



Home-Start Epsom, Ewell, Banstead, and Mole Valley North (HSEEB)

Trustee Recruitment Pack

Welcome from the Chair of Trustees:

I am really delighted you are interested in joining HSEEB as a trustee.

Founded in 1996, we provide a range of targeted and relational support services to struggling families with at least one child under 5 years old. In recent years, there has been a significant increase in the local need for mental health support, and we have increased our range of services to include support for perinatal families and those with children up to 11 years old with additional needs.

We know that the first five years of a child's life are vital to their development, and our support enables children to achieve their full potential. Early Help that addresses the practical and emotional needs of a family, ensures that families get the help they require, when they need it.

Our families might face difficulties such as disability, mental health problems, unemployment, poverty, domestic abuse, isolation, and bereavement. With cuts to Surrey's NHS and statutory services, we are particularly seeing the impact of this for families, and we are increasingly delivering early help to those systematically left out or who are unable to access services.

Our work includes providing information, support and training for parents across a wide range of services. We want to make sure that no parent or family feels alone in the critical task of raising children. By focussing on making sure babies and children get the best possible start in life, we enable them to thrive in today's world.

We want to increase the diversity and representation of our Board of Trustees and are particularly keen to hear from applicants with diverse backgrounds and experiences. We are a lively and dedicated team who recognise the benefits of early intervention which include improved health, self-sufficiency, well-being, and reduced isolation. Our support and services are a positive and cost-effective way to develop parents' skills. With our comprehensive knowledge of family support, including child development, safeguarding, and training, we are effective. Our staff and volunteers know and understand their community, its priorities, and challenges. Working at borough level and closely with many local charities and the eight Surrey Home-Starts, we are integrated within the community; providing families with comprehensive advice, service access and support.

If you are passionate about what we do, have time to support our work, and are willing to learn and bring a new and exciting perspective to HSEEB, then we would love to hear from you.

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1. Introduction

Our Vision: Together with Families we will shape a compassionate community where all children have the best possible start in life.

To achieve this, we:

- Work with other Home-Starts in Surrey
- Build links with Early Help Providers, Maternity services, and others to develop new ways of working that scale up reach and accessibility.
- Provide early help services which are appropriate, required, and timely to support families in the critical early years of parenting/childhood.

Our Values: We will achieve our vision by demonstrating our core values of being:

- Compassionate, Relational, Reliable, Inclusive, Trusted

Our Strategic Commitments of:

- Growth, Voice, Inclusion, Impact

Bring our vision to life for families

Our purpose:

To provide a range of early years, early help targeted and relational support services to vulnerable, disadvantaged families. The notable increase in mental health referrals, with cuts to statutory services, mean our services are needed more than ever. We work with families and children from 0-11 years, enabling babies and children to achieve to their full potential. The first five years of a child's life are vital to their development, and our early help addresses the practical and emotional needs of a family, ensuring families get the help they need, when they need it. Our families are facing difficulties such as disability, mental health problems, unemployment, poverty, domestic abuse, isolation, and bereavement. We are increasingly delivering help to those systematically left out or who are unable to access local services.

Our key strategic aims are to:

1. Grow services so more parents with young children can access support in a way that works for them
2. Support parents to have a voice as they make a case for support
3. Promote inclusion and equity
4. Enable families and children to thrive and develop to their potential.

Services are delivered by experienced and trained local staff and 30 passionate volunteers who provide local knowledge and parental understanding. By working collaboratively with other local charities, health providers, and local government, we make a difference. Referrals are from a range of health and social care professionals, family hubs, women's refuges, local charities, and self-referrals. We advertise locally and use social media widely.

We want to extend our trustee board of seven; to increase the skills and expertise necessary to provide robust governance for our organisation. We have two volunteer representatives on the board.

2. The role of Trustees:

Trustees have overall responsibility for the charity: making sure it is doing what it was set up to do in the Memorandum and Articles; delivering its plans; spending its money wisely; and ensuring it remains financially stable. As a Trustee you will make a real impact on all our work.

