Trustee recruitment pack
Welcome

Thank you for your interest in the role of Trustee at Animals in Distress.

Animals in Distress was born out of the local community’s desire to help pets who had lost their homes. In 1981, three ladies saw there was an urgent need to help dogs in the local area who could no longer be cared for by their owners. They desperately wanted to help these pets, but without a premises or the space to look after the dogs themselves, the ladies had to pay for kennelling while they looked for new, loving homes for the dogs. Fundraising soon became a priority so the ladies started selling bric-a-brac and other donated items out of a garage.

In 1989, Animals in Distress was officially registered with the Charity Commission and in 1993, the dream of having our own rescue centre became a reality when a rundown greyhound kennels was purchased and by early 1994 we had moved to the Biltor site in Ipplepen where we still are today.

From humble beginnings, the Charity has grown from providing temporary emergency care for dogs to taking in and re-homing over 600 cats, dogs, rabbits and guinea pigs in South Devon every year. Since the beginning we have been, and continue to be, passionate about the welfare of the animals in our charge and we are dedicated to treating them with dignity and kindness. They are with us through no fault of their own and we are committed to keeping them healthy and secure until we find their new, forever homes.

Created by three local ladies who had a passion to help animals in need, we have been lucky enough to have the support of the local community ever since. It’s only thanks to this support that we are able to help find perfect, forever homes for so many cats, dogs, rabbits and guinea pigs every year.

Following a period of stabilisation, during which the organisation’s retail operation was restructured, the Board and our CEO Neil Thomas have implemented a wide-ranging transformation programme to improve the animal care and facilities at our Rescue Centre and made the requisite changes in order for us to support long-term sustainable growth. We are investing in the development of our infrastructure to ensure that we can respond to the ever-increasing demand for our services and strive towards becoming a ‘Centre of Excellence’ for the animals that we care for and the communities which we serve.

We are now seeking two new Trustees with a broad spectrum of expertise, who will bring their talent to the existing Board to assist Animals in Distress achieve its continued plans for growth and ensure it continues to extend its reach, influence and impact. We are particularly interested in people with experience in financial management, retail, fundraising and strategic planning.

If you believe that you have the experience, credibility and most importantly, the passion for animal welfare with a desire to take Animals in Distress forward, then we very much look forward to hearing from you.

David Turner
Chairman
Animals in Distress
Our Objectives

Animals in Distress exists to alleviate pain, suffering and distress in animals as well as to promote animal welfare practices and responsible pet ownership across Teignbridge, Torbay and South Hams.

Our Mission

Everyone involved in Animals in Distress is passionate about improving the lives of pets who have lost their home. We exist to take them in, to care for them and to find them the perfect new home. We are driven by our love of pets and the impact they have on our lives.

Strategic Enablers

In order to realise our ambitions, we will continue to actively manage sustainable growth, invest in appropriate infrastructure to support our changing needs and ensure our diverse income streams increase to match delivery.

Key areas of development will be:

- Skills and expertise to support the growth of Animals in Distress
- Continued development of our diverse income streams
- Investment in information technology
- Development of our brand and marketing resources
- Improvement to animal accommodation
Our Mission Statement

- To care for and nurture any unwanted domestic pet that is brought to the Charity, provided it is suitable for re-homing and there is accommodation available at the Rescue Centre
- To provide shelter, food, exercise and veterinary care for the animals in the Charity’s charge
- Never to put an animal to sleep unless on the advice of our veterinary surgeon
- To find suitable homes for animals on the basis of a reasonable home check or such similar precaution as deemed necessary
- Never to re-home a dog or cat without prior examination by the Charity’s contracted veterinary surgeon
- At all times to show respect, understanding and courtesy to the Charity’s user groups together with an inherent sense of duty and helpfulness
- We will always uphold the principles and objectives of our Charity and share with others the joy of helping Animals in Distress

Our care is available to all regardless of an individual’s background or circumstances; the welfare of the animal is the primary concern of the Charity, not where the animal comes from or is going to. This includes the fostering of animals, when an animal has a chronic health issue requiring ongoing veterinary treatment which the Charity pays for, regardless of the individual’s financial circumstances.
Trustee Role Description

Purpose of the Role:

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Trustee Responsibilities:

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Animals in Distress fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Principal Responsibilities:

- To ensure that the Charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation’s governing document
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that continually strives for best practice in governance and adds to public confidence and trust in the Charity
- To determine the overall direction and development of the charity through good governance and clear strategic planning

Main / Statutory Duties:

- To ensure the Charity complies with legislative and regulatory requirements, and acts within the confines of its governing document (Memorandum / Articles of Association) and in furtherance to organisational activities contained therein
- To ensure that the organisation pursues its objectives as defined in its governing document
- To act in the best interest of the Charity, beneficiaries and future beneficiaries at all times
- To promote and develop the Charity in order for it to grow and maintain its relevance to society
- To ensure the financial stability of the organisation and to maintain sound financial management of the Charity’s resources, ensuring expenditure is in line with the organisations’ objects, and investment activities meet accepted standards and policies
- To act as a signatory on the Charity bank accounts and investments
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation’s funds
- To contribute actively to the Board of Trustees’ role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To ensure the effective and efficient administration of the Charity and its resources
- To safeguard the good name and values of the organisation
- To interview, appoint and monitor the work and activities of the senior paid staff
• To maintain absolute confidentiality about all sensitive/confidential information received in the course of Trustee’s responsibilities to the Charity

