



TRUSTEE RECRUITMENT PACK 2022

Prama is a Christian charity with the vision of a world where no-one is unfairly excluded or disadvantaged due to age or infirmity and where everyone can enjoy life as they age.





The Prama Foundation aspires to bring about long-term improvements in wellbeing, particularly for the most vulnerable, by creating connections across boundaries which deliver social, cultural and environmental value. We have a focus on strengthening social connections in ageing societies.



Dear Colleague

Thank you for your interest in becoming a trustee of the Prama Foundation group of charities. We are currently recruiting new members to our boards at a particularly exciting time in the organisation's history. Led by our Chair, the board of trustees oversees the development of the company and the high-level delivery of its Strategic Plan. We consider ourselves a Christian ministry organization, not affiliated to any particular church or denomination, and welcome applications from all sectors of the community

Overall responsibilities

Trustees are responsible to all stakeholders, including the Charities Commission, Registrar of Companies, funders and other interested parties. The Chief Executive reports to the Board of Trustees and appoints his/her Senior management Team. The Trustees are responsible for ensuring the company delivers its mission through the Strategic Plan. Working in partnership with Chief Executive, the Board is responsible for ensuring that the Prama Group;

1. maintain their Christian identity
2. deliver quality services,
3. increase and broaden their audiences;
4. remain financially viable as a charity.

As Trustees of a Registered Charity, these positions are unpaid.

How do Prama Trustees work

Prama has adopted the 'Carver' system of Government. This recognises that not all Trustees will have directly relevant work experience of the work of the charity and that Prama is able to employ staff who have a wider experience of the sector than themselves. The role of the Board therefore is, within legal and compliance frameworks, complement the work of the staff team rather than try to duplicate every area. Trustees discuss and set mission targets and ambitions through the Business Planning process, whilst staff establish and run the management and delivery of those targets within the constraints of the Standing Orders.

Philosophy – Dignity in Later Life

All people both contribute to and draw energy from their communities at some point in life. As Christians, we believe that all human beings are designed to live in community for their welfare, physically, mentally and spiritually. Isolation is therefore something to be addressed. This is not just a Christian concept, although it is developed within the Christian Faith by reference to the Body of Christ.

The Western stress on the importance of the home means that there is a need for intentional action to ensure individuals have access to community. This is especially the case with those who are housebound, or who lack the ability to seek out community engagement without assistance or encouragement.

Where are we called to help?

PramaCare's historic role has been care at home. Some time ago however we recognized that, as a charity, we have capacity to do more for our clients than just basic physical care. Bringing community into the home is also critical if we are seriously and intentionally to address isolation caused by being housebound. Several years ago, we recognized the need to be active in "slowing down the slide into dependency". By so doing the Prama Foundation contributes to the alleviation of the pressure on the front end of the care crisis through Pramacare whilst enabling and empowering people to engage with community through PramaLife. Together the charities assist in keeping people independent for longer, and therefore reducing the imbalance between the need for care and their ability to contribute to the needs of community.

A consequence of this realization that we needed to group our activities in such a way as to give them both the ability to focus on core activities whilst giving the capacity to develop those activities proportionately. We therefore formed the following group structure;



The Prama Foundation holds all of our work together and steers the overall strategic development of the group as we share with others what works and seek to influence Government, both local and national, in the provision of appropriate access to community life. Through agreed policies our Foundation ensures consistency of values and attitudes. Not least, is our Christian belief that all people have a function of some sort within community, and part of our task is to enable this, so that no-one who is the subject of our activities should feel worthless or unable to feel needed. We are particularly keen to attract trustees who have a good knowledge of and contacts in these areas.

The organisation is largely self funding from revenues from our care and trading operations. The confidence shown in us by our clients and customers is matched by our own ambition and excitement in achieving more for the company and consolidating our position as a thought leader and quality services provider. The new trustees will help us form and deliver the strategic direction and planning to achieve our vision in the years to come.

We are particularly seeking to recruit those with qualification/skills or experience in the following areas;

- Christian Strategic Leadership
- Connections with Health or Social Care
- Knowledge of gerontology / ageing strategy
- Academia and gerontological research
- Influential; Church/Political/National
- Strategic Organisational Development
- Knowledge of health/disability issues
- Connections to higher net worth individuals
- Community Development
- Charity Governance
- Commercial/Retail knowledge
- Audit and Risk Management
- Regulation and Inspection (CQC, NHS, HCA, etc.)
- Financial Management
- Business Development
- Legal expertise
- Fundraising/Income Generation
- HR and Health & Safety

Applicants should submit a covering letter outlining relevant skills, experience and employment/governance history together with a current CV. These can be sent to me via our CEO, Steve.robinson@prama.uk. If you would like an informal conversation with myself, please let me know.

Yours sincerely

Nick Johnson

Group Chair

Trustee Role Description

Overall responsibilities

Trustees are responsible to all stakeholders, including the Charities Commission, Registrar of Companies, funders and other interested parties. The Chief Executive reports to the Board of Trustees through the Chair.

Trustees are responsible for ensuring the Group deliver it's mission through the Strategic Plan. Working to complement the Chief Executive and his/her team, the Board is responsible for ensuring that the Prama Group of Charities, delivers quality services, increases and broadens its audiences; and is financially viable. This is a non-executive leadership responsibility with a duty to safeguard the long-term future of The Prama Foundation which is a group of three charities. As Trustees of a Registered Charity, these positions are unpaid.

An effective board will provide good governance and Christian leadership by:

1. Being comprised of Practicing Christians, subscribed to the Prama statement of faith.
2. Ensuring delivery of the organisation's vision and purpose.
3. Working effectively both as individuals and as a team.
4. Exercising effective and appropriate control.
5. Behaving with integrity.
6. Being open and accountable.

