

CANDIDATE INFORMATION PACK

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Welcome Letter

Dear Applicant

Thank you for expressing an interest in the opportunity to become a trustee of Dementia UK.

We hope the information provided will strengthen your interest in the charity and encourage you to explore how, as a Trustee, you could make a significant contribution to the work of the Charity.

You will share our values and our vision of how supportive services can improve the life for all people affected by dementia.

We have the skills, knowledge and experience to help. Our Trustees provide a non-executive oversight of all the charity's activities and contribute to the development of strategy and the future vision of the charity, supporting the management team in ensuring we grow our capacity to help.

Dementia UK is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, sexuality and religion; and particularly encourages applications from people with the personal lived experience of dementia, women and members of the Black and Asian minority communities.

Please call our advisor at Harvey Nash for a confidential discussion. You can call Peter Reichwald on 020 7333 1843.

Should you suffer from an impairment we will make all adjustments necessary to enable you apply to be a trustee. If you would like to receive the documentation in a different format please contact Peter Reichwald on the number above.

Dementia UK

About Dementia UK

Dementia UK was officially registered as a charity in 1994 to take forward the development of Admiral Nursing.

The first Admiral Nurse service was piloted in Westminster in 1990 as an initiative inspired by the experiences of family carers. The Admiral Nurses were named in memory of Joseph Levy CBE BEM, who had vascular dementia and was known as 'Admiral Joe' by his family and friends due to his love of sailing.

The charity has made much progress since its inception and now has in the region of 75 Admiral Nurses, specialists in dementia care, working within health and social care settings in dispersed areas of the country. The charity has a helpline, **Admiral Nursing DIRECT**, provided by experienced Admiral Nurses, offering professional advice and support via email and telephone.

Uniting Carers is a national network of family carers and relatives of people with dementia. Uniting Carers' members contribute to the field of dementia care in a variety of ways, including research, education and training, writing for publication, campaigning and fundraising.

Dementia UK Training offers a range of courses for health and social care professionals delivered by approved trainers, all of whom are specialists in dementia or older people's care.

The objectives of the charity are to:

- Promote and develop Admiral Nursing - a specialist nursing intervention focused on meeting the needs of carers and families of people with dementia
- Provide high quality training for professionals working with older people, carers and people with dementia
- Promote good practice in dementia care
- Work in partnership with the NHS, social services, other voluntary groups, carers and people with dementia
- Contribute to national policy on dementia, older people and carers' issues
- Influence practice and policy development

The Board of Trustees are the Members of the charity. Members elect the Chair, Vice Chair and Treasurer each year at the AGM.

The current trustees are:

Chairman: Ann Windiate

Vice-Chairman: Rosemary Clarke

Treasurer: John Steele

Liz Anderson

David Brettle

Professor Tony Butterworth CBE

Valerie Green

Jane Jason OBE

Peter Levy OBE

Jean Tottie

Chief Executive

Barbara Stephens

The Role

1. The Role

1.1. *As Trustee*

Trustees are charged with fulfilling the current purpose of the charity 'to improve quality of life for all people affected by dementia'.

The Trustees provide a non-executive oversight of all the charity's activities and contribute to the development of strategy and the future vision of the charity. There are presently 10 trustees.

1.2. *In addition, as a trustee with a business and commercial background*

This trustee with a business and commercial background provide oversight and guidance on the commercial aspects of the charity's activities

2. Main Purpose of the Role

2.1. *As Trustee*

- To ensure that Dementia UK pursues its aims as set out in its governing document and contribute to the strategic plans to achieve these.
- To ensure that Dementia UK uses its assets exclusively to pursue these aims.
- To ensure Dementia UK acts in the interests of people affected by dementia.
- To safeguard the good name and values of Dementia UK.
- To ensure the financial stability and effective administration of Dementia UK.
- To protect and manage the property of Dementia UK and ensure that Dementia UK invests its funds properly.
- To assist in the appointment of the Chief Executive and the monitoring of his/her performance.
- To ensure Dementia UK satisfies the requirements of the regulator, The Charity Commission.
- To represent the interests of current and future beneficiaries and other stakeholders
- To act as an ambassador for the charity
- To be a Charity trustee of the Dementia UK for the purposes of the Charities Act and a company director of the charity for the purposes of the Companies Act

2.2. *In addition, as a trustee with a business and commercial background*

- To monitor the commercial and finance operations of the charity
- To advise on the setting and implementation of the charity's strategy from a financial and commercial perspective.
- To monitor risk management of contractual arrangements

Time Commitment and Terms

1. The Requirement

- To be willing to give at least 10 days a year to fulfil the duties of the trustee with a finance background
- To be willing to travel to London for quarterly trustee meetings, to attend sub committee meetings and other ad hoc meetings. The meetings usually take place during the week in the afternoon.
- To attend the trustee strategy day, arranged when necessary
- To be willing to abide by the policies that apply to volunteers.

