



The
Parent
Rooms

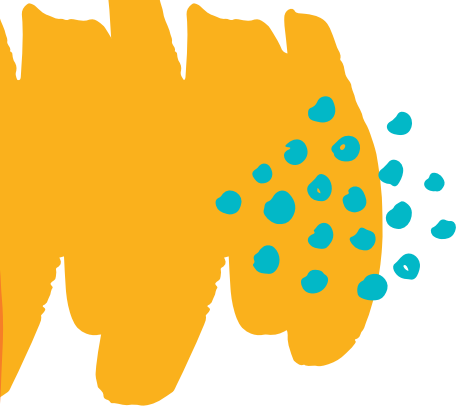
WE'RE
LOOKING
FOR YOU!

BOARD RECRUITMENT PACK 2021/22

The Parent Rooms

www.theparentrooms.co.uk
hello@theparentrooms.co.uk

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LETTER FROM THE CHAIR

Dear potential trustee,

Thank you for your interest in joining us.

The Parent Rooms is a growing, dynamic, and passionate organisation that supports parents during some of their most difficult experiences with mental and emotional wellbeing. From humble beginnings as a group of parents seeking support for one another, our charity has grown rapidly in the past year and we are in the process of creating something truly magical.

Despite the challenges of the global pandemic, the demand for our services continues to rise and we are now looking for passionate and skilled trustees to join our Board and help us reach our vision.

Our board is made up of volunteers who lend their diverse skills, time, and perspectives to oversee and guide The Parent Rooms. They help to develop and achieve our vision and strategy in the spirit of our values, as well as within charitable law and guidelines.

We will have four vacancies on our Board this year as we seek to fill a number of gaps in our expertise, skills, and experience. We want to ensure we have the diversity of perspective we need to govern The Parent Rooms as effectively as we can.

We are currently looking for skills and experiences around fundraising, governance, and business management to help us grow sustainably. We are keen to speak to anyone interested who can demonstrate the ability to think strategically and who has previous experience in any of the areas mentioned above. Previous board experience is helpful but not essential.

We are also looking for a trustee to lead our Parent Engagement initiative. As trusted partners and stakeholders, our experts-by-experience provide vital insight into how we develop and grow our organisation and the services we provide. We are particularly encouraging any parent who is an expert-by-experience to consider applying for this role where they feel they have the skills, potential, time, and interest.

We can provide training and support to new trustees to help them understand their role.

if you are interested in joining our team and have the time and enthusiasm to encourage, challenge, and support us to be the best we can be - we would love to hear from you.

Carly Craig

Chair

ABOUT THE PARENT ROOMS

Our vision for The Parent Rooms defines the change we seek to achieve. We last revised this in 2021. Everything we do at The Parent Rooms is designed to move towards our vision to create:

A REGIONAL CIRCLE OF SUPPORT THAT EVERY PARENT ACROSS NORTHERN IRELAND CAN ACCESS TO IMPROVE THEIR MENTAL AND EMOTIONAL WELL-BEING AND MOVE INTO FULFILLING AND HEALTHY LIVES.

We work to achieve this vision in a number of ways.

We provide peer support to parents across Northern Ireland to help build strong and supportive social networks.

We provide counselling services to parents experiencing higher levels of stress to help kick-start their recovery and help them move towards a place of calm and ease.

We provide wellbeing education to teach coping skills and strategies, build self-confidence and esteem, and create opportunities for parents to engage with their children in positive, affirming ways.

We also campaign for improved access to services for parents who are experiencing challenges with their mental health and emotional wellbeing and work to break the stigma of parental mental illness.

Finally, we work collaboratively with local and regional partners to create systemic change and to support each other in our efforts to improve the wellbeing of parents.

2020 marked a shift for The Parent Rooms following a massive increase in demand for our services. We are actively working towards building a province-wide peer support network and wraparound programs with a view that all parents can access timely and appropriate support no matter where in Northern Ireland they live.

Our approach is summarised in our mission which describes how we will work to make our vision a reality. We revised this in 2021, primarily to recognise the changes in our services, and to strengthen our commitment to empowering people with lived experience of mental health concerns. Our mission is that:

WE ARE A CIRCLE OF SUPPORT FOR PARENTS AND THEIR FAMILIES AS THEY EMERGE BEYOND PERSONAL STRUGGLES TO LEAD FULL AND HEALTHY LIVES.

WE DO THIS THROUGH PEER SUPPORT, WELLNESS EDUCATION AND AWARENESS RAISING IN THE COMMUNITY.

