



Trustee Vacancies

We are looking to recruit a number of trustees to enhance the skills of our current board.

Trusteeship is one of the most important roles in the voluntary sector. Trustees give direction to a charity and are ultimately responsible for its activities. We could really benefit from the time and skills you could offer to us as a trustee.

What are the benefits of becoming a trustee?

- Put your skills and experience to use and make a lasting difference to a cause you care about
- Learn about the management and strategy side of charities by taking on a leadership role
- With generally 4 compulsory annual meetings, it's the perfect volunteering opportunity for busy people
- Work with new and interesting people from diverse backgrounds
- The experience will enhance your CV and may open doors to new career paths



Trustee Information Pack

Rotherham Parents Forum Limited
131 Green Lane
Rawmarsh
Rotherham
S62 6JY

Telephone - 01709 296262

Website - www.rpcf.co.uk

Email - info@rpcf.co.uk

Registered Charity - 1147969
Company Limited by guarantee - 07719951

1.0 - About our organisation

Our History

Rotherham Parent Carers Forum was set up in 2009 by a small group of parents who all had children with a variety of disabilities. They were feeling incredibly isolated and struggling to navigate the world of Special Educational Needs. They came together to initially offer each other some peer support and as their numbers grew they started to realise that as parents and carers in Rotherham there is a vital role to be played in shaping and developing services available to children.

The group believed that parents are the experts on their child, are the primary teachers (educators) of their children, meet the needs of their children on a daily basis and see and experience difficulties encountered from gaps in services and that by coming together and sharing their knowledge and experience, they could then work with those who provide services for disabled children and their families and share this information to help plan and improve the quality, range and accessibility of services for all disabled children and their families in Rotherham. Partnership working with Health, Education and Social Care creates a culture that ensures families are at the heart of policy that affects them whilst realistically creating the best possible outcomes with the resources available in Rotherham.

We became an official parent carer forum in 2010 with the release of government funding from the Department for Education (DfE) and were supported by [Contact](#) who are the contracted delivery partner for the DfE in supporting parent carer participation in England. We formed part of the Yorkshire and Humber parent forum and this led to the development of the [National Network of Parent Carer Forums \(NNPCF\)](#). The aim of these Networks is to ensure that good practice, knowledge and shared expertise about parent participation continues to grow and strengthen, and to develop a cohesive and coherent structure to sustain and develop the effectiveness of parent carer forums across England, individually and as a collective voice. The NNPCF membership is made up of Parent Carer Forums of which there is one in almost every local authority area in England. Each parent carer forum in receipt of the Department of Education participation grant is a member of the NNPCF.

In 2012 the forum became a registered charity and since then has continued to grow and move from strength to strength. We have secured service level agreements with both RMBC and RCGG and are recognised as a strategic partner. We currently employ 12 part-time workers, all of whom are parent carers who have moved back into employment and we have over 900 Rotherham families on our database who access our activities, give mutual support and have the opportunity to share their voice and experience feeding into local strategy.

The forum is a lifeline to many families and unique in that we don't just represent parents and carers, we are parents and carers which gives us a particular empathy and understanding of the challenges that families of children with SEND face.

How we make a difference

Rotherham Parent Carers Forum was founded to provide a role in identifying and expressing the voice and experience of parents and carers of children and young people aged 0 to 25 around special educational needs and disability, ensuring participation and engagement and providing information and support to those parents and carers, whilst having a pivotal role in shaping the services families receive based on experience.

Today we are proud to say that our membership is growing weekly, empowering parents and carers to work alongside Health and Local Authority services in partnership to ensure increased communication and information, subsequently reducing conflict. Our biggest achievement in terms of this are our very successful annual conferences (we have now held two) which bring together over 100 delegates, an equal mix of parents and carers and practitioners from Health, Education and Social Care to look at how we can all work better together with the child at the centre.

We are enabling parents and carers and their children to gain knowledge of the SEND reforms and how to work with schools and services for better outcomes through a Community Interest company which hosts the [Rotherham Charter](#). This has recently been launched nationally as [Genuine Partnerships](#) and has been recognised as an example of National Best Practice in terms of co-production by Contact. This work in turn is also complimenting and fulfilling the statutory duties of Health and Local Authority services in relation to the Children and Families Act and SEND Code of Practice 2014 by strengthening partnership with children, young people and parents and has led to a national alliance, Voices. Currently in pilot, and following evaluation, this will be rolled out nationally to all 150 local areas as a tool for partnership working across sectors with children young people and families.

We see the isolation so often experienced by families living with additional needs reducing drastically as over 900 families in Rotherham are accessing and engaging in our support and activities.

Together we can make a difference now and for future families, spend less time navigating the maze and have more time to celebrate our amazing families.

2.0 - About the role

Like many organisations, Rotherham Parent Carers Forum depends on volunteers who are willing to take on the responsibility of Trusteeship. The Board of Trustees exists to promote our values, create a vision for the future and to ensure its achievement by its strategic leadership. Their contribution to the organisation is vital and it is essential to appoint volunteers with the right kind of skills and experience needed to govern the organisation. Not only are people with business skills needed but those who have knowledge of special educational needs and disability, local knowledge and people interested in raising funds through networking. Trustees provide us with vital skills, expertise, experience and commitment which are essential if we are to continue and develop our services.

