

PiP

**Pursuing
Independent
Paths**



Welcome to PiP

Trustee Recruitment Pack

Thank you for your interest in joining our board.

PIP is a vibrant local charity working in the Westminster and North Kensington communities to support adults with learning disabilities and autism to achieve their potential, move towards independence and live their best lives.

Established in 1984 by parents wanting more challenging and ambitious support for their children, our programmes have a strong base in creative and performing arts; provide vocational training through our social enterprise, Fruitful; and help develop health, wellbeing, and independent living skills.

PIP has doubled in size and reach in the past five years and has recently completed a substantial fundraising campaign enabling us to move to a new centre in Kensal Road which will allow us to cater for more students and students with mobility issues and complex needs – to meet the increasing demand we know is coming through the school system.

The organisation is led by a chief executive with deep sector experience, a young and energetic management team, and a board of seven trustees, a number of whom are coming to the end of their terms.

In renewing the board we have two key sets of priorities. Firstly, it is critical that we diversify our board to better reflect the communities we support. This means we would particularly welcome applicants from Black, Asian and minority ethnic backgrounds; people who identify as female; and those with lived experience of learning disabilities or autism either personally, as a parent or carer, or with significant experience in the LD sector.

Secondly, as we embark on the next stage of PIP's development, we are keen to recruit individuals with skills and knowledge around governance and organisational development (including HR and legal) and/or experience in the charity sector, education, social care and public services.

I hope the following information on PIP captures your interest and would be happy to have an informal discussion to explain the opportunity further.

Yours sincerely,
John Leach
Chair





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Who we are:

PiP is a local charity firmly based in the Westminster and North Kensington communities. We are small but mighty.

With 23 staff and a Board of 7, we work to empower 60 adults with Learning Disabilities and Autism every year to achieve their potential, move towards independence and live their best lives.

We have just over £1million turnover. You can learn more about our financial accounts on the [Charity Commission website here](#).

Why we need you:

We are looking to appoint trustees who will bring energy and commitment to PiP's mission and values and complement the range of skills and experience of our existing Board.

This is an important and exciting moment to join PiP following a challenging year for the charity sector and for people with learning disabilities. We appointed a new Chief Executive in summer 2020, are making great strides towards refreshing our strategy and will be opening a new centre this Autumn, currently scheduled for September/October 2021.



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Who we support and why:

At PiP, our focus is on teaching and learning life skills; we therefore refer to our service users as students.

PiP students range in age from 19 to 84; a typical student is 25 to 35.

PiP students have a range of learning disabilities including Down's Syndrome, Fragile X, Autism Spectrum Conditions (ASC), dual diagnosis with mental health problems and/or physical health conditions such as Diabetes and Epilepsy.

PiP's team deliver person-centred support to each of our students to identify their strengths, interests and passions. We support them and their families/carers to maximise opportunities in their community through signposting and working in partnership with like-minded organisations.

Structural inequalities in society mean that people with learning disabilities are not always recognised for their skills and talents and given the opportunity to live independent lives. We want to change that. And with your skills and talents, we can make sure that every PiP student has a voice and can make their own choices about their own lives.



See the difference we make [here!](#)



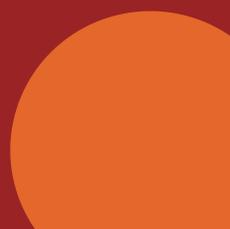
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What have we been doing at PiP during the pandemic?

Click below to watch our video made during lockdown 1!



(Link opens in Youtube)



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History of PiP

We have over 30 years of experience supporting adults with learning disabilities and autism to reach their full potential.

We were started in 1984 by local parents wanting better support - more challenging and ambitious support - for their children with learning disabilities and autism as they turned 18 and transitioned from children's to adults services (a tricky transition for families) but more importantly, as they transitioned to and needed the skills to navigate adulthood.

As we've grown, we've developed four key pathways:

- Employment & Vocational Training including Fruitful, our social enterprise juice stall.
- Creative and Performing Arts
- Health and Wellbeing
- Independent Living Skills



The future for PiP

Despite COVID-19, PiP has emerged strongly from 2020. After a 3 year capital appeal, we have identified a new centre in North Kensington where we can expand our impact, offer more services to those with mobility issues and complex needs, and work towards doubling the numbers of people we support over the next 3 years. At the same time, led by our new Chief Executive, Denise Largin, we are developing brand new programmes of study, exploring new opportunities, continuing to develop partnerships to bring breadth and depth to our work and designing new products so we are fit for the future.

Come join us!

Our current Board

Each Board member serves for three years and is able to serve two terms. 3 of our current trustees are coming to the end of their terms this year after seeing us through great change and a challenging year.

