



Trustee Recruitment Guide

Welcome to LEAP

Thank you for your interest in becoming a Trustee at LEAP. We hope this pack and our website www.LEAP.uk.com answer any questions you may have.

Lincolnshire Employment Accommodation Project Limited, also known as LEAP Ltd, is a Registered Charity and Social Housing provider first established in March 1994. The Charity has over 25 years' experience of offering short-term accommodation with housing-related support to individuals who are homeless or at risk of homelessness in both Lincoln and Gainsborough. The Charity was established as a solution to the recognition that without a home people would not be able to access sustainable employment and without sustainable employment, they would not be able to maintain a home.

LEAP is responsible for the management over 75 supported accommodation units (as at the end November 2024) across the City of Lincoln, and Gainsborough and we provided support to approx. 100 people through our housing services every year.

As part of our succession planning, LEAP is seeking new Trustees to join us in bringing energy, enthusiasm, wise governance, and strategic guidance to maximise our reach and impact on people's lives and communities.

We are passionate about the Charity we support; we are an ambitious team, and we operate within an equitable, open, and engaging culture. Our passion and ambition for the work means we are not afraid of taking informed risks and new challenges. We are looking for people who really want to make a difference through giving of their time, knowledge, and experience.

I hope this inspires you to read on. We look forward to hearing from you.

Erika Stoddart

Chair of Trustees

Our Commitment to Embracing Difference and Diversity

LEAP is committed to creating a truly equal and inclusive environment. The people we support are diverse individuals and so are we. We aim to recruit and retain great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes us stronger.

We are committed to ensuring a welcome for all, and we will do all we can to ensure an inclusive environment where everyone can fulfil their potential and achieve great things, regardless of race, colour, religion, gender, gender identity or expression, sexual expression, marital status, pregnancy and maternity, national origin, disability or age.

We do not tolerate discrimination of any kind. We challenge all forms of discrimination and social injustice, and we work with others to educate and enlighten.

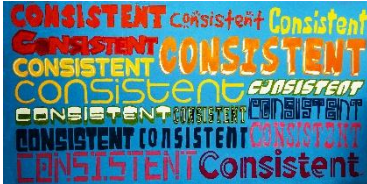
Our Values



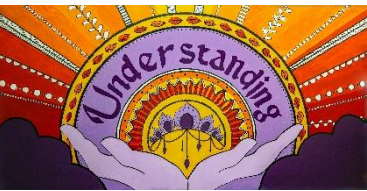
Supportive - To nurture and guide people to reach their full potential



Educating - To promote a learning environment with opportunities for personal growth and development



Consistent - To ensure we do what we say we will do; treating everyone equally and fairly



Understanding - Listen to and act on opinions and views



Respectful - To tackle discrimination and promote inclusion; appreciate and celebrate diversity



Empowering - To promote opportunities for people to be the best they can be

Our Vision and Mission

Our Vision

To provide a secure, safe, and supportive environment for vulnerable people to live and staff to work

