



Aspire Oxford: Trustee Recruitment

January-March 2017

What we're looking for

Aspire is celebrating its fifteenth year as an Oxfordshire charity. Over that period we have expanded from a small charity providing employment opportunities for a few rough sleepers 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 a track record of commissioning in the homeless prevention, young people, health & wellbeing, probation or drug & alcohol treatment sector, as well as individuals with corporate and enterprise development 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.

Aspire's social mission and business model are dynamically reinforcing: we operate a range of social enterprises delivering grounds and property maintenance, removals, cleaning, 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 provides a community-based employment support service for unemployed residents in some of the most deprived wards in Oxford city, including Wood Farm, Barton, Blackbird Leys and Littlemore.

To find out more, read our [annual social impact report for 2015-16](#) or visit our [website](#), [Twitter account](#) and [Facebook page](#). Our [annual returns and financial history](#) can be viewed on the Charity Commission website.

Social Mission

- To provide outstanding employment, training and education opportunities to remarkable people overcoming adversity and complex barriers to employment;
- To work with partners and customers across the commercial, public and third sectors, through lasting relationships built on trust, mutual respect and a commitment to providing a high quality and professional service;
- To be recognised as an exceptional employment charity and social enterprise across Oxfordshire and the Thames Valley.

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 (Secretary)

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 Graham Ballantyne

Graham Ballantyne is a new trustee having joined the board in 2014. Graham has over 25 years' experience in banking. Graham has spent much of his career advising SMEs on all aspects of their businesses, particularly around business planning and financial management. Graham uses this experience to support Aspire. Graham is currently the General Manager of a private bank in the City of London.

Mrs Jenny Fox

With varied experience gained from working in start-ups and SME's, Jenny Fox joined Aspire in 2007 as the CEO. Over the next 5.5 years, Jenny and her committed team established Aspire as an award winning social enterprise and set the foundations on which Aspire has grown and thrives today. She is now a Director of Camerados, a national co-operative movement working to end isolation as the underlying cause of homelessness, addiction and a range of social problems.

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.

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, 07901 561398) or Paul Mabbutt (Paul@jennings.co.uk, 07949 089643) or to our Chief Operating Officer (Employment & Partnerships), Paul Roberts (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 info@aspireoxford.co.uk.

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.