



Every smile
tells a story

HR Trustee Recruitment Pack



Equal Opportunities & Safeguarding

CLAPA is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. We monitor the demographics of applicants on the Application Form, but these questions are not mandatory and any answers will not be shared with the team shortlisting and interviewing candidates.

CLAPA is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults, and expects all employees and volunteers to share this commitment. **The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.**

About CLAPA

The Cleft Lip and Palate Association (CLAPA) works to improve the lives of people born with a cleft and their families in the United Kingdom.

We are a 20,000-strong community of parents, patients, cleft healthcare professionals and more, all dedicated to raising awareness and working together to overcome any barriers caused by cleft lip and palate.

Our vision is of a society where everyone affected by cleft feels supported, connected and empowered to take control wherever they are on their cleft journey.

What is Cleft Lip and Palate?

Early on in pregnancy, different parts of the face form and come together just above the top lip. If this doesn't happen quite as it should, the result is a gap or 'cleft' in the upper lip, the palate (roof of the mouth), or both. It's usually caused by a mix of genetic and environmental factors interacting in a way which can't be predicted or prevented. **Around one in 700 people are born with a cleft – that's 1,200 each year in the UK alone.**

Cleft lip and palate has a wide range of causes, issues and outcomes, with a treatment pathway lasting twenty years or more. No two families will be affected in the same way. The journey through treatment and beyond isn't easy, but CLAPA believes that with the right help and support, everyone affected by cleft can face the world with a smile.

What does CLAPA do?

CLAPA works to improve the lives of everyone born with a cleft and their families in the UK by providing knowledge, practical support, a community and a voice for people affected by cleft.

Our services include:

- Online and local **support groups** help people affected by cleft to feel positive, connected, and in control.
- **Local and national events** – from family days to confidence-building weekends – which bring people together so no one has to go through their journey alone.
- **Specialist feeding equipment** for babies born with a cleft in the UK, and supplies 500 new families with free 'Welcome Packs' each year.



- Trained **parent and patient volunteers** providing **one-on-one support** at all points of the cleft journey.
- A comprehensive, accessible **information service** led by the needs of our community.
- Trained volunteers **educate schools, local communities and even healthcare professionals** about cleft lip and palate.
- Collaboration with researchers to make their work accessible to our whole community.

CLAPA's Strategy

In recent years, CLAPA has worked to build a solid foundation for the future by employing home-based Regional Coordinators throughout the UK to kick-start new activities, train volunteers, develop strong links with the NHS Cleft Teams, and act as CLAPA's link to the local community. This independently-evaluated project has seen fantastic success so far in setting up locally-led services and support networks, and in giving different areas of the UK a local advocate. In the lead-up to 2020, our priority is to consolidate these projects to ensure a sustainable service to support families for many years to come.

We are also currently undertaking a project to evaluate the needs of the 70,000 adults born with a cleft in the UK with a view to creating targeted support services.



This Post

The Board is looking for new trustees who are aligned to the ethos of the charity and would enjoy the opportunity to contribute their expertise to provide robust and dynamic governance to ensure we achieve our ambitions and remain financially solvent. We are keen to recruit a HR professional onto the board so are particularly looking for someone who meets this criteria.

In the role of Trustee, you will help inspire, set and maintain the charity's vision, mission and values, as well as developing the strategy, and ensuring compliance and accountability for finances, legal and governmental obligations. Previous experience in a trustee role is not essential as a full induction will be provided.

Taking on the role of a trustee is a significant undertaking. An appropriate time commitment will be required for the preparatory work required in between meeting as well as attendance at the meetings as details below.

Volunteering for CLAPA

CLAPA is structured around a small Senior Management Team and CEO who report to the Board of Trustees, but with a constructive, collaborative culture where all voices and contributions are valued. CLAPA encourages cross-team working to give staff a chance to test their skills and learn about every area of how a modern charity operates.

The role of a Trustee is to provide overall strategic direction. Involvement in the detail of service delivery is not required. Trustees are responsible for the financial and legal operation of the organisation but your financial liability is limited to £1 because CLAPA is a company limited by guarantee as well as a registered charity. Trustees are unpaid, but travel expenses can be reimbursed.

The Board meets at least four times a year, usually in London. Three meetings are in the early evening and the fourth is an “Away Day” with the opportunity to discuss topics in more detail.

For Trustees living outside London it is possible to attend some of the meetings by video conference.

At each Board meeting, Trustees consider the management accounts and activity report for the last quarter and there will be discussion on a particular topic related to strategy. The Board is also responsible for personnel matters such as annual pay reviews. There is more information on the role of a Trustee on the Charity Commission website www.charity-commission.gov.uk.

CLAPA is committed to supporting new Trustees and will provide a thorough induction once appointed, and access to ongoing training as required.

Please see the next page for a full description of this role.

HR Trustee

Role Description

Role Description

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the CLAPA's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Key Tasks

The duties of a Trustee are to:

- Ensure that CLAPA complies with its constitution/memorandum and articles of association, charity law, company law and any other relevant legislation or regulations
- Ensure that CLAPA pursues its objects as defined in its governing document
- Ensure CLAPA applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those organisations are
- Contribute actively to the board in giving firm strategic direction to CLAPA, setting overall policy, defining goals, setting targets and evaluating performance
- Safeguard the good name and values of CLAPA
- Ensure the effective and efficient administration of CLAPA
- Protect and manage the property of CLAPA and ensure the proper investment of CLAPA's funds
- Appoint the Chief Executive and monitor their performance

The HR Trustee will be expected to:

- Offer scrutiny and strategic input to the management of the charity's Human Resources.
- Be an integral part of the Trustee board, working alongside other trustees and the charity's senior management team, formulating and regularly reviewing the charity's strategic aims and objectives, evaluating performance and impact, ensuring the organisation complies with statutory and regulatory requirements from a people perspective.
- Chair the quarterly HR Committee meetings and ensure the Trustee Board monitors and reviews the performance of the Chief Executive Officer appropriately.

Person Specification

Essential

- **HR Professional with at least 5 years generalist knowledge and experience of best practice HR/people policy and practice within the UK.**
- Strong communication skills and excellent leadership skills along with a willingness to challenge the status quo.
- Ability to work effectively as a member of a team as well as independently.
- Integrity, good independent judgment and analytical/ evaluation skills.
- A commitment to CLAPA and willingness to devote the necessary time and effort to the charity, and to act as the charity's ambassador to external bodies, charities and companies.
- Competent use of IT skills
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

Desirable

- Previous experience of influencing & developing people and organisational strategy.
- General knowledge and understanding of UK Employment law.
- Knowledge and understanding of cleft lip and palate and its impact on people born with a cleft and their families

Terms of Office

1. Trustees will normally hold office for a term of three years.
2. Usually a maximum of two terms can be served.

How to Apply

If you are interested in applying for this role, you are welcome to contact us for more information or an informal discussion.

To make your application, please complete the Application Form included in the Recruitment Pack. You may request an application form in another format by emailing info@clapa.com with 'Trustee Recruitment Pack Request' in the subject. Please save your completed application form with your name in the filename.

Candidates are invited from any part of the UK.

If you have not heard from us Monday 3rd December, please assume your application has been unsuccessful.

Applications close: Friday 16th November 2018

Interviews: w/c Monday 3rd December 2018

Contact

Contact CLAPA CEO Claire Cunniffe at claire.cunniffe@clapa.com , Chair of Trustees, Rona Slator at rslator@gmail.com , or call the CLAPA office on 020 7833 4883 if you have any questions about the role or the application process.