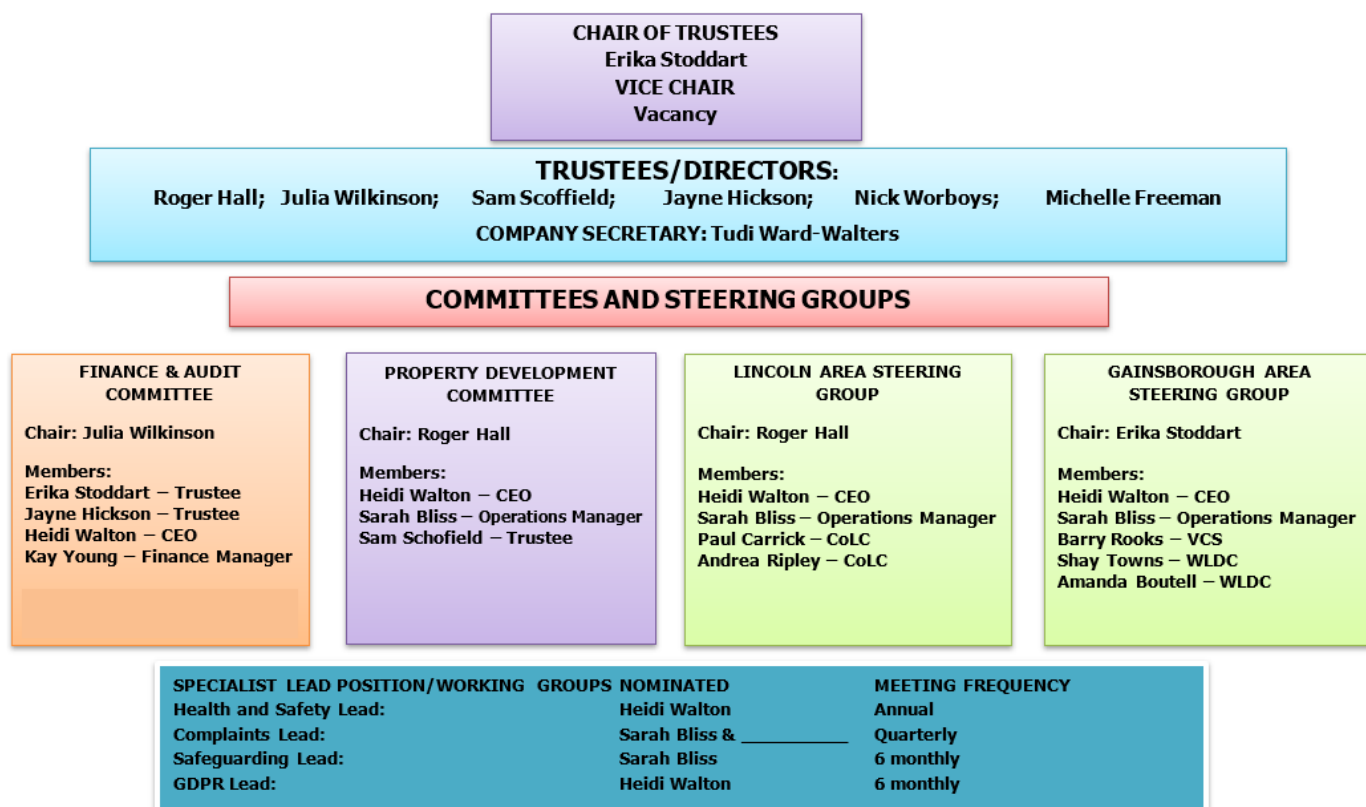
Our Mission

To provide housing and support services to vulnerable people at risk

LEAP Strategic Plan

LEAP's current five-year Strategic Plan runs from 2020 to 2025. It is a live document that is updated quarterly against milestones. It is ambitious and yet realistic for the Charity. The main focus is on financial independence and not to be reliant on contracts and grants for survival.

Board Structure



Introduction to the Trustee role

LEAP has an ambitious vision for the future, for which we are looking for new Trustees to support the journey.

We value diversity in our organisation and recognise the continuing challenge to maintain diversity at the Board, for example in terms of gender, age, ethnicity, and perspective. Our goal is for the Board to become more closely representative of our beneficiaries and local communities in all of these aspects.

We are also committed to ensuring the Board makes decisions with full knowledge, empathy and understanding of the needs of our beneficiaries. A lived experience of the social issues we work to address is seen as a bonus, and we would welcome anyone who has a personal interest in tackling poverty, childhood trauma and/or homelessness, due to their lived experience, to apply.

Trustee Role Description

Role Title

Trustee of LEAP

Duties

- To ensure that LEAP complies with its constitution, Charity law and all the relevant legislation and regulations
- To act at all times in the interests of the Charity's beneficiaries
- To work in the interest of the Charity, not for personal gain
- The ensure the Charity applies its resources solely and exclusively in pursuance of its objects

- To support or participate actively in the work of the Board of Trustees whose role is to give clear strategic direction of the Charity, define overall policy, identify goals, set targets, and evaluate performance against agreed targets
- To safeguard the good name and values of LEAP
- To ensure the effective and efficient administration of the Charity
- To make sure that the Charity is properly insured against all reasonable liabilities
- To ensure the financial stability of LEAP
- To ensure that the Charity accounts for its activities to its funders, the Charity Commission, Companies House, its members, and the local community
- To protect and manages the Charity's property and ensure the proper investment of the Charity's funds
- To support the Board of Trustees in the appointment, support, supervision, and monitoring of the Chief Executive
- To ensure that all staff and volunteers are appropriately appointed, trained, supported and supervised
- To ensure that the Board of Trustees takes proper professional advice on matters in which it does not have competence
- To represent and report back to the Board when serving on other bodies

Additional Duties In addition to the duties defined above, Trustees should use any specific skills, knowledge, or expertise to assist the Board achieving sound decisions. This necessitates:

- Scrutinising Board documents and papers
- Participating in discussions and disseminating accurate information
- Focusing on key issues
- Providing advice and guidance (based on individual expertise) on new initiatives and other associated community activities

Trustee Specification

We are looking to recruit a minimum of two Trustee roles to support Board succession and bring additional skill sets to the Board. Our current Chair will retire in rotation and through this recruitment process we will be looking for applicants who might have a longer-term interest in taking on the Chair or Vice Chair role.