Being a Trustee brings responsibility, but we work together to share this commitment; supporting each other and making decisions through discussion and agreement.

We currently have 7 Trustees, including a Chair, Treasurer, Safeguarding Lead, HR Lead and Fundraising skills and experience. The Team Manager has responsibility for day-to-day management and developing the strategy with the Board.

Trustees have a number of legal responsibilities that ensure they act collectively at all times in the best interests of the charity.

- They ensure the charity complies with its governing documents, charity law, company law and any other relevant legislation or regulations.
- They ensure the resources are used effectively and in line with the purposes of the charity.
- They give strategic direction to the charity.
- They safeguard the good name and values of the charity.
- They appoint and support the Team Manager, monitoring his/her performance.

Trustees are also directors of the company limited by guarantee.

3. Who are we looking for?

We are looking to recruit a new Chair of Trustees and Trustees who will increase the range of skills and experience on the Board. This is essential for us to make the best decisions for Home-Start EEB and our families. For the Chair role you will need leadership skills and an understanding of governance. For all the Trustee roles there is no requirement for previous trustee experience, but you need to be passionate about improving the lives of children and the families we support.

You will be good at working with others, ready to speak up and ask questions, be thoughtful and open to learning and able to stand back to see the bigger picture. You must take the responsibilities of a trustee seriously.

We are looking to better reflect the experiences of our community to bring the skills and experiences of Black, Asian and younger trustees to the Board as well as Trustees with lived experience of or insight into socio-economic disadvantage.

We would also like people who can bring some of the following skills and expertise:

- Governance; Event planning; Bid writing; Early Years; Mental Health; IT and Media

Trustees should follow the seven principles of public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

4. The Role and Support:

Trustee Role/Responsibility	Support
To be willing to learn about Home-Start and being a Trustee	• Induction plan with the Chair, Treasurer, Manager and staff team • Briefing on specific aspects of the role as needed • Access to learning and training on being a trustee.
Attend quarterly Board Meetings in person x 5 a year • Come prepared having read the notes and policies etc. • Ask questions and contribute to discussions • No conflict of interest • Make decisions in the best interest of HSEEB	• Dates set in advance • Travel costs reimbursed • Accessible venue • Papers sent out in advance • Chair to ensure all participate • Trustees respect each other • Support from the Chair or Manager to understand issues being raised
Join subgroups as required	• Dates set in advance • Training available
Attend the AGM	• This is usually in November and the date is set well in advance
How long will I be a Trustee	Trustees are appointed for a term of four years and can also serve a second term of years if the trustee and Board agree.
How long are the Board meetings	Held in the evening from 19.30-21.00, followed by a Trustee only session at each meeting.

	They are usually held in March; May; July; September and December
Communication and work between meetings	Updates and matters are shared by email
What else might I be asked to do	• Attend fundraising events • Offer their skills to support the staff and volunteers. • Attend volunteer events to support volunteers
Trustee Agreement: Key Points	• Look at and respond to emails at least 3 times per week. • Attend team meetings when asked. • Go into the office at least once per term i.e. 3 times a year. • Participate in volunteer social events. • Attend the end of preparation course lunch as often as possible. • Promote HSEEB+MVN to friends and colleagues. • Take part in fundraising events including the Christmas Collections.

The Charity Commission states: 'If Trustees act prudently, lawfully and in accordance with their governing documents then any liabilities can be they incur as Trustees can be met out of charity resources.'

5. How to apply:

If you would like an informal conversation about the role of a Trustee or the role of Chair of Trustee, please contact Briony Thomas, Chair of Trustees at briony@hseeb.org.uk

You can find out more about us at www.hseeb.org

To make an application, please download the Trustee Application form from our website: <https://hseeb.org/become-a-trustee/> and return it along with the [Equalities Monitoring Form](#) to admin@hseeb.org.uk

6. The application timetable and process:

We will interview as applications are received, so please apply at your earliest convenience.