



Board Member Recruitment Pack

September 2021



National Development Team for Inclusion



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A message from our Chair



Many thanks for your interest in joining the NDTi Board.

Our work is all about celebrating difference in communities. Our pioneering work spans policy development, consultancy, training, and is based on findings from research and evaluation.

As our name suggests, we're all about inclusion and coproduction too; with people's voices and stories at the centre of what we do, we stand a better chance of ensuring that people who risk being excluded have the same opportunities as everyone else and that includes becoming Board members.

We're looking for fresh voices and experiences. Over 29 years we've delivered and enabled some fantastic work by involving people from diverse backgrounds with personal experience of what's possible in our communities, services and supports. It's important to us that we take further steps to ensure our Board is diverse in experiences, age and thinking.

We are looking for new members who wholeheartedly share our commitment, values and belief in NDTi's vision, particularly reflecting:

- **Lived experience** of services and supports as a 'personal expert', either as someone with life experience or as a family member of carer
- people from **different ethnic backgrounds**
- those with **learning disabilities or neurodiversity**

You do not need loads of experience as we are also keen to recruit some trustees at the early stages of their interest in sitting on Boards. Additionally, we're seeking people with the following expertise:

- **Digital and technology**
- **Reach and influence**
- **Society, people & places**
- **Growing up well**

The information in this pack sets out further information about the roles and how the Board meets and works. You can find out more about our board members [here](#).

We look forward to hearing from you and following up on your interest.

Andrew Cozens
Chair

Our Vision and Values



We believe in a world where everyone matters. To help make this a reality, we work to enable people at risk of exclusion, due to age or disability, to live the life they choose.

Our Values:



We drive inclusion
enabling voice and
opportunity for equal lives



We are reliable
keeping our word and
acting with integrity
and authenticity



We are open and honest
about what needs to
change and how



We act with humanity
in our work and
relationships with the
people we work with and
for



We are curious pioneers
always looking to creatively
learn and improve

Our Priorities



People's Voices

We put people's voices at the centre of every action we take and every change we help to make. We ensure disabled, autistic and older people have a strong voice on all the decisions and changes that affect their lives: from their own personal support services to wider questions of community and civic life and public policy.



Rethinking Organisations

We help organisations and local partners break down barriers between services and the people they serve, empowering individual voices to articulate their own desired outcomes, putting people and communities at the centre. Rethinking what they do and how they act, to provide better outcomes at the same or lower cost.



Equal Life Chances

Our work always focuses on wider life outcomes. We want disabled, autistic and older people to have the same life opportunities as everybody else: paid work, to choose where and with whom they live, fulfilling personal relationships and the chance to contribute to community and civic life.



A Great NDTi

NDTi strives to make a significant contribution at a national and strategic level. We want to be known as a valued source of information, a partner other organisations want to work with, a sustainable, independent organisation and a great place to work.

About NDTi



We are a social change organisation working to enable people at risk of exclusion, due to age or disability, to live the life they choose.

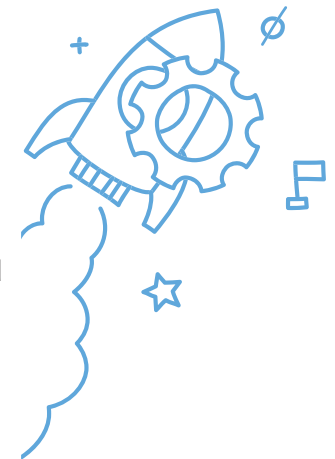
NDTi started in 1992. Over the years there have been many changes, but our core purpose remains the same. Through our change and development work, research and evaluation and best practice examples, we inspire and support policymakers, services and communities to make change happen - change that leads to better lives.

Partnership, co-creation and sharing learning are central to NDTi's philosophy. Our work is funded through direct commissions from national and local organisations, partnership funding and through grants from charitable trusts and other grant giving bodies. Coproduction and collaboration are

fundamental to the way we work and ensures that we include a diverse group of voices in all that we do. We believe this is what helps us to research and develop sustainable change with the people we work with.

Recognising that expertise comes in many forms, we strive to include different voices and experience at all levels within our organisation including board membership. It's important for us at NDTi to be representative of society and we are particularly keen to increase the diversity of our Board.

Whilst our Board of Trustees, chaired by Andrew Cozens, take a strategic overview of NDTi's work, the day-to-day management responsibility rests with Paul Marshall, our Chief Executive. Paul is supported by our passionate staff team, who lead on particular themes of work alongside providing expertise in business development and finance.



