



## **Aspire Oxford: Trustee Recruitment**

**February 2018**

### **What we're looking for**

Aspire is celebrating its sixteenth year as an Oxfordshire charity. Over that period we have expanded from a small charity providing employment opportunities for a few people experiencing homelessness in Oxford city, into a countywide provider of professional services and employment support for those most in need of help.

Aspire is now looking to recruit up to two new trustees to help us sustain and develop our increasing responsibilities for governing our charity effectively, by bringing a new set of skills and experiences to our Board and organisation.

We're looking for new trustees who will:

- Be interested in Aspire's work and committed to our social mission (see below).
- Be willing and able to give their time, experience, skills and enthusiasm to help run our charity. This includes specific, regular time commitments, as outlined below.
- Have relevant background and experiences to bring different points of view to our discussions, give insight into our beneficiaries' needs and experience, make new contacts for us in the communities & markets in which we operate, and think of new ways of doing things.

**We are particularly keen to hear from individuals with services' procurement and pricing experience and expertise, particularly of facilities management or similar service delivery. We would also welcome an individual with fundraising experience, contacts and skills.**

### **Background**

Aspire is an award-winning, Oxford based employment, recovery and rehabilitation charity and social enterprise, founded in 2001. We create accessible, meaningful and supported work placement, training and employment opportunities for men and women from across Oxfordshire facing complex barriers to work. Aspire harnesses the tenacity and determination that has enabled its volunteers, known as our 'trainees', to survive frequently harrowing life experiences such as homelessness, substance misuse, criminality, poor

education and social exclusion, and show, through a culture of change and possibility, that personal and professional success is available and achievable. In 2017-18 this has been extended to include young people NEET, the ex-military and refugees.

Aspire's social mission and business model are dynamically reinforcing: we operate a range of social enterprises delivering grounds and property maintenance, community transport and recycling contract and ad hoc services to commercial, public and private customers. This enterprise offering enables us to provide robust work placement, training and employment opportunities, while generating essential revenue for our charity and promoting a responsible business model. All services are delivered by Aspire trainees under the guidance of staff team leaders, giving trainees ownership of work outputs and quality. Aspire complements this real work experience with dedicated one-to-one coaching and mentoring support. Operating at the heart of the drug & alcohol recovery, probation and homeless pathway community of services in Oxfordshire, we can provide a unique, wrap-around, holistic employment support package to the local people who need it most.

Aspire also engages employers to support and encourage them to adopt inclusive recruitment practices in order to create more sustainable employment opportunities for our work-ready candidates progressing through our social recruitment project.

To find out more, read our [annual social impact report for 2016-17](#) or visit our [website](#), [Twitter account](#) and [Facebook page](#). Our [annual returns and financial history](#) can be viewed on the Charity Commission website.

**Vision:** Anyone, whatever their past, can achieve remarkable life change and re-connect with society.

**Mission:** Provide person-centred employment, work experience, training and support opportunities to empower people to unlock their potential to build their lives and futures.

**Values:** Ambitious, Supportive, Participatory, Inspiring, Reliable, Enterprising

## **Our Trustees**

Aspire Oxford is a registered charity and private, not-for-profit company limited by Directors' guarantee. Under this company structure, Aspire has a Board of Trustees responsible for the overall control and governance of the charity, who are responsible for making sure we're doing what we've been set up to do. Our Trustees use their skills and experience to support Aspire and help us to achieve our aims. They make sure Aspire has the money it needs, spends its money sensibly, follows the law and doesn't break the rules in our governing documents.

Our Trustees therefore play a crucial role for Aspire and make decisions that have a big impact on our employees' and trainees' lives.

## **Aspire's Trustees are:**

### **Dr Carol Sweetenham (Chair)**

Dr Carol Sweetenham is a founder member of Aspire, and has been Chair of Trustees since 2014. She is a senior civil servant with a long track record in government and experience in local government, the voluntary sector and the European Commission.

### **Mr Paul Mabbutt**

Paul has a background in the Public, Private and Voluntary Sectors and has been supporting small businesses and charities across Oxfordshire for over 20 years. He is currently MD of Jennings, plus helps run both the Monument Community Trust and the ROBIN network, providing a range of help to the voluntary sector. Paul joined the Board of Aspire back in 2008, offering a large range of cross sector connections and providing mentoring support.

