

Dear Applicant

Thank you for expressing your interest in becoming a Board Member of The Welcome Organisation.

It is an exciting time for the Organisation as we seek to build on our success to date.

Over the last decade Welcome has grown to be one of the most important homelessness services in Belfast. Annually we support in excess of 1,500 individuals through the provision of a range of services which include drop-in, street and community programmes.

We are aiming to recruit new Board members with a professional working experience in a number of areas such as marketing, homelessness, housing or public sector tendering processes. This list is not exhaustive.

These key individuals will play an important role in contributing to the Organisation being the best that we can be. In return we will keep you informed about our work, seeking your engagement and input. We will provide you with a full induction to the Organisations work and we will support you in your role as a Board Member.

Our corporate documents are noted below, along with an organisational chart. We hope you will want to join us and help us shape the strategic direction of The Welcome Organisation as we move forward. We are focused on the next phase in the evolution of the Organisation across its social, community and charitable activities. We are ambitious to continue to grow and diversify, to serve more people in different ways.

If you have any initial queries relating to the post in the first instance please contact

**Sandra Moore CEO by phoning 028 90 240424**

Yours sincerely

Seamus McGranaghan

Chair

**To Apply Please submit a CV of not more than three A4 pages.**

Essential Dates and next steps…

1. Please submit your CV to Sandra Moore by 4pm on Friday 31st August, 2018.

Either Email: [sandra@homelessbelfast.org](mailto:sandra@homelessbelfast.org)

Or Post: Sandra Moore, The Welcome Organisation, Townsend Enterprise Park, Townsend Street, Belfast, BT13 2 ES

2. A conversation with a purpose with the Chair and the Chief Executive to see how you meet the criteria set out in the role description and the level of commitment you are able to make in this voluntary role.

3. There will be an opportunity for successful candidates to meet the full Board before they make a commitment to join.

**What we are looking for**

We are looking for individuals with a background in the private, public, voluntary or community sectors who can contribute to the strategic leadership and governance of the Organisation.

Taking account of the range of skills and experience of the Organisations current Board Members, we welcome strengthening the Board’s collective portfolio of skills in the following areas:

• Marketing

• Homelessness / housing

* Public sector tendering

This is not an exhaustive list and if there are other skills and qualities that you feel relevant and would bring value to the Welcome Organisation Board, please make an application.

The Welcome Organisation is committed to diversity and equality of opportunity and welcomes applications from all sections of the community.

**Time commitment**

The Board meets bi-monthly at minimum, it’s purpose is to oversee governance and drive the strategic direction of the Organisation.

**Board Member Role Profile**

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| Role purpose: To contribute to the leadership and governance of The Welcome Organisation | |
| Key accountabilities | Key elements and tasks |
| To contribute to the leadership and governance of The Welcome Organisation | * Contribute to the development and monitoring of The Organisations Strategic and Business Plans; * Uphold the aims, principles and values of The Organisations; * Represent The Organisations at local and regional events; * Communicate, explain and support the decisions of the Board. |
| Contribute to effective decision making by the Board. | * Prepare for, attend and contribute to Board meetings ; * Prepare for, attend and contribute to the Annual General Meeting; * Prepare for, attend and participate in Board strategic/planning days; * Participate in Board committees and working groups; * Represent the Organisation at occasional meetings and events; * Apply independent judgement to all issues under discussion at Board meetings. |
| Fulfil the legal requirements of being a Board Member. | Ensure The Welcome Organisation:   * is financially viable; * complies with all legal requirements; * fulfils its responsibilities as an employer; * understands the importance of good practice in human resources management and staff development; * is committed to ensuring equality of opportunity in service provision and employment; * has a process for appointing and monitoring the performance of the Chief Executive. |
| Understand and promote the interests of The Welcome Organisation and our clients | * Seek to understand the impact of changes in public policy and the external environment on clients and the service; * Use networks to promote knowledge of and support for The Welcome Organisations work. |

**Board Member Person Specification**

Those interested in serving as a Welcome Organisation Board Member must be able to demonstrate that they:

