



 **alive**
Lighting up later life

Dear Applicant,

Thank you for your interest in becoming a trustee for Alive. This pack should give you a greater understanding of the role and we hope you will be inspired to make an application! This is an exciting time to get involved with Alive.

We are a small charity with a big heart, responding to a huge need. We were founded in 2009 and have been growing and changing ever since. Our work has always been innovative, responding to needs and challenges that we face. We are continuing to expand from our traditional work in Care Homes to more community based delivery to meet the ever increasing need.

We would like to increase the number and expertise of board members to guide the charity's strategy, financial stability and long-term impact. We are looking for trustees who are passionate about our mission and prepared to work together as a team towards our vision. I look forward to hearing from you.

Kevin Woodrow, Chair of Trustees



About Alive:

Alive is one of the leading practitioners in the UK of meaningful activity for older people. Not only do we provide meaningful engagement in care homes, we provide community activity and support through our Meeting Centres and community gardening.

We run a range of innovative community and care home projects, bringing art, sport, IT, gardening and intergenerational connections to older people. We deliver face-to-face in groups and in care homes. We believe in true co-production; our activity is shaped by older people and we engage using a variety of tools and techniques, tried and tested over the last 15 years.

Vision: A world where older people live lives full of joy, meaning and connection

Mission: To prioritise wellbeing into later life.

Values: We are creative, committed and community focussed. We work in a compassionate and collaborative way.

Organisational Structure:

Alive is a registered Charity. Our Board of Trustees has 5 current members and we meet 4 times a year. Groups of Trustees meet outside of this to help the development of the Charity. The day-to-day management team involves 16 staff; the Senior Management includes a CEO, Training and Services Manager, Community Development Manager and Finance Manager. Many of the remaining staff are project funded and most are part-time appointments.

Role Description:

We are looking to recruit new members for the Board of Trustees. You would need to be passionate about our mission and vision and want to work in line with our values and ethos. We would like to continue to improve the diversity of our Board in every respect. The Board of Trustees is jointly responsible for the overall governance and strategic direction of the charity, its financial health, its activities and developing the organisation's aims. All trustees should also be aware of, and understand, their individual and collective responsibilities.

Duties:

- To ensure that the charity pursues its objectives;
- To ensure the charity complies with its 'governing documents';
- To ensure that the charity applies its resources exclusively in pursuance of its objectives;
- To act within the spirit of, and in accordance with, Alive's values and policies;
- To contribute actively to the Board of Trustees' role in giving firm strategic direction, setting overall policy, defining goals and setting targets and evaluating performance agreed targets;
- To safeguard the good name and values of the organisation;
- To act in the best interests of beneficiaries, avoiding conflicts of interest;
- To ensure financial stability of the organisation, including the proper investment of the charity's funds;

The above list of duties is indicative only and not exhaustive. Trustees will be expected to perform such additional duties as are reasonably commensurate with the role.

Commitment:

- Commitment to the organisation and a willingness to devote the necessary time and effort is vital;
- Attend Board meetings four times a year, usually held early evening on a weekday and lasting about two hours;
- Prepare for Board meetings by reading meeting documents circulated in advance;
- Participate in other occasional sub-committee and strategy meetings as required;
- Attend Alive events as required;

Qualities Skills and Experience:

- The ability to work well as part of a diverse team;
- To build good working relationships with the board, stakeholders, staff and service users;
- To be reliable and hard-working;
- Experience of working at a strategic level preferably in the charity or voluntary sector;
- To be committed to Alive's mission and have a wider balanced perspective

In addition, we seek to expand the existing skill base of our Board in particular in the following areas:

- Legal
- Fundraising
- Marketing/PR/Communications;
- Health professional (OT/Doctor etc)

Appointment Process:

To apply please send your CV plus a covering letter to Isobel Jones CEO Email: isobel@aliveactivities.org. Please evidence in your application any skills and expertise you would bring. We will reply to each applicant and if the application meets our current needs, we will arrange a meeting to discuss further.

Many thanks for considering applying to be a Trustee with Alive





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