### **Mrs Lesley Pollock**

Lesley has been a solicitor in private practice since 1980, and working in Oxford since 2008. She is a director of Freeths LLP which is a national law firm. In her current role, she is head of charity property and head of residential property in the Oxford office, but also has over 30 years previous experience as a commercial property solicitor. She is a member of the Charity Law Association. Lesley has previously been a charity trustee for various charities, including a Housing Association, and has been a member of Aspire's board since 2010.

### **Mrs Rose Rolle-Rowan**

Rose has worked in local government for 9 years and prior to that worked in the voluntary and not-for-profit sectors. Her background is in economic development, working with disadvantaged communities to support them into employment. Rose currently works as a manager for Oxfordshire County Council in the Organisational Development team in Human Resources. For Aspire, Rose leads on HR matters on behalf of the board for example supporting senior staff recruitment, encouraging a performance management culture, and acting as a sounding board for senior managers on HR issues. Rose also liaises with our external HR service provider on behalf of the board as required. Rose has been a member of the board since 2011.

### **Mr David Green**

David has been a trustee of Aspire since 2011. With key strengths in financial and commercial strategy development and delivery, he is currently Head of Food Commercial for Midcounties Co-operative, as the UK's largest independent Co-operative, they share many of the core values of Aspire.

### **Mr David Whittingham**

David is the Chief Executive of the Oxford Brookes Students' Union and also brings experience from across the luxury hospitality, higher education and not for profit sectors.

### **Ms Emily Smith**

Emily has worked in the public and voluntary youth sector for 14 years, primarily supporting vulnerable 16-18 year olds in to employment and training. She has experience of commissioning services for local authorities, working with schools and colleges to provide better careers guidance and bringing public, independent and voluntary organisations together to provide better employment support for young people.

### **Mr Angelo Fernandes**

Angelo is Director of Service Delivery and Deputy CEO for Response, a mental health charity in Oxfordshire which is part of the Oxfordshire Mental Health Partnership.

He managed various residential mental health projects including setting up an award winning forensic mental health project in South London for a charity in partnership with Oxleas NHS Trust.

Angelo worked as a senior manager for Connection Support then became a commissioning officer for Oxfordshire County Council and Oxfordshire Clinical Commissioning Group. In this role, Angelo led a co-design initiative between the Third Sector and Statutory Sector mental health services, before then going on to work for Response.

### **Ms Helen Fowweather**

Helen is a qualified accountant and has over 15 years' experience as a Finance Director for a variety of commercial and not-for-profit organisations. She now works as a professional interim FD, currently at the University of Reading. She brings in-depth knowledge of financial and charity regulations and compliance to Aspire, along with experience in devising financial and commercial strategy across a range of businesses and charities.

### **Patrons:**

Mr Tom Birch Reynardson

Mr Nigel Johnson

## **Role and responsibilities of a Trustee**

As a Trustee you would form part of the Aspire Board. The Board is charged with making key decisions about the future of Aspire, overseeing the management of the organisation and setting strategic direction.

The Board is designed to bring together a range of skills to provide the best possible support to Aspire. So you are expected to contribute on the basis of your expertise. Often this will be through Board discussion. But you may also be asked to provide advice and/or undertake specific tasks, for example looking at a lease, providing HR support or scrutinising accounts.

As Trustee you will be expected to commit to:

- four formal Board meetings in January, April, July and October;
- four informal Board meetings between Board meetings;
- a twice-yearly strategy afternoon

You will be asked to consider and sign off the annual business plan and accounts. As set out above you may also be invited to undertake other tasks.

We do not reimburse trustee expenses as a general rule. But in exceptional cases this may be considered. Aspire will also support training specifically linked to the role of trustee.

### **To find out more and apply**

If you'd like to talk to someone about the role before applying, you can speak to one of our serving Trustees, Carol Sweetenham ([carol@sweetenham.org](mailto:carol@sweetenham.org), 07901 561398) or to our Chief Executive Officer, Paul Roberts ([paulroberts@aspireoxford.co.uk](mailto:paulroberts@aspireoxford.co.uk), 07717 683 469).

To apply, you can send a copy of your CV and a covering letter, for the attention of Paul Roberts to [paulroberts@aspireoxford.co.uk](mailto:paulroberts@aspireoxford.co.uk) by **Friday 2<sup>nd</sup> March 2018**.

Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed, and how they have helped you achieve relevant, positive results, as this will give you the best possible chance of being shortlisted.

#### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with Aspire. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.