



# Board Member Application Pack



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Questions about the role?  
Please contact  
[recruitment@outward.org.uk](mailto:recruitment@outward.org.uk)





# A Note from the Chair

Dear Applicant,

Thank you for your interest in joining the Newlon Group as a voluntary trustee for our Support and Care charity, Outward. Organisations like ours only thrive through the involvement of highly skilled and knowledgeable people who are willing to give up their time, so I am grateful that you are considering us. I hope the accompanying information will help you to understand us better.

Newlon Housing Trust is a charitable housing association working across North and East London, with a proud record of working on major regeneration programmes including the award winning Arsenal Regeneration Area in Islington and more recently Hale Village in Tottenham.

Outward is within the Newlon Group, employing 450 staff and providing services to approximately 600 vulnerable people. Outward enables people to live independently, providing housing management, care and support to people with learning disabilities, some with complex health and support needs, vulnerable older people, young people who need support, and people on the autism spectrum.

This is an exciting time to join Outward as we are developing a new strategy to take us forward, building on our continued success.

To strengthen our Board, we are looking for people with a real commitment to empowering people who face challenges due to their life circumstances or disability.

We particularly welcome people who have experience in any of the following areas, but we would love to hear from you if you feel you have other skills to offer our charity.

1. Experience and knowledge in managing, inspecting, commissioning and/or developing care and support services, particularly for people who have high care and support needs.
2. Experience as a health or social care professional, preferably in adult social care settings.
3. Lived experience as a carer or advocate for a person with a learning disability or autism.
4. Experience in social care regulation or other regulatory fields

If selected, you would join the Outward Board as a Trustee, sharing responsibility with fellow Board Members for setting the strategy and direction of the organisation, managing risk, overseeing growth and financial stability, and assuring the successful delivery of services. There will be lots of opportunity to meet and engage with our residents and services.

If you would like to discuss the role or find out more about our work, please contact Nicky Boland our CEO via email at [NBoland@outward.org.uk](mailto:NBoland@outward.org.uk).

Yours sincerely,

Jane Everton  
*Newlon Trustee and Chair of Outward*



# About Newlon



The Newlon Group consists of the parent company Newlon Housing Trust and five subsidiaries, Outward, Newlon Fusion, Access Homes, NewlonBuild and NewlonInvest. The Group is not a legal entity in its own right. The term is used to describe the comprehensive range of high quality community services Group members provide. Group members work together to benefit the communities of north and east London. Joint projects include the award-winning development of Century Court, a state of the art Extra Care scheme in Hackney and the ongoing development of new housing with adults with learning disabilities.





# About Outward



Outward is a successful charitable provider of specialist care and support services ranging from extra care housing for the elderly to individual personalised support packages for people with complex support needs. Outward provides intensive housing management and care and support services to people across north and east London including:

- Those with Autism Spectrum Disorders, our services are Autism Accredited.
- Those who have experienced street homelessness, we provide intensive housing management and support.
- Young people in housing need – including those leaving care, providing temporary housing with support to assist them to gain skills and become independent.
- Older people who need care and support, floating support, and extra care.
- People with learning disabilities, for whom we can provide a range of floating support, personalised services, services for young people coming in transition, supported housing, and registered care.
- Respite holidays and activity breaks at Nutley Edge our specialist holiday centre in East Sussex.

All Outward's care services are registered as Good with the Care Quality Commission and we continue to strive for excellence.

This year we are working on exciting projects such as fundraising to expand our successful well-being programmes, developing our digital strategy, and working closely with our staff forums on prioritising important issues such as our Equality, Diversity and Inclusion strategy and terms and conditions.

We are really proud that this year we've been able to make a commitment to pay all our staff the minimum of the London Living Wage.



# Join our Board

## **The Newlon Group is recruiting for new voluntary Board members for Outward, our Care and Support charity based in London N17.**

Since 1976, Outward has been providing innovative housing management, support, and care solutions to people in need. Whether we are providing care and support in partnership with local authorities or supporting people via direct payments, our aim is always for the individual to determine what kind of support we offer. Our focus is on enabling people to have greater choice, independence and control over how they live their lives. As part of the Newlon Group, we manage supported housing for over 600 people and work across 10 London Boroughs. We provide services to a wide range of people, including people with autism and learning disabilities, empowering and enabling people to live independent lives.

We are looking for committed individuals who really want to make a difference in helping people with disabilities to live independently and can demonstrate a clear understanding of the challenges our charity and the people we support face.

We are keen to recruit Trustees who are genuinely passionate about the positive impact that good social care can make. Perhaps you already have experience as a Trustee and want a new challenge, or perhaps you have relevant skills and are looking for your first opportunity to join a Board and be involved in a large and successful charity.



Joining a charity board is a great way to contribute to your local community, develop strategic experience, further develop skills and be part of a committed team with common values and goals. It is a fantastic and fascinating way to engage in the charity sector and it's a role which will give back just as much as you put in and more!

We are committed to ensuring our Board reflects the diversity of the communities we serve and welcome applicants who represent the vastly diverse group of people we support and employ.



