



Every smile
tells a story

Trustee with Fundraising experience Recruitment Pack



Equal Opportunities & Safeguarding

CLAPA is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.

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, reassurance, a community and a voice for people affected by cleft.

Our services include:

- Online **support groups** helping people affected by cleft to feel positive, connected, and in control.
- Online **events** – from topical coffee clubs to children's parties – bringing people together so no one has to go through their journey alone.
- Providing **specialist feeding equipment** for babies born with a cleft in the UK, including free 'Welcome Packs' sent to 700 new families each year.



- Trained **parent and peer 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 **use their personal experiences to educate others** about cleft lip and palate.
- **Collaboration with researchers** to make their work accessible to our whole community.

CLAPA's Strategy

CLAPA's current strategy will bring us into a digital-first future following a year of global upheaval which has accelerated innovation even as new, urgent threats have emerged. This 12 month strategy is enabling us to re-imagine our services from the ground up with a digital focus that aims to improve accessibility, diversity and sustainability across the board. By 2022, CLAPA will offer a suite of high-quality, community-led, online services which will be able to keep pace with whatever challenges the cleft community may face in the future.



This Post

The Board is looking for a new Trustee who is 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 would like to enhance our Trustee Board with someone with professional fundraising experience.

In the role of Trustee, you will help inspire, set and maintain the charity's vision, mission and values, as well as develop the strategy, and ensure 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 meetings as well as attendance at the meetings as detailed below.

Volunteering for CLAPA

This national charity is run from a small office near Bethnal Green, London. Most of its 16 staff are part-time and either partially or wholly home-based and all have some flexibility around their hours of work.

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 currently meet on a quarterly basis via Zoom. Meetings are held in the early evening with annual "Away Day" in September to discuss strategic priorities in more detail.

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.

Trustee with fundraising experience

Role Description

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing 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 may be
- 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 Fundraising Trustee will be expected to:

- Offer fundraising expertise to the Head of Fundraising and other members of the Senior Management Team and to provide an overview of fundraising at a strategic level
- 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 fundraising perspective

Person Specification

Essential

- Professional experience working as a fundraiser in a senior position within the voluntary sector
- Experience and knowledge of voluntary sector organisations
- 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 and developing an organisational strategy
- 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](#). 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.

Please return your application by Friday 30th July 2021

Contact

Contact CLAPA's Chief Executive, Claire Cunniffe at claire.cunniffe@clapa.com or Chair of Trustees, Nick Astor at chair@clapa.com if you have any questions about the role or the application process.

