

Information for Directors

COVID-19 RESPONSE – Into Work continue to operate our services to disabled people and people with health conditions during this pandemic. We urge you to please consider how you could join the Board of Directors to support the charity through this crisis and into our future.

1. Introduction

Into Work's focus is to help people with long term health conditions and disabilities to achieve their goal of finding and keeping secure, meaningful paid employment. Our success is built on the delivery of professional and specialist support to a high standard across Edinburgh and the Lothians.

We do this by:

- Working with, and supporting, both jobseekers and employers.
- Developing and using models of good practice in our everyday work that support people with disabilities into employment.
- Delivering contracts and grant-funded projects
- Working in partnership with other organisations to effect positive change

Our values are important to us and we aim to demonstrate these in everything we do.

Flexibility: We take time to get to know people and work with them on an individual basis.

Collaboration: We're good at what we do but, individually and as an organisation, we know we can't do it all and don't know it all. We seek to work with others for the benefit of ourselves and our organisation.

Openness: We encourage honest communications with the people we help, with employers, our partners and with ourselves. We believe this is needed for our services to be a success.

Perseverance: We don't give up easily. We challenge ourselves and ask the people we work with to do the same.

Into Work is a charity registered in Scotland and a company limited by guarantee.

You can find out more about Into Work at www.intowork.org.uk

2. The Board of Directors

Into Work is a charitable company governed by a board of up to 12 volunteer Directors who are also trustees of the charity. The board works closely with Into Work employees. The members of the company elect the Directors at our Annual General Meeting (AGM) to serve for a period of three years.

The board may also co-opt Directors to serve for a fixed period of time or until the next AGM. We are happy to consider requests from applicants who have not previously served on a Board and would like to try a period as a co-opted Director in the first instance.

Into Work is committed to equality of opportunity in all aspects of our work and Directors are appointed on merit. We hold the Investors in People and Disability Confident standards and we welcome applications from people who will bring greater diversity to our board.

3. Role of the Board of Directors

Day to day activities are carried out by Into Work employees. The role of the Board of Directors is to oversee the management of the business of Into Work and specifically:

1. To set the vision and strategy for Into Work.
2. To oversee the development and delivery of Into Work's business plan including monitoring and learning from the delivery of objectives and activities.
3. To manage and safeguard the reputation of Into Work and oversee the strategy for external and stakeholder relations.
4. To oversee the fundraising strategy and ensure good financial planning.
5. To ensure compliance with legal and financial requirements.
6. To manage, safeguard and protect the assets and resources of Into Work and ensure that they are used only for the purposes set out in the memorandum and articles of association.
7. To recruit, appoint and oversee the management of senior staff and ensure compliance with best employment practice.
8. To promote a culture of evaluation and learning within Into Work and with its stakeholders.
9. To ensure a commitment to equalities throughout policy and practice of Into Work.

New Directors may not be confident in their knowledge or experience of all board responsibilities laid out above. We arrange and fund appropriate training on general duties of the board for all Directors.

4. Role of Individual Directors

We recognise that individual Directors bring their own set of skills and interests to the Board.

The Into Work board has a number of specific roles and committees where Directors focus their expertise. These are:

- Chair
- Vice Chair
- Treasurer
- Director with responsibility for Health & Safety
- Strategic Development Committee – (includes Directors with skills in business planning, marketing and fund-raising)
- Finance & Audit Committee - (includes Directors with skills in finance practice, investments, risk, IT and procurement)
- HR & Policy Committee – (includes Directors with skills in HR practice, evaluation, employment law and recruitment)
- Director Nominations Committee – membership is limited to the Chair, the Director with the recruitment remit on the HR and Policy Committee and the Senior Manager.

5. Role Commitment and Terms

Board Meetings

The board currently meets on the last Tuesday or Thursday morning in January, March, May, July, September and November for a two-hour meeting. The time and frequency of board meetings is reviewed annually.

Papers for board meetings are circulated to Directors one week in advance. Other contact, including information updates, is via email.

Board Committees and Other Roles

The time commitment for board Committees and other roles is dependent on their remit. As a general rule, committees meet no more than once between Board meetings. Dates and times are flexible in line with committee member preference.

Remuneration

As volunteers, Directors are not paid for their duties.

We will pay reasonable costs, including travel, where Directors attend ad hoc events as an Into Work representative. Expenses must be agreed with the Senior Manager in advance to ensure that they meet the terms of our charitable status and are in line with Into Work procedures. Receipts must be produced for reimbursement.

6. Director Person Specification

Legal Requirements

Applicants must be over 18 years of age and live in the United Kingdom

We are unable to consider applications from individuals who would be disqualified from being a trustee or director by the Companies Act or the Charity Act, including anyone who has been convicted of a crime of deception or dishonesty, unless the conviction is spent.

Essential Governance Requirements

If you would like to join our board you must have, or be willing to gain the following general skills and qualities:

1. Understanding and willingness to undertake the roles and responsibilities of Directors of a voluntary organisation and of good governance.
2. Understanding of the challenges that managers working in the voluntary sector face in providing resources to undertake the aims of the charity.
3. Understanding of the challenges frontline workers in the voluntary sector face in providing services to vulnerable people

The Into Work Management Team works with Directors to support their learning and understanding of these challenges.

Essential Into Work Requirements

In order to operate effectively as an Into Work Director and volunteer you must:

1. Undertake all activity for Into Work in line with our core values of: flexibility, collaboration, openness and perseverance.
2. Comply with Into Work's policies and procedures.
3. Join at least one board committee or take on an individual role as described in section 4 above.
4. Be able to communicate via email and be willing to share email contact with other Directors and employees. Please note that email attachments are currently circulated in PDF format for easy access on a variety of platforms. It is our intention to move to cloud based computing in the next year or so. Directors will then be expected to be able to access documents from a shared company cloud space.

Exceptions

We will not normally accept onto our board, employees, volunteers or directors of other organisations that provide supported employment to people with a disability. This is to avoid the potential for conflict of interest and to protect the independence of Into Work.

7. Director recruitment process

If you would like to join the Into Work Board of Directors, please complete the Director Application Form and submit it to:

recruitment@intowork.org.uk

To arrange an informal chat about the role, please contact Rebecca Allen, Senior Manager

E-mail rebecca.allen@intowork.org.uk or call 07817 836051

Application Process

Your application will be processed by the Board Nominations Committee with assistance from the Senior Manager or Company Secretary as follows:

1. Your Application Form will be considered. If you are applying as part of a recruitment campaign, it may be short-listed against other candidates. If you are applying on an ad hoc basis, it will be assessed in its own right.
2. You may be invited to attend a short meeting with the Committee. Directors will tell you at the meeting or shortly afterwards if they are willing to recommend your application.
3. You will be co-opted at a Board Meeting on an interim basis until the next AGM.
4. You will be nominated as a member of Into Work and as a Director at the next AGM for approval by members.

Privacy Statement

All of the information that you provide, including your application form, will only be used for Director recruitment and Director personnel files.

The information is held securely. Access is restricted to employees and Directors with an HR Administration remit.

We hold information about unsuccessful applicants for a period of one year. This is so that we can review and contact recent applicants if vacancies occur. The information is destroyed securely at the end of the period.

You may request to withdraw and that your information is deleted at any time during the application process or subsequent one-year holding period. Please write or email your request to:

recruitment@intowork.org.uk