# Join our Board

To strengthen our Board we are looking for people firstly, and most importantly, with a real commitment to empowering people who face challenges due to their life circumstance or disability. In addition, we would particularly welcome people who have additional experience in any of the following areas. However if you feel you have other skills to offer our charity would love to hear from you;

1. Experience and knowledge in managing, inspecting, commissioning and/or developing care and support services, particularly for people who have high care and support needs
2. Experience as a health or social care professional, preferably in adult social care settings
3. Lived experience as a carer or advocate for a person with learning disability or autism.
4. Experience of regulation in social care or other fields

We will invite applicants to a meeting with our CEO and Chairperson to discuss the role and what you offer us which will include an interview with representatives from the people we support.



# Trustee Role Description

*This document describes the key responsibilities of trustees and the personal characteristics and behaviours that go with the role. Please note that all successful candidates will be offered a comprehensive induction, so don't be deterred if the list appears daunting at first sight.*

## **Trustees must ensure that the organisation:**

- Complies with its governing document (Memorandum and Articles of Association), its statutory duties, charity law, company law and any other relevant legislation or regulations;
- Pursues its charitable objects as defined in the Memorandum and Articles of Association;
- Applies its resources exclusively in pursuance of those objects.

## **Other requirements**

Trustees are expected to:

- Share the organisation's values and mission to deliver high quality independent living
- Contribute actively to the Board of Trustees in giving clear strategic direction to the organisation, agreeing overall policy, defining goals and evaluating performance against targets;
- Use their skills, knowledge and experience to help the Board reach sound decisions. This may involve giving special scrutiny to Board papers, leading discussions, focusing on key issues and providing advice and guidance;
- Attend and contribute to Board and committee meetings. Trustees are also expected to take part in an annual strategic planning workshop and to pay occasional visits to organisational projects.
- Safeguard and enhance the reputation of the organisation;
- Ensure the effective and efficient management of the organisation through delegation to the Chief Officer and management team;
- Ensure the financial stability of the organisation through continual assessment and performance measurement;
- Protect and manage the assets of the charity (property, financial reserves etc.) and ensure the effective use of the charity's funds;
- Be responsible for monitoring the organisation against key performance targets.

## **Person specification**

Trustees are expected to demonstrate the following behaviours, characteristics and abilities:

- Commitment to the organisation aims in delivering independent living and its values;
- Ability to act as an ambassador for the organisation and champion its mission and services;
- Willingness to devote the necessary time and effort to the business of the Board and to learn about the organisation, its staff and the people it serves;
- Independent judgement, and the ability to challenge appropriately as a 'critical friend';
- Ability to analyse documents and provide informed feedback;
- Strategic thinking, creativity and vision geared to enhancing the development and prosperity of the organisation;
- Ability to work effectively as a member of a team in order to reach constructive decisions. This includes being able to speak openly in discussion while respecting and taking account of others' views;
- Willingness to understand and assume the legal duties, responsibilities and liabilities of trusteeship
- Application of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



# Application and Selection

## Summary timetable

Interviews will be arranged according to applicants' availability.

Successful candidates will then be asked to attend and observe the next Board meeting. Following this their appointments will be confirmed by the Group Board.

## Skills based selection

We use a skills based approach to the recruitment and selection of Board Members and staff which are the transferable behaviours that we believe will underpin successful performance as a Board Member. They are outlined in the Board Member Role Profile which is part of this pack. The recruitment panel will use the skills and experience set out in the role profile to short-list candidates.

## Making your application

Please complete the application form in this pack. You may submit a CV to cover your experience and qualifications as long as it covers the areas asked on the application form. Please submit your application either by email or post marked as Private and Confidential.



[recruitment@outward.org.uk](mailto:recruitment@outward.org.uk)



**Outward Recruitment**  
**Newlon House**  
**4 Daneland Walk**  
**Hale Village**  
**London**  
**N17 9FE**

## Interview

Interviews will take place at Newlon House or potentially via Zoom. A panel consisting of current Board Members including the Chair and the Chief Executive will meet with shortlisted candidates on an individual basis to ask further questions about skills and experience and to answer questions or queries from candidates. Candidates will also be interviewed by a panel of people we support/experts by experience.

# Application Form

Please complete this form or submit a CV covering your experience and qualifications and that covers the areas asked on the application form so we can judge how your experience is relevant to the competencies we are looking for.

## Section 1: Personal Details

**Title** :

**Surname** :

**Full first names** :

**Address** :

**Home Phone** :  **Mobile Phone** :

**E-Mail** :

**May we ring you at work?** :  **Yes**  **No**

## Section 2: Education and Qualifications

Please give details of any qualifications that you feel are relevant to this position. A CV may be submitted for this section.

School/College:	From:	To:	Examinations passed /qualifications obtained:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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# Application Form

## Section 3: Employment History

Please give details of your previous employment (start from the most recent). Detail all relevant experience including non-executive directorships, committee memberships and voluntary roles. A CV can be submitted for this section.

Name of organisation	From (MM/YY)	To (MM/YY)	Position and responsibilities

# Application Form

## Section 4: How you meet the core competencies

Using the Board Member Role Profile for additional guidance, please demonstrate your suitability for this role and tell us how you could use your experience to support the work of Outward and the wider Newlon Group.