Each Trustee must have:

- integrity
- a commitment to LEAP
- an understanding and acceptance of the legal duties and responsibilities of Trusteeship, as set out by the Charity Commission
- a willingness to devote the necessary time and effort to their duties as a Trustee
- a strategic vision
- good independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an ability to be an effective team member
- a willingness to undertake training

The Board of Trustees will require the following skills and expertise from amongst its members:

- target setting, monitoring and evaluation of performance and programmes in a non-profit making organisation
- financial management
- equality, inclusion, and community engagement
- legal matters (Charity, employment, company law etc)
- fundraising
- recruitment and personnel management
- public relations
- marketing
- information and communications technology
- training, education, and learning
- lived experience in a social issue we work to address

In order to ensure a balance of expertise on the Board, each Trustee is asked to complete a Skills Audit and undertake an induction with the Chief Executive. This is in addition to signing a declaration of commitment and qualification for Trusteeship.

Trustee Skills and Experience Profile

The personal profile will help to identify the skills, interests, knowledge and experience that exist amongst the members of the Board of Trustees. The Trustee profile can then be used to:

- Promote the collective expertise that exists within the Board and give confidence to potential funders;
- Identify any weaknesses that may exist in the balance of expertise so that co-options can be considered to strengthen the Board;
- Facilitate the planning of training programmes and budgets;
- Identify where the Board has gaps in competence and may have to consider seeking additional professional advice on matters.

Terms of Appointment

Remuneration: All roles are voluntary and unpaid. Expenses incurred in fulfilling your duties will be reimbursed.

Duration: All appointments are for an initial three-year term, renewable by agreement with the Board for a maximum of two further three year terms.

Commitment Requirements:

Quarterly Board meetings that are on weekdays and start at 9.30am

- Ad hoc Saturday Strategic Away Days (held locally)
- Commitment to preparation for meetings by reading Board papers
- Board meetings are normally held at Homer House, Lincoln (or, where circumstances dictate, by Teams)
- Willingness to sit on a Sub-Committee, Steering Group or a specialist Lead

Other Information

LEAP has adopted The Charity Governance Code as its guiding standard, please use the following link:-

<https://www.Charitygovernance.org>

Safeguarding: LEAP requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and to respond proactively to safeguarding concerns. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS)

Asylum and Immigration Act 1996: Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy LEAP that the Asylum and Immigration Act 1996 is being complied with.

General Data Protection: Please note it is our policy that all recruitment documents, including application paperwork for unsuccessful applicants, are kept in secure conditions for a period of 6 months, after which they will be destroyed. If you are successful in your application, in accordance with GDPR, we will keep your personal data whilst you are fulfilling a Trustee or Committee Member role with us, and for 6 years after you have left.

How to apply

For an informal telephone conversation regarding this role, please contact Trudi Ward-Walters on 01522 212058 to arrange an appointment with our Chief Executive or Chairman.

To apply:

Completion in full of the Trustee Application form is required. This can be downloaded from the LEAP website www.leap.uk.com or you can contact the office for a form to be sent out on 01522 563530. Please return marked Private and Confidential to Heidi Walton, Homer House, Monson Street, Lincoln, LN5 7RZ

Applications will be reviewed on an ongoing basis.

Thank you for your interest in LEAP, we take great joy from meeting likeminded people who hope to join us in making a difference to some of the most vulnerable members of our community.

LEAP welcomes applications from all people regardless of their background or past. We will be required to conduct background checks on anyone applying for these roles to ensure the young and vulnerable people we serve are safeguarded. The following sections provide more information on our policy in the recruitment of ex-offenders and those with criminal backgrounds. Such a background should not prevent anyone from applying as every case will be assessed on individually.

Policy on the Recruitment of Ex-Offenders

LEAP actively promotes equal opportunity for all, with the right mix of talent, skills and potential, and applications are welcome from a wide range of candidates. We undertake not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed.

Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for the interview based on their skills, qualifications and experience. We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for LEAP may request details of your entire criminal record or only of “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

For those positions where a Disclosure is required, application forms and guidance notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with LEAP. This will depend on the nature of the position and the circumstances and background of any offences. However, as the nature of LEAP’s work brings its employees & volunteers into contact with young people (those under 18 years old) and/or vulnerable adults, a criminal record or other information which makes an application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants’ suitability for position of trust, this policy complies with the DBS Code of Practice.

Declaration of Criminal Background & Guidelines for Working with Young People and/or Vulnerable Adults

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offences have taken place a conviction is considered as “spent”. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of “spent” convictions have to be declared. One of these exemptions is working with young people and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent or unspent.

If you are made a conditional offer LEAP will apply for a DBS Disclosure.

The DBS offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. DBS Disclosures are provided by the Disclosure and Barring service, an executive agency of the Home Office.

Enhanced disclosures provide details of a person’s criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the DBS process must comply with the Code of Practice, a copy of which is available on request.