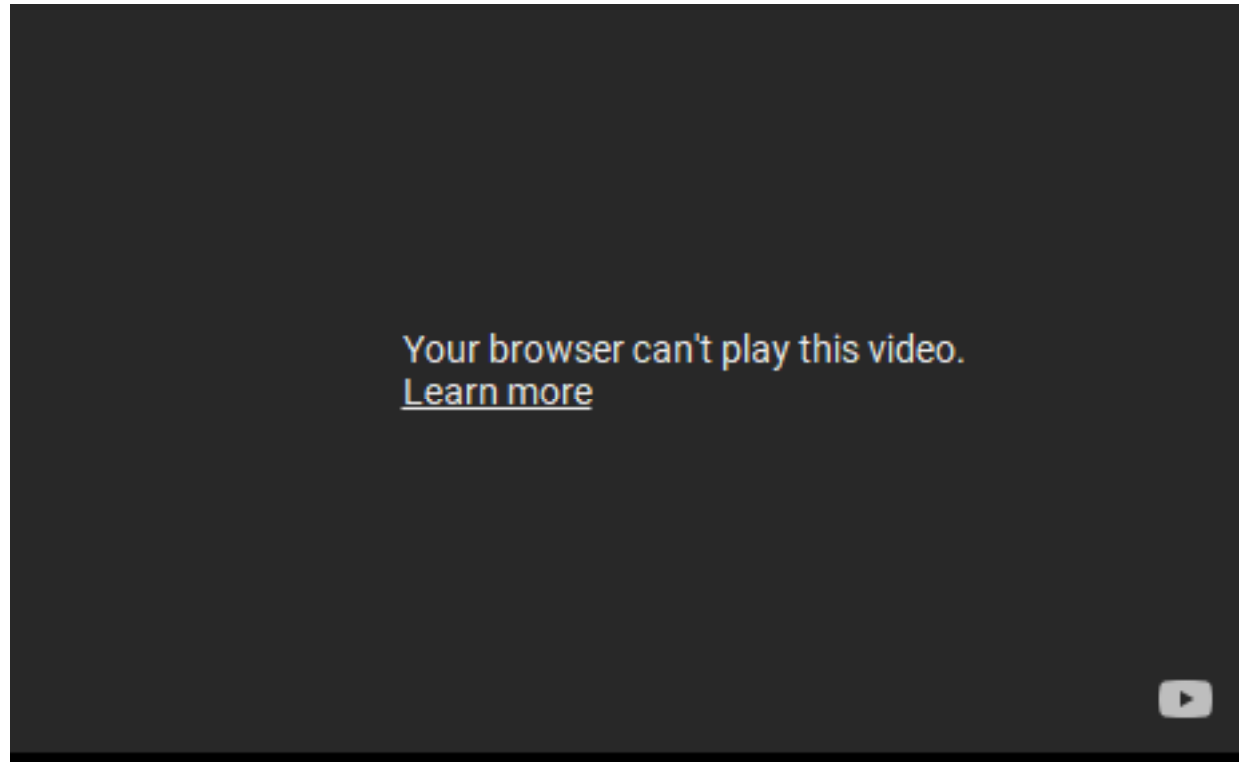
Our Work

NDTi People are committed to inclusion, partnership, coproduction and shared learning. We believe in creating innovative, fresh approaches that work.

Through our Change and Development work Research and Evaluation and Best Practice Resources and Publications we help organisations rethink what's possible and turn it into sustainable change that leads to better lives for the people who live in our communities.

Here at NDTi we're looking to the future, what that means for us as an organisation and for those we work with and drive change for. We are in the midst of developing our new strategy for 2022 and beyond, setting our direction and ambitions for the next 5 years.

Our core purpose is inclusion. Through our work and our interactions with others we aim to create and enable impact whilst growing our reputation and profile as a brilliant, values driven organisation, a partner of choice and a modern, diverse resilient and robust not for profit.



About the Roles



We're looking to the future, what that means for us as an organisation and for those we work with and drive change for. We are in the midst of developing our new strategy for 2022 and beyond, setting our direction and ambitions for the next 5 years. It's important for us at NDTi to be representative of society and we are particularly keen to increase the diversity of our Board, including having people from different ethnic backgrounds and those with learning disabilities or neurodiversity.