As the Board are responsible and liable for the governance and functioning of the Charity, they are accountable in varying degrees to a variety of stakeholders, including service users, supporters, the Charity Commission and Companies House

In addition, with the other trustees to hold the Charity ‘in trust’ for current and future beneficiaries by:

• Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
• Being responsible for the performance of the Charity and for its ‘corporate’ behaviour; ensuring that the Charity complies with all legal and regulatory requirements
• Acting as guardians of the Charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application
• Ensuring that the Charity’s governance is of the highest possible standard

The list of duties is indicative only and not exhaustive. The Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

Skills and Abilities:

• Highly effective communication and interpersonal skills
• Able to distil complex information and bring a pragmatic approach to its application
• Strong ambassadorial and influencing skills to inspire trust and confidence
• Able to galvanise external relationships and build support for Animals in Distress

Personal Style and Behaviour:

• Driven and self-managing with strong commercial acumen
• Independent, strategic and creative thinker
• Collaborative team player
• Sound judgement and political sense
• Committed to the objectives, mission and values of Animals in Distress and demonstrate the utmost integrity

Additional Duties:

In addition to the statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. These may involve scrutinising Board and Committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has specialised expertise. Where such special expertise exists, the Trustee must be open to this being fully used in the day to day work of the Charity.

A Trustee is required to act reasonably and prudently in all matters relating to Animals in Distress and must have the Charity’s best interest in mind at all times.
Terms of Appointment

Remuneration:

The role of Trustee is unremunerated.

Time Commitment:

Four Board meetings per year and sub-committee meetings as required during the year. Trustees are also expected to attend occasional public or private events, for example profile, supporter or fundraising events, strategy planning, training, conferences, seminars and Board away days.

Trustees are required to agree to abide by the Trustees’ Code of Conduct and to declare as appropriate any business interests.

Location of Board Meetings:

Animals in Distress
Biltor
Edgeland Lane
Ipplepen
Newton Abbot
Devon. TQ12 5UF

The majority of meetings take place at the Biltor site. Occasionally, other meetings will take place off-site but usually geographically close-by.
Terms of Appointment continued

Expenses:
Reasonable out of pocket expenses, primarily for travel, will be reimbursed.

Probation Period:
As the Board meetings are only held quarterly, new Trustees will be subject to a 12 month probationary period during which the Chair and the existing Board will monitor their performance and commitment to the role and the Charity. If any concerns are highlighted during the probationary period, these will be discussed with the new Trustee at the earliest opportunity. If the Board can evidence the fact that a new Trustee’s presence on the Board is counter-productive or fails to further the Charity’s objectives, subject to the Board’s agreement, the new Trustee’s appointment on the Board will be terminated.

Terms:
Trustees will serve an initial three-year term and will be eligible for re-appointment. At the end of subsequent three-year tenures, re-appointment is required. There is currently no maximum number of terms for which a Trustee can serve.
How to be considered for the Role

In order to express an interest in the role and to be considered, please submit the following:

• A detailed and up-to-date Curriculum Vitae
• A supporting statement / covering letter that outlines your motivation for applying for the role and addresses aspects of the role description and skills required
• Details of your availability on the dates provided in the indicative timetable

Completed expressions of interest should then be submitted to:

• Email: recruitment@animalsindistress.uk.com
• Post: Animals in Distress, Biltor, Edgelands Lane, Ipplepen, Newton Abbot, Devon. TQ12 5UF.

The closing date for applications for the Trustee role is Thursday 31st October 2019.

If you have any queries about the recruitment process, require any additional information or wish to have an informal and confidential discussion, then please contact our CEO Neil Thomas info@animalsindistress.uk.com

Equal Opportunities:

Animals in Distress is fully committed to eliminating discrimination and promoting equality and diversity in our workplace and employment practices, in the work we undertake and in the provision of all our services. We therefore expect all of Animals in Distress staff to be willing and able to make a positive contribution to the promotion and implementation of Animals in Distress’ Equality and Diversity Policy.

Recruitment Timetable

An indicative recruitment timetable for applicants / candidates is provided below:

Closing Date for Applications - Thursday 31st October 2019
Shortlisting of Applicants - Friday 1st November 2019 – Monday 4th November 2019
Shortlisted Candidates contacted and invited for interview - Monday 4th November 2019
Interview with Board Selection Panel - Tuesday 12th November or Wednesday 13th November 2019

If you have not been contacted by Friday 8th November 2019, please assume that unfortunately, your application has not been successful on this occasion
Biltor, Edgelands Lane, Ipplepen, Newton Abbot, Devon TQ12 5UF
Tel 01803 812121
info@animalsindistress.uk.com
www.animalsindistress.uk.com