1. Understand the diverse needs of clients and potential clients, and the aims, principles and values of The Welcome Organisation
2. Have relevant experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis including serving on a committee or Board.
3. Have leadership skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
4. Are visionary, creative and passionate about making a difference to the lives of people using Welcome Organisation services, and are prepared to invest energy in its success by learning and understanding its business and its stakeholders.
5. Are team players, able to listen and work with others, offering guidance and support, to ensure effective decision-making by the Board.
6. Understand the responsibilities of company directors and charity Trustees, the importance of good governance, and agree to work in accordance with any code(s) of practice agreed by the Board. Ongoing support, learning and development opportunities will be offered to Board Members with this.
7. Are able and willing to act impartially and apolitically.
8. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgement.
9. Financial acumen to help lead the charity in a changing financial climate.
10. Are good communicators, willing and able to promote the decisions of the Board and the interests of the Organisation and its clients.
11. Can commit to the time commitments as detailed previously.

Candidates must disclose any information about their personal or professional life which in the Board’s perception could bring The Welcome Organisation into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information which could give rise to a perception of conflict of interest with their role as a Welcome Organisation Board Member. This will not necessarily result in an inability to serve on the Board.

**Expenses**

Board Members will be reimbursed for travel and subsistence costs when carrying out Welcome Organisation Board business.

**Board Member Induction and support**

All new Board Members will be offered induction and supporting material.

**Who We Are**

The Welcome Organisation is a registered charity that supports vulnerable people who are sleeping rough, homeless or at risk of homelessness. We provide a range of accommodation–based, outreach and drop-in support services that meet a broad range of complex needs.

This highly challenging environment challenges staff to establish flexible and innovative services within a quality and value for money framework which meets the individual needs of service users with complex needs, dependencies and chaotic lifestyles.

The Welcome Organisation, which has operated for over a decade, has experienced strong growth in recent years and plays a key role in delivering the Northern Ireland Housing Executive’s Homelessness Strategy.

The Welcome Organisation operates as a Company Ltd by Guarantee and is governed by a very pro-active and supportive Board comprised of members from a range of professional disciplines, including finance, business, human resources and community development.

Current core funding is through the NIHE homelessness budget and Supporting People, although there is a high dependency upon community and philanthropic support.

The Organisation proactively drives new innovative projects and identifies opportunities to support the same ( in line with the Welcome Organisation’s strategy), implementing effective and transparent monitoring procedures.

As the complexity of need increases, provision of specialist services will be critical to sustaining high quality services , this will require attracting additional funding from supporters and competitive tendering.

Annual we support around 1,500 individuals across our 6 programmes of activity which aim to address chronic homelessness which includes rough sleeping at one extreme to tenancy sustainment in the community.

Welcome is known for it’s preparedness to work with the Cities most chaotic and challenging individuals and delivery of extremely high tolerance and removing barriers which would normally prevent individuals with high levels of need accessing services.

**OUR VISION**

Our vision is embedded in our ethos of working with our service users and commissioners to turn more lives around and build better lives for those we support. Through a combination of continual improvement in our service provision, and our wide experience and rich history of working with those presenting with high support needs and a complexity of issues ,we will continue to develop services that make a difference to reflect local needs and deliver innovative outcome based approaches that will better support the hardest to reach.

### OUR MISSION

Our mission is to deliver client led services which make homelessness a rare, brief and non-recurring experience.

**Current Board Members**

Mr Seamus McGranaghan (Chair0

Mrs Margaret Leonard

Mr Paddy Doherty (Treasurer)

Miss Valerie McConnell

Mr Declan Fitzpatrick

Mrs Sandra Moore (Secretary)

**Organisational Structure**

Strategy

Policy

Finance

Fund raising / Contracts/ Grants

Communications Central Admin

**BOARD**

|  |  |
| --- | --- |
| **CEO** | |
| **Director of Operations**  **Local Community Interaction**  **Admin Support**  **Facilities Management Operational Budget Management**  Welcome Home Programme  **Operations Manager** | |
|  | |
| **Day and Night Street Outreach Services**  **Drop-in Services** | **Floating Support & Harm Minimisation**    **Female Crash Facility** |
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