We're looking for different appointments

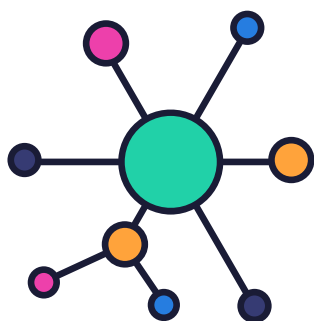
NDTi is also looking to appoint trainee board members who will receive a year's training in the skills required to serve as a board member. We're really keen that our board represents our communities and that it has diversity of thought and lived experience so we're particularly interested in applications from young people under the age of 35, including those with no board experience, and people from black and minority ethnic or LGBTQ+ backgrounds.

We will support your induction and learning and development within a Board role, we'll work with you to ensure that this works best for you and us, including offering mentoring or buddying.

However, we'd love to hear from you, whoever you are, if you have the social purpose that is so core to this role. All you need is a curious and open mind, a commitment to our purpose and to think and act in line with our values.

We'd also love to hear from people with knowledge and skills in the following areas:

Digital and technology - We have embraced and invested in technology, putting in place systems to enable us to deliver our work remotely and virtually. Pre-pandemic our way of working was predominantly face to face, but we have seen the benefits of digital and remote working. Looking forward we will adopt a hybrid approach. We are looking for someone who can bring their knowledge, enabling us to be fit for now and for the future.



Reach and influence – All our work is about learning. We research, gathering evidence of what works and what doesn't, we evaluate and capture learning which can inform policy and help change lives. We have a great story to tell, and we are looking for someone who can bring their media relations, marketing and communications and policy influencing skills to help us tell that story. Through the lessons we learn from our work and the voices of those with lived experience, we want to broaden our reach, impact, influence, and profile and are looking for someone who can help us achieve this.

Society, people & places – We understand that to have an equal life people need more than health and social care. We recognise the interconnectedness of other areas of people's lives, this might be their job status, poverty, where they live, their connections, access to opportunities and wider public and community services etc. As such we want to strengthen our knowledge and understanding, bringing in community engagement and development or social and economic expertise to our Board.

Growing up well, wellbeing, aspiration, and opportunity – NDTi benefits from extensive Board, staff and associate knowledge around Children's Social Care and specifically special educational needs and disabilities. We are conscious that children and young people risk exclusion due to other factors such as child poverty, limited opportunities where they live, household breakdown, abuse, and neglect. We are also acutely aware of the impact of the COVID Pandemic on children and young people's lives, particularly around their mental health, social development, and future prospects. Therefore, we welcome individuals with a broader background in children & young people to join our Board.

Professional expertise – We are known for our consistently high-quality delivery, but we know that this is only made possible through having a strong core to the organisation, providing the knowledge, support, systems, and processes to enable our work. As a not for profit we have a brilliant core team who would benefit from having people with specialist expertise in governance, human resources, legal, commercial, financing & fund generation.



Role Description

Reports to: Chair of the board

How often: At least 4 times a year (details below)

Where: Board meetings take place online or in venues across the UK (most often in London)

Money: Expenses for travel and out of pocket expenses can be claimed

How long: 3-year term
(maximum tenure 3 x 3-year terms)

Purpose of the role

The role of a Board Member is to ensure that NDTi fulfils its duty to the people who we are concerned with. Members do this by contributing different knowledge, experiences and skills gained from a diverse range of backgrounds to deliver NDTi's vision, mission and values.

Your duties as a Board Member

At NDTi, our board members:

- Champion NDTi, its work and its values, acting as an advocate for societal change

- Ensure NDTi complies with its governing document, the 'Rules of the NDTi' together with legal, commercial and other necessary requirements as a Registered Society
- Make sure that NDTi pursues its purpose and objectives
- Ensure that our organisation applies its resources with care, exclusively in pursuance of our mission and the continuation and development of NDTi
- Provide strategic support and guidance to the Chief Executive and organisation
- Ensure the short and longer-term financial stability of the organisation
- Safeguard the good name and values of the organisation
- Appoint the Chief Executive and monitor their performance
- Ensure the effective and efficient administration of the organisation
- Ensure the proper investment of the organisation's funds
- Make sure that the organisation is properly insured against all reasonable liabilities and manages the risks associated with the business



- Avoid unfair bias and discrimination and promote equity, diversity and inclusion
- Promote the positive image and reputation of NDTi and engage in external and internal events
- Connect NDTi to new groups and stakeholders we can forge relationships and alliances with to further build our influence and impact
- Champion the role of NDTi, its work and its values, acting as an advocate for societal change
- Act always in the best interest of the organisation, the people it supports and its suppliers and clients