ABOUT THE PARENT ROOMS

Our Strategy

Our current strategy covers the period from July 2021 – June 2024. We set out four overall strategic priorities aimed at helping us build a strong and stable foundation upon which we can grow:

Priority 1: Increase Program Results and Reach

Priority 2: Steward Our Financial Resources

Priority 3: Grow Our Financial Resources

Priority 4: Nurture Our Human Resources

Our Values

Values are very important to us at The Parent Rooms. We aim to be true to our six core values:

COMPASSION

We are empathic, respectful, and optimistic. We start with our parents' needs and meet them where they are. We put people at the centre of everything we do and we support people's choices and decisions.

INNOVATION

We embrace innovation and are always looking for ways to improve how we deliver our services, with the needs of the parents influencing this. We challenge ourselves to be open to new ideas. We stay aware of new and evidence-based ways of working. We think outside the box!

RESPECT

We value every person and treat them with dignity. We promote diversity and inclusion, and challenge inequality. We challenge bullying and inappropriate behaviour. We respect the environment and promote sustainability. We value everyone's input and ideas.

COLLABORATION

We work together to advance the purposes of The Parent Rooms. We work respectfully and constructively with partner organisations. We look for ways to partner with others for mutual benefit. We are open to collaboration with others.

ABOUT THE PARENT ROOMS

LEADERSHIP

We build on our unique skills, experience, and expertise, including our lived experience. We contribute to research and campaigning where appropriate. We lead the conversation around mental health in our communities and beyond. We build a top-class service that others can aspire to.

EXCELLENCE

We deliver outstanding services to parents, volunteers, donors, partners, and stakeholders. We promote excellent parent and volunteer experiences. We always seek to improve our performance. We act with integrity and behave responsibly. We demonstrate accountability in all we do.

Governance

The Parent Rooms' trustees are responsible for the overall management of the charity. Details of our trustees can be found on our website:

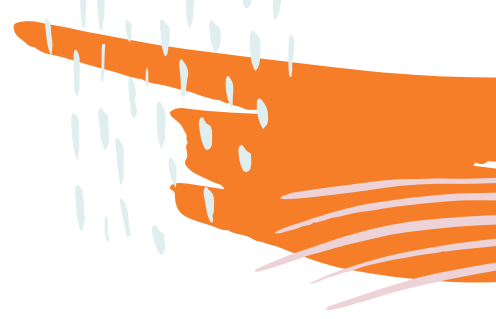
<https://www.theparentrooms.co.uk/our-board/>

More information

For more information about The Parent Rooms you can visit our website or download our latest annual report here:

<https://www.theparentrooms.co.uk/mdocs-posts/annual-report-2020-2021/>

THE ROLES



The Roles

We are recruiting four people to join our Board of Trustees. As trusted partners and stakeholders, we are actively encouraging members of The Parent Rooms networks to apply to these roles.

As a trustee of The Parent Rooms, you will be responsible for developing and guiding the strategic direction of the organisation as well as ensuring the long-term stability of the charity. You will need to be confident to express your views and communicate effectively, but you will also need to be able to work as part of a team with other trustees to guide and steer The Parent Rooms effectively with clarity and vision.

The best boards have a diversity of skills, experiences, and perspectives. Some trustees are chosen for their previous board experience and long professional careers in finance or service delivery, others for their lived experience. We are currently looking for three trustees who can bring skills and experience we are short of, namely business planning and finance, risk and governance management, stakeholder engagement, and fundraising.

No previous experience on a board is necessary. We are keen to talk to anyone interested who can demonstrate the ability to think strategically and has the integrity to take on this important role. Please don't be discouraged if this isn't something you've done before, or if you don't meet all the elements of the role specification. We will provide training and support to all new trustees to understand their role. Please do consider applying if you have the time, the interest, and the enthusiasm to encourage, challenge, and support us to be the best we can be.

Overall duties of trustees

- To actively contribute to the Board of Trustees – giving strategic direction to the organisation, setting the overall policy, defining goals and priorities, setting targets, and evaluating performance
- To ensure that the organisation complies with its governing documents, charity law, company law, and other relevant legislation and regulations. The Parent Rooms will provide training to help all members of the Board to understand what is expected from them
- To commit to our vision and values
- To safeguard the good name and reputation of the organisation
- To ensure the financial stability of the organisation and its efficient administration
- To act as a 'critical friend' to the Senior Management Team, offering guidance, support, and constructive challenge
- Represent The Parent Rooms internally and externally, be a positive ambassador for the charity and the sector
- Keep up to date with The Parent Rooms' work
- Read and scrutinise board papers before meetings so as to be able to contribute fully
- Occasional participation in relevant working groups
- Occasional participation in staff interviews, disciplinary or grievance panels

THE ROLES

Trustee Role 1 - Business Management and Financial Experience

We are looking to appoint a trustee who can help us develop our business management skills and who can act as treasurer within our organisation. As a new charity, we are still in the early stages of developing our systems and processes so we would welcome interest from anyone who has experience in running a small charity or business who can work with us to ensure our systems and procedures are operating to best practice.

