



## PHOENIX ENTERPRISES

*Supporting Mental Health and  
Learning Disabilities*



## Trustee Information Pack

We are a Swindon mental health and learning disability charity providing holistic support and work experience to vulnerable adults.

Charity Number 1094101

Company Number 4358845

# Welcome from the CEO

Dear Potential Trustee

Thank you for your interest in Phoenix Enterprises; we're passionate in our mission to support people living with mental health issues and learning disabilities in Swindon. We are a small, friendly charity, with big impact.

We are looking to recruit a trustee to join our Board, a voluntary position which offers so much. Whilst the position is unpaid, you will feel the rewards of being part of a charity that is making a real difference. We are committed to our objective of building the employability skills of our service users. In the UK only 48% of people with mental health problems, and 17.6% of people with severe learning difficulties, are in employment, versus the national 75%. Mental health issues and learning disabilities can be financially debilitating and very isolating. In addition, those living with mental health problems often face complex and challenging issues ranging from wellbeing, managing the benefits system and finding accommodation. Good work and the right help make all the difference, and that's what Phoenix is all about.

The Board of Trustees is responsible for the overall governance, strategic direction and business continuity of the charity, developing the organisation's aims, objectives and goals in accordance with the Articles of Association and legal and regulatory guidelines. Taking our responsibilities seriously requires a meaningful commitment and the ability to work as part of a small, friendly team.

Trustees bring different skills, experiences and perspectives, all really important and valuable in our work, ensuring a healthy approach and objective discourse. Previous board experience is not a pre-requisite, with a welcoming induction, mentoring and opportunity for training; we work as a team with a supportive approach.

Applications for this trustee role are invited from people who are based in or near to Swindon who would like to join our Board and have the capacity to be involved in our work. Trustees are expected to be able to attend the Board meetings and have additional time to make an effective contribution to our work. Typically, there are 4 meetings per year. We value additional support, for example at meetings with key stakeholders such as grant assessors and Swindon Borough Council, interviewing service users for their feedback, or participating in social events.

We are committed to reflecting the diversity of the communities we serve, particularly those with experience of living with mental health issues or disabilities. We look forward to hearing from people who can bring a new perspective and fresh ideas to inform our thinking.

With best wishes

*Clare*

Clare McDougall, CEO



## About the Charity

Each year Phoenix Enterprises develops the employability skills of more than 100 vulnerable adults in Swindon with mental health issues and learning disabilities.

We're both a charity and a social enterprise. We provide our service users with holistic day-to-day support in a structured production environment where we do hand-assembly work for other businesses. They pay us for this work at a commercial rate, covering 40% of our costs; the balance coming from grants/fundraising.

This work helps our service users to learn life and employability skills, develop friendships and networks and gain confidence, which in turn improves their mental and physical health, their morale and wellbeing; ultimately improving their lives. Our people choose to work in our warehouse – they aren't paid. Some will be with us for just a few months and others have been here for over 10 years.

We help those with the desire to do so gain skills to move into paid employment. We provide work experience, references, tailored help with CVs, job applications and interview skills, which all makes a significant difference. For those with more profound challenges our positive and structured work experience helps to build confidence, self-esteem and improves interactions with others.

We advocate for all, providing tailored support on health, wellbeing and financial issues, obtaining and maintaining benefits, housing problems or disputes, in fact anything they're struggling with. We work in partnership with others such as GPs, support workers and community nurses to ensure that an individual's issues are resolved.

We hold many fun social events throughout the year such as visits to the Panto, a beach trip in the Summer, Christmas and other parties, and visits to Westonbirt Arboretum. We arrange cooking, fitness and budgeting sessions.

We ensure that everyone is given the opportunity to realise their full potential, which for many means finding paid employment, coming off benefits and living independently. We focus on what each person CAN DO, not what their disability means they can't do.

## Governance

Phoenix Enterprises (Swindon) Limited has been a registered charity since 9 October 2002 (Charity Number: 1094101) and a registered company since 23 January 2002 (Company Number: 4358845). In addition to the CEO, we currently have four Trustees. They are:

We are committed to the Charity Governance Code and to improving governance in line with the Code's guidance. We aim to carry out an annual board review, and to improve and invest in ongoing professional development opportunities for all our Trustees. Our Board meets every three months, in March, June, September and December, in person. Trustees are encouraged to engage with our service users from time to time to find out more about the impact of our work and so the service users know more about them. They are also encouraged to join at least one social event a year and do what they can to support the fundraising endeavours.

A trustee is expected to stand for a three-year period. A trustee may be re-appointed where the other trustees unanimously agree it would be in the best interests of the Charity.

The exception to the above is we have a rotational Trustee role. Recruitment agency, [Aligra](#), select an employee be a Trustee at Phoenix, looking for someone who will bring skills and enthusiasm to the Charity and in turn develop their leadership and financial management skills.

## Trustee Role Description

Charity trustees are the people who serve on the governing body of a charity. They are equally responsible in law for the Board's actions and decisions and have equal status as trustees. Charity trustees have and must accept ultimate responsibility for the charity's affairs. They use their personal skills and experience to ensure that the charity is solvent, well run, efficient and delivering its charitable outcomes.

The trustee role can be very rewarding and enjoyable offering an opportunity to serve the community whilst learning new skills. The trustee's role is to focus on the strategic direction of the charity and ensure effectiveness and accountability. Day-to-day operational matters are delegated to the CEO, but all key decisions must be authorised by a majority of trustees.

### Key Responsibilities

To actively contribute to the Board of Trustees, which:

- Sets and maintains the vision, mission and values
- Ensures compliance with the Governing Document
- Ensures accountability, in that the charity applies its resources exclusively in furtherance of its objectives
- Ensures compliance with the law
- Maintains a proper fiscal oversight
- Maintains effective Board performance
- Promotes the charity
- Appoints, supports and monitors performance of the CEO.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.



## Person Specification

- The ability to think strategically and see the bigger picture
- A commitment to the charity's vision
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Good independent judgement
- A willingness to speak their mind
- An ability to work effectively as a member of a team

We welcome applications from people with lived experience of disability, mental health or unemployment, either personally or as carers and advocates.

### References and Commitment

Trustees will need to provide two written references, sign up to the Trustee Handbook, and complete a trustee eligibility declaration.

## Recruitment Process

Applications to be emailed to the Chair of the Trustees, Martin Hallows, [martin@phoenixenterprises.co.uk](mailto:martin@phoenixenterprises.co.uk) and the CEO, Clare McDougall, [clare.mcdougall@phoenixenterprises.co.uk](mailto:clare.mcdougall@phoenixenterprises.co.uk).

- A CV and covering letter sent to Martin and Clare followed by an initial discussion
- An interview with at Phoenix with Martin and Clare
- Invitation to attend a board meeting as an observer – potential trustees may be provided with additional information about Phoenix prior to the meeting
- References, trustee eligibility declaration.