In addition to statutory duties, each Board Member uses their unique skills, knowledge and experiences to help the Board reach sound decisions and aid

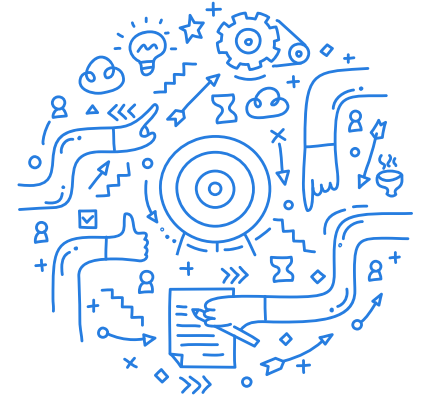
the Executive Team to develop and grow the organisation. This may involve scrutinising reports, leading discussions, identifying key issues, providing advice and guidance on new or existing NDTi programmes or offering advice on matters and areas in which the trustee has particular experience or connections.

Time commitment

We expect our Board Members to attend all Board Meetings and the Annual General Meeting (AGM). Aside from the AGM, the Board meets four times a year, with one meeting each year dedicated to NDTi's 'Gathering', where members join staff, associates, partners and stakeholders to share insights and progress and to discuss and plan strategic direction. Where possible, this is a residential event, starting mid-morning and lasting the whole of the following day. The other three meetings last approximately three and a half hours and are often held online (using 'Teams') or in London, although the location can vary.

Members serving on sub-committees are required to convene when needed, most often on an ad-hoc basis. Committees can meet in person or virtually and all members need to have access to an internet-enabled computer to access papers and resources and join remote meetings.

Person Specification



Each board member must have:

- A commitment to the mission and values of NDTi
- A willingness to devote the necessary time and effort to NDTi, together with a willingness to act as an ambassador to external bodies and organisations
- A willingness to abide by the Code of Conduct for Members
- A willingness to speak their mind and provide constructive challenge and scrutiny
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Board Member
- An ability to work effectively as a member of a team and to take decisions for the good of NDTi
- A willingness to allow the Chief Executive and staff to make reasonable decisions and to act within the limits prescribed by the Board
- Integrity and trustworthiness
- Good, independent judgement
- An ability to think creatively

The Board collectively needs to hold skills and experience in the following areas:

Governance

- Dynamic and visionary leadership
- Commercial acumen
- Strategic planning

- Audit and risk management
- Leading change

Specific expertise

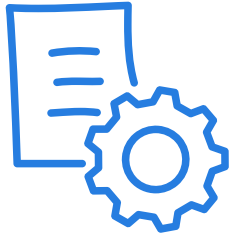
- Experience of being a user of health and social care services or being a family carer for someone with experience of using services.
- Contribution to, or knowledge in an area of specific interest to NDTi and the organisations work themes and programmes
- Current or past work within the public, private or VCSE sector across communities, health, social care, children's services, education or wider relevant area
- Financial expertise

Other expertise

- Chairing skills
- Organisational Development
- Marketing, communication, public relations or branding
- IT and digital technology
- Organisational development
- Human Resources
- Income generation/business development
- Policy or legal

At this time, we are particularly keen to hear from people from all backgrounds, both with or without previous board experience, with knowledge in the areas outlined on pages 7 and 8 of this pack.

How to apply



When you are ready to apply...

Please send your up-to-date CV (no longer than 2 pages) to getonboard@ndti.org.uk with a supporting statement or a short film or any other media you feel comfortable with, setting out why you are interested in becoming an NDTi Board Member and how your values align with those of NDTi.

Closing Date: 15th November 2021

What happens next?

We will get in touch with you within 2 weeks for an initial conversation about your application and if successful we will invite you to a formal interview.

Successful applicants will be invited to co-opt to the Board and join their first meeting on 14th December 2021 and then will be formally nominated at the Sept 2022 AGM.

If you would like an informal confidential discussion about the role before applying or would like support or assistance with the application process, please speak to a member of our team on 01225 255 268 or email getonboard@ndti.org.uk

Useful Links

[NDTi's Strategic Plan 2019-2021](#)
[Report & Accounts 2020-2021](#)



www.NDTi.org.uk

www.facebook.com/ndti.org.uk

www.twitter.com/NDTicentral

www.preparingforadulthood.org.uk

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www.twitter.com/PfA_tweets

www.qualityadvocacy.org.uk