This role will:

- Ensure our financial stewardship is operating to good practice
- Ensure our business management processes are well defined and effective

Specialist skills, knowledge and experience for this role:

- Experience either working in a small business or charity at senior level, or sitting on a board of similar
- Experience in business management and administration
- Experience in financial management/stewardship

Trustee Role 2 - Risk Management & Governance

We are looking to appoint a trustee who can help us review our risk management strategy, help us to identify and monitor adherence to legal and regulatory requirements.

This role will:

- Ensure we are meeting our legal and regulatory obligations
- Ensure we are regularly reviewing and monitoring our risk strategy and that this information is being filtered down to staff and volunteers
- Work with the Chair and CEO to create a governance calendar with associated actions to ensure we are meeting our obligations.

Specialist skills, knowledge, and experience for this role:

- An understanding of risk management
- An understanding of legal and regulatory frameworks

Trustee Role 3 - Fundraising

Diversifying our income is important for us to be able to become financially sustainable. We are looking to appoint a trustee who has experience in fundraising (with a focus on regular giving, major donors and community fundraising) to help us develop and deliver a fundraising strategy. This will help us to develop a new integrated financial model.

THE ROLES

The role will:

- Support the CEO to develop a new strategy as we explore and test new income streams, alongside building on existing ones. We are particularly keen to deepen our understanding of high-value fundraising, and how we can build a more sustainable and diverse pipeline of donors and funders.

Specialist skills, knowledge, and experience for this role:

- Fundraising leadership experience, ideally with in-depth knowledge and expertise in strategy development and high-value fundraising.

Trustee Role 4 - Parent Engagement Forum

We are looking to appoint a trustee who will act as a link between the Board and the parents we serve. The ideal candidate will be an expert by lived experience.

This role will:

- Set up a parent engagement forum made up of experts by experience
- Ensure that experts by experience voices are appropriately heard and considered by the Board
- Keep the parent engagement forum updated of relevant developments, discussions, and decisions made by the Board and seek their input and views where appropriate
- Represent and balance the interests of both the parent engagement forum and the Board, and maintain positive and productive working relationships between both bodies.

Specialist skills, knowledge and experience for this role:

- Appreciation of the strategic role played by the parent engagement forum
- An understanding of The Parent Rooms' commitment to shifting the power and knowledge of recent organisational developments in this area.

THE ROLES

Skills, knowledge and experience applicable to all trustees:

- Commitment to The Parent Rooms' vision, purpose, and values, and to act in a manner consistent with these
- Understanding the issues and challenges faced by parents with concerns around mental and emotional wellbeing
- Sound independent judgement and a willingness to speak your mind
- An ability to work collaboratively and effectively as a member of a team
- Ability to read and understand financial information
- Ability and willingness to positively represent the organisation
- The confidence and insight to make positive contributions to board discussions
- A willingness to share your experiences and to learn from fellow board members
- Experience in strategic thinking and of setting, monitoring, and reviewing plans
- An understanding of the risks that might affect an organisation like ours. Ideally, you will have knowledge of how to manage and monitor organisational risks
- Ability to review organisational policies and practices
- Understanding the role of trustee and the legal duties, responsibilities and liabilities involved
- Commitment to prepare for and attend 12 trustee meetings per year, most of which will be online

Please don't be put off if you don't meet all of the criteria above. We will provide support and training for new trustees.

EXTERNAL LINKS

The following documents and links will help you understand the legal duties, responsibilities and liabilities that being a trustee involves.

What Is A Trustee? - NCVO Knowhow

<https://knowhow.ncvo.org.uk/governance/getting-started-in-governance/trustees#:~:text=The%20trustees%20are%20the%20individuals,in%20the%20charity's%20governing%20document.>

The essential trustee: what you need to know, what you need to do - GOV.UK

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Advice for first time charity trustees - YouTube

<https://www.youtube.com/watch?v=fCRwsRYHOAk>

Terms of Office

- The trustee is a voluntary unpaid role. Expenses will be paid where appropriate
- Trustees will be appointed for a period of three years with possible re-election for a further three years

How to Apply

To apply, please send your expression of interest to hello@theparentrooms.co.uk. Your expression of interest should outline:

- Which role you are applying for
- Why you are interested in becoming a trustee for The Parent Rooms
- How you believe you are suited to the role. Include how you meet the skills, knowledge, and experience listed in this pack.

Once we have received your expression of interest, we will arrange an informed conversation about the role and each other's expectations.

Successful applicants will be asked to provide two references that we can contact. If you are asked to complete a criminal record check, we will provide you with support to make your application and will pay the administration fee. Please don't be discouraged by these processes.



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