Understanding its role:

7. Trustees will understand the extent and boundaries of their role as non-executive directors.
8. They will understand the strategic role of the board and not engage in operational matters.
9. They will safeguard the Christian vision and values of the Prama Foundation
10. The Board will act in accordance with the Memorandum and Articles of Association

Ensuring delivery of the organisation's vision and purpose:

11. Trustees will ensure that Prama charities operate in line with its vision and purpose.
12. Trustees will receive and review regular and timely information from staff / officers.
13. Trustees will ensure that the Prama Group have appropriate procedures and systems for monitoring the outputs, outcomes and impact of its work.
14. Trustees will ensure key stakeholders are involved, as appropriate, in the Foundations' planning and decision-making.
15. Trustees will engage actively in the fundraising activities necessary to achieve Prama Foundation's mission.

Working effectively, both as individuals and as a team:

16. Trustees will ensure that they receive appropriate advice (internal or external) in their decision-making processes.
17. The Board and Chief Executive through the staff teams as a whole will include the appropriate range of skills, experience, understanding and backgrounds to oversee and operate the Prama Foundation effectively.
18. Trustees will undertake induction and other relevant training as required.
19. Trustees will ensure they have appropriate performance management systems and processes in place to monitor the performance of the organization.
20. Trustees will ensure the Board monitors its own performance and ensures it has an appropriate strategy for ongoing Board recruitment and development.
21. All Board recruitment should be open and transparent in line with the principles of public office.
22. Trustees will act in accordance with The Prama Foundation's governing documents, and relevant legislative and regulatory requirements.

Exercising effective and appropriate control:

23. Trustees will ensure that The Prama Foundation has an appropriate system of internal controls and that these are regularly monitored.
24. Trustees will ensure the assets and property of The Prama Foundation are appropriately safeguarded.
25. Trustees will ensure they understand the levels of risk involved in undertaking the work of The Prama Foundation and that these are appropriately monitored and mitigated.
26. Trustees will take appropriate professional advice before making key decisions that may impact on the future of The Prama Foundation.

Behaving with integrity:

27. Trustees will ensure that The Prama Foundation's values and ethos are enshrined in its policies, practices & in accordance with the Nolan Principles for Public Life.
28. Trustees will ensure that the Board as a whole fosters a working environment that encourages constructive challenge and respects different perspectives.
29. Trustees will act honestly in all matters and declare potential conflicts of interest even if their relevance or impact is unclear.
30. Trustees will ensure that no single stakeholder will exercise undue influence.
31. Where Trustees are in positions of representing The Prama Foundation they will ensure that there is no confusion between their personal views and those of the organisation.
32. Trustees will uphold the confidentiality of their meetings and the internal activities of The Prama Foundation as appropriate.

Being open and accountable:

33. Trustees will ensure there is a strategy for the regular and effective communication with all stakeholders.
34. Trustees will engage in a process that ensures The Prama Foundation learns from its past successes and mistakes, and ensure external perspectives are taken into account where appropriate.
35. Trustees will ensure that The Prama Foundation upholds the principles of equality and diversity, ensuring it is fair and open to all communities.
36. Trustees will ensure that The Prama Foundation engages in its responsibilities towards its wider communities, society and the environment .

Practical Details

Each board normally meets four times annually, including the AGM which is a full day meeting for Strategic Planning. Most meetings are held in or near Poole, Dorset. Additionally, Board members are expected to attend Foundation events and activities.

Process

As laid down in the Charitable Deed, to reflect the complexity of the work of the Prama Foundation charity, there will be a maximum of twelve Directors. In inviting people to become Directors (Board members), the following criteria will be borne in mind:

(a) the range of skills, knowledge, experience and viewpoints which pertain to the work of the charity and which need to be represented at governance level, (b) the maintenance of the ethos of the charity and its Christian basis, (c) appropriate representation of men and women and of diverse communities. The management of the selection process will be the responsibility of the Chair of Directors (the Chair).

(a) Applicants to become Directors (Board members) will be recruited by means of advertising, specialist recruitment agencies and/or personal contacts, (b) The Chair will invite a panel of two or three Directors to undertake the initial screening and short listing of candidates and to interview shortlisted applicants with the Chief Executive in attendance, (c) Shortlisted applicants will complete an application form. Two referees will be required for each applicant. Applicants will be required to demonstrate how they could contribute to the governance of the charity as well as confirming their commitment to the Christian basis of the charity as outlined in the charity Deed. (d) If the interviewing panel decides to recommend a candidate for Directorship, the applicant will attend (part of) a business meeting of the Board and have the opportunity to meet Board members informally before a decision is made, (e) The panel will report to the Board, and all Board members will be provided with a copy of the proposed applicant's application for the Board will then decide whether to invite the applicant to join the Board, (f) The applicant will serve first as a Co-optee for three business meetings of the charity (i.e. usually 6 months), and during this time induction will be provided, (h) At the end of this period, taking account of the applicant's views, The Directors will decide whether to confirm the applicant as a Trustee, (i) The Board may determine to vary this process, should circumstances require.

Structure and themes



- Inequalities in ageing
- Ageing without children
- Human Rights of Older people
- Intergenerational Practice
- Ageing through the Life Course



- Dementia & disability friendly places
- Age Friendly Communities
- Healthy ageing
- Loneliness in later life



- Domiciliary Care
- Nailcare
- Brain Injury
- Hospital rehabilitation



- Charity Shops
- Charity Travel Agency
- Charity Coach Tours

www.pramafoundation.org.uk

www.pramalife.org

www.pramacare.org.uk