You will be serving alongside the following trustees (links to LinkedIn and PiP profiles for further information):



Chair of Trustees: [John Leach](#)

Trustee: [Judy Wilcox](#), our community expert

Trustee: [Dan Wakerley](#), [our fundraiser extraordinaire](#)

Trustee: [Mark Barrie](#), strategy and risk expert

Outgoing trustees are [Tim Matthews](#), [Francesca Carbonaro](#) and [David Fletcher](#).

Student reps

Every year PiP students vote for two new student reps to speak up for them with our management team and bring their recommendations to Trustees too.

In 2020-1, Shardonay (pictured right) and Rashedul are our student reps.



You can find out more about our current trustees and student reps at [this link here](#).



What we are looking for

We want to diversify our Board to better reflect the communities we support, to sharpen our thinking, and bring richness to our decision-making. This means we would particularly welcome applicants from Black, Asian and minority ethnic backgrounds, disabled people and/or people who identify as female.

We are looking for individuals with skills and knowledge around governance, experience in any of charity sector, education, public service, social care, local authority, legal or HR as well as the following attributes:

- A commitment to PiP and its objectives.
 - Good, independent judgement
 - Strategic vision
 - A willingness to speak their mind
- A willingness to devote the necessary time and effort to their duties as a Trustee
- An ability to work effectively as a member of a team
 - An ability to think creatively

What impact will you have?

Your role as a trustee is key.

Your skills and experience will help us achieve our purpose to support adults with learning disabilities fulfil their potential and independence. You will help lead and drive the board to make important decisions concerning the future of the organisation, so you will play an important part in shaping our strategic direction and services in years to come.



Job description and person specification

PiP are looking for new trustees to join their dedicated Board. This is an exciting opportunity to use your skills to provide strategic support to an organisation that helps adults with learning disabilities to achieve their potential and move towards independence.

Role summary

Our board of trustees works together to ensure PiP's work is sustainable and accountable by exercising good governance and following all necessary policies and procedures.

In addition to your statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

After serving the board for a number of years, the current Chair will be stepping down in approx. 18 months. Once new trustees are fully in role and as part of this transition, one of the new trustees could become Chair if they had an interest and the right experience.

Trustees' main duties

Find out details on this link to the [Essential Trustee 6 main duties](#) which include:

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
 - Act in your charity's best interests
 - Ensure your charity is accountable
- Manage your charity's resources responsibly
 - Act with reasonable care and skill



You can hear directly from PiP students about what it means to them to be a trustee at PiP [by watching our short video here](#)



What's in it for the Trustee?

You will be joining a friendly board with a variety of skills whilst having an opportunity to showcase your skills and learn new ones.

You will gain immense satisfaction from a role in which you will contribute to our mission to combat social inequalities and their effect on people with learning disabilities. Your involvement will mean we can ensure that every PiP student has a voice and can make their own choices about their own lives.

The trustees have overall control of the governance of PiP. They are ultimately responsible for the charity, although the day-to-day running of it is delegated to the Senior Management Team.

Time Commitment



- Board meetings take place 5-6 times per year (approx every 10-12 weeks)
- Each meeting is normally 2 hours long
- You will be expected to read papers in advance (approx 2-3 hours as a guide)
- Meetings will be in person. Attending remotely will be possible.
- Outside of board meetings trustees bring their skills and experience to supporting staff on particular projects. We are keen to encourage this engagement from new trustees via fundraising, volunteering and getting to know PiP staff and students.

Other details

- Trustees are appointed for renewable terms of three years.
- The position is voluntary, unpaid, and non-executive.
- Reasonable expenses such as travel expenses will be paid.

How to apply



If you are interested in joining PiP and our mission to support adults with learning disabilities and autism to reach their potential and thrive, please contact the [TrusteeWorks team at Reach](#) to find out more.

Email your CV/LinkedIn profile, along with a cover letter to trusteeworks@reachvolunteering.org.uk

Please include why you are interested in joining PiP, how your skills and experience would add value to the board and any other relevant information.

Once shortlisted, we want to get to know you and give you the opportunity to get to know PiP really well too.

Our process will involve:

- Informal telephone call with John Leach, Chair of Trustees.
- Opportunity to visit PiP to meet staff, students, and Denise Largin, CEO.
- Opportunities for informal conversations with exiting and current Board members.
- A formal interview.
- Opportunity to shadow a Board meeting in the Autumn.
- Candidates will need to agree to a Disclosure and Barring Service check and make an annual declaration of eligibility and interests.

Closing date for applications: 13th September 2021

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Thank You!

**For considering
joining us at PiP**