2. Terms

- This is a voluntary role.
- The term of office for all trustee posts is for up to three years, normally renewable.

3. Support provided

- Dementia UK will pay out of pocket expenses, including those for travel and for carers additional carer support while attending to Dementia UK business, any other costs incurred, as agreed, to further your abilities to perform your trustee duties.
- A full induction programme will be arranged.
- Opportunity to attend relevant events and conferences within the sector.
- All papers for trustees are made available in alternative formats.

The Person Specification

1. Values

- 1.1. Have empathy with the Mission, Vision and Objectives of Dementia UK
- 1.2. Have empathy with people affected by Dementia.
- 1.3. Commitment to, and an understanding of, diversity and equality

2. Expertise

- 2.1. Have the ability to increase the business acumen skill of the Board to ensure a sustainable future for the charity.
- 2.2. Have strong commercial and business development skills with an appreciation of the issues facing an organisation growing from small to SME size.
- 2.3. Experience of strategic and business planning.
- 2.4. Awareness of the principles and practice of risk management and internal control.
- 2.5. Have an understanding of the political context in which health and social care is commissioned and delivered, being willing to keep up to date with the ever changing environment of the provision of services

3. Skills

- 3.1. Be able to understand, comment and advise on Dementia UK strategies.
- 3.2. Be able/willing to contribute constructively to group/board discussions.
- 3.3. Have a cooperative, frank and open approach to working with other Trustees and the management team.
- 3.4. Respect the confidentiality of discussions and the views of others
- 3.5. Be able to represent Dementia UK both internally and externally.

4. Experience

- 4.1. Have experience of reviewing and commenting on strategic, financial and operational material.
- 4.2. It would be advantageous to have fundraising experience to be able to provide strategic direction and guidance for the Head of Fundraising to be appointed shortly.
- 4.3. Ideally have the personal lived experience of people affected by dementia.

Links to important information.

1. Dementia UK Web site

<http://www.dementiauk.org>

2. Annual reports download page

This is available through the Dementia UK website as above or

[Click here for the latest Annual Report.](#)

If you would like a hard copy, contact **Dementia UK** on 020 7874 7212 or email barbara.stephens@dementiauk.org

Other formats

All the candidate information available in alternative formats on request (Braille, large print, tape, CD, etc). Please contact Peter Reichwald by email at peter.reichwald@harveynash.com or by telephone on 020 7333 1843 to request this and provide details in your preferred format.

1. The Recruitment Process and Timetable

The closing date is **Monday 21 March 2011**. Applications will be evaluated according to the person specification.

Candidates will be advised in the **week commencing 28 March** whether or not they are being invited to meet the panel.

Meeting with the panel will be in the **week commencing 4 April 2011**

For those invited to meet the panel there will be an opportunity of meeting/speaking with the Chair and the CEO, and to visit services before meeting the panel

It is expected that the appointment will be from 1st May 2011 allowing time for induction before the Board, date of which is still to be fixed

2. How to Apply

To apply for this post, please submit:

- a letter outlining how you fit the criteria sought using the headings of the person specification as a guide to what needs to be covered, where possible using examples of where your experience was gained and where you have used the competences sought
- a current curriculum vitae
- you will be asked to complete an Equal Opportunity Monitoring Form once you application has been received.

Applications must be received by Harvey Nash on Monday 21 March 2011

The preferred method for submitting applications is electronically to gps@harveynash.com quoting ref: **HN6127** and marked for the attention of **Peter Reichwald**.

Applications can be posted to, or handed in at, Harvey Nash plc, 13 Bruton Street, London W1J 6QA marked for the attention of Peter Reichwald

All applications will be acknowledged once processed. If you have not received an acknowledgement within 5 working days, please contact Vanessa Lee by email at vanessa.lee@harveynash.com or by telephone on 020 7333 1564. **We will accept calls up to one week after the closing date to deal with queries regarding submission/receipt of application forms.**

Neither HN nor Dementia UK can accept responsibility for the non-receipt of applications.

3. Other formats

The further particulars and application form are available in alternative formats on request (Braille, large print, tape, CD, etc). Please contact Peter Reichwald by email at peter.reichwald@harveynash.uk or by telephone on 020 7333 1843 to request this and provide details in your preferred format.