We positively welcome and encourage applications from all people but it is vitally important for the charity that the majority of trustees must be parents/carers of children with additional needs. It is essential that parents and carers and the young people themselves give the charity a strategic direction and drive the charity towards achieving what family's priorities are, ensuring their needs are at the heart of what we do.

If you are interested in becoming a Trustee, this pack will answer some of the questions

you may have about our organisation and the role of Trustees. Please note that more detailed information on the role of a trustee is available from the Charity Commission website

Main Responsibilities

Those who serve on the Board of Trustees of Rotherham Parents Forum have responsibilities both under Company Law as directors and under Charity Law as Trustees. This role description is intended to help Trustees understand these responsibilities in order that they can effectively govern and monitor the charity.

- To define and ensure compliance with the values, vision, mission and strategic objectives of the organisation, ensuring its long-term success.
- To establish a framework for approving strategies, policies and plans to achieve those objectives.
- With other Trustees to ensure the integrity of financial information and approve each year's accounts prior to publication.
- To ensure that the charity is and will remain solvent
- To establish and oversee a framework of delegation and systems of internal control, which are reviewed annually.
- To establish and oversee a framework for the identification, management and reporting of risk, to safeguard the assets of the organisation.
- With the other Trustees, ensure that the organisation functions within the legal, charitable and financial requirements of a charitable organisation and strives to achieve best practice.
- Follow the organisation's Constitution in appointing (and, if necessary, removing) the Chair of the Board; and establish a code of conduct and expected behaviour for the Board

Board meetings

- To attend all meetings of the board and of any committees, where this is not possible, to send apologies to the Chair in advance of the meeting.
- To study the papers in advance of the meeting and be prepared to participate in debate at the meeting.
- In addition to the essential functions, the following will be reserved for the Board's decision:
 - Expansion of the Organisation's operations into new activities.
 - Approval of resolutions to be put forward by the Board at a general meeting.
 - Changes to the structure, size and composition of the Board.
 - Approval of committee membership, including committee Chairs, and committees' Terms of Reference.
 - Appointment or removal of any officer of the Board including the company secretary.
 - Approval of key policies.
 - Any conflict of interests arising for individual Board members, and changes to the schedule of matters reserved for Board decisions.

3.0 - What skills or knowledge would I need to be a Trustee?

For the Board of Trustees responsibilities to be carried out effectively, a wide variety of skills are

needed. No one member is expected to have all the skills, but the Board as a whole should have the right combination of skills, experience and knowledge. You may just bring one special skill which is currently lacking on the Board.

As a Trustee you do not necessarily need to have any formal qualifications. The skills required can come from a diverse range of voluntary, personal and paid experiences.

4.0 - Trustee Person Specification

Each Trustee must have:

- A commitment to Rotherham Parents forum
- A willingness to devote the necessary time and effort.
- Integrity.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- An ability to work effectively as a team member

5.0 - Responsibilities

What are the legal responsibilities of a Trustee?

Trustees are responsible for the proper administration of the organisation, in accordance with the governing document. This means:

- Trustees are ultimately responsible for everything that the organisation does, fails to do and how it does it. They must ensure all activities and actions are within and accountable to the law.
- Trustees have a duty to act in good faith, believing what you are doing is correct.
- Trustees must ensure that the organisation pursues its aims and objects asset out in the governing document, uses its assets exclusively for those aims and at all times, act in the best interests of its' beneficiaries.
- Trustees must take an active part and avoid conflict with personal interests.
- The majority of trustees must not profit from trusteeship.

6.0 - Why become a Rotherham Parents Forum Trustee?

Trusteeship will give you the opportunity to help us to do something worthwhile. Bringing your skills to the Board which is currently lacking in that area will help to ensure that the organisation is

working well. You could help the organisation to achieve its aims, to deliver services of high quality, and really make a difference to the lives of young people with additional needs.

Trusteeship has a lot to offer in return, including:

- Personal career development.
- Training, information, conferences, seminars and presentations.
- New learning.
- Sense of achievement, satisfaction and fulfilment when your efforts produce results.
- Recognition of your particular expertise.
- Responsibility.
- The chance to specialise in an area of work in which you have particular competence or interest.
- Development of your skills.
- Social relationships.
- Fun and enjoyment

As a Trustee you would have induction and ongoing training to assist you in your role. Trusteeship is a worthwhile and rewarding way of using your experience and skills. If you really want to get involved, make a difference and have a say in how the forum is being run and how its services are being delivered-Trusteeship could be for you.

7.0 - Making an application

If you are interested in helping us by becoming a Trustee please submit a short statement about yourself detailing why you would like to become a trustee and the skills that you can bring to the board and return it to:

Mrs Louise Graham
Rotherham Parents Forum Limited
131 Green Lane
Rawmarsh
Rotherham
S62 6JY

E-mail: louise@rpcf.co.uk

I look forward to receiving your application.

Miss Amanda Moreman

Chairperson