



Chair

Information Pack



Contents

Introduction	3
Who we are.....	4
What we do	5
How we are organised	6
Meet the Board	6
Our Finances	7
What we are looking for	8
How to apply.....	11

Introduction

Dear Candidate

Thank you for your interest in becoming the Chair of Home-Start East Antrim.

It is an exciting time for the charity as we embark on building on the success to date by expanding our reach across the East Antrim area. Formerly known as Home-Start Carrickfergus, the charity seeks to build on its success to date, and refresh its brand, governance and board in advance of the opportunities ahead.

Home-Start East Antrim was constituted in 2014 (as Home-Start Carrickfergus) and has grown to be one of the most important providers of support to families and children across East Antrim (Carrickfergus, Larne & Newtownabbey). It enjoys local community backing and funding, as well as getting valuable support from Home-Start UK, the network of which it is a member.

As a charity, we live by our objectives of giving the people we help emotional and practical support, along with facilitating children's developmental activities and their access to services.

We are aiming to recruit a Chair who is as passionate as we are about the importance of helping children in their earliest years to have the greatest range of opportunities as they grow up. They'll commit their experience of handling committees and other value-adding skills to the cause of Home-Start.

In return they will get an opportunity to enhance their own networks and learn more about a crucial sector in child development. We will provide them with a full induction to Home-Start East Antrim's work as we support them in their role as Chair.

We are working with our search partners Engage in this recruitment process, and they will be able to assist you in the first instance if you have any queries.

We hope you will want to join us and help us shape the strategic direction of Home-Start East Antrim as we step forward. We are focused on the next phase in the evolution of the charity, and are ambitious to continue to grow and diversify, to serve more families and more children.

If this sounds like you, we look forward to hearing from you.

Ann Shanks
Acting Chair



Who we are

Home-Start East Antrim is the charity that provides expert support to parents of very young children in its area. Incorporated in 2014 as Home-Start Carrickfergus, it is managed and funded locally, but is supported by and part of a UK wide Federation - Home-Start UK, which offers advice, training, information and guidance to the Home-Start network to ensure consistent and quality support for parents and children.

Home-Start East Antrim is one of 15 local Home-Starts across the Northern Ireland Network.

We tailor our support to each family and their specific needs, and we work with the whole family, providing a package of support, comprised of emotional and practical support, activities with children and help to access services.



What we do

The earliest years make the biggest impact. Home-Start makes sure those years count so that no child's future is limited. A child's earliest years are irreplaceable. Without a stable, loving and nurturing environment, a very young child will not develop the vital foundations they need.

Home-Start is there for parents when they need us the most, because childhood can't wait. Our local community network of trained volunteers and expert support helps families with young children through their challenging times.

Taking referrals

We are trusted by a range of statutory and non profit agencies to make a positive difference to the families they refer to us. In our most recent year, 32% of referrals came from Family Support Services, 26% from Health and Social Care Trust health visitors, 16% from social workers, 19% from other agencies, and 7% were self referred.

Home visits

With our Family Support Workers supported by a team of home visiting volunteers, we were able to provide nearly 900 hours of support during more than 500 home visits in our most recent annual reporting period.



Families with complex needs

We work with families who can sometimes be dealing with multiple challenges simultaneously. Many of the families we work with are lonely and isolated,

affected by physical or mental health issues, low self esteem issues. For some of the families we support, the situation may have become so difficult to manage that their children are subject to child protection; or with 'Child in Need' 'Single Assessment' statuses.

Overcoming barriers

We pay particular attention to engaging minority communities, and helping families overcome barriers related to poverty, language, access to transport, housing, education or affected by cultural differences. These interventions are designed to ensure every child gets the best start in life.

We also help families manage their children's behaviour or provide them with support for their Children's Development.

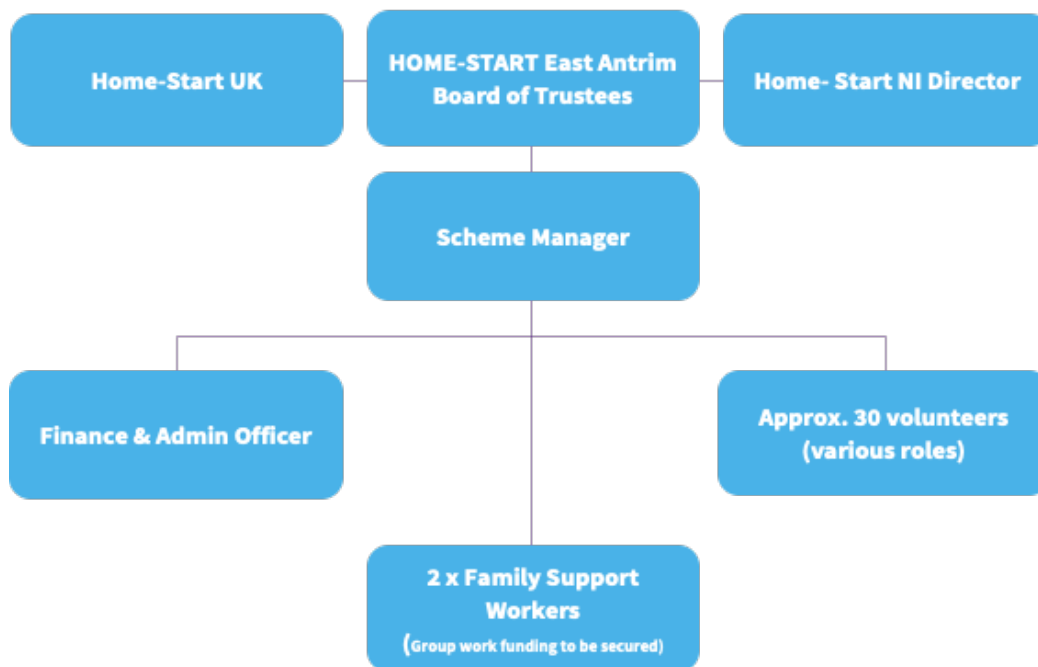
Connecting families to services

Connecting families to services
With the support of their volunteer, families are empowered and confident to make appropriate use of doctors, dentists, parent and toddler groups, mental health services, and improve their well-being by making steps towards a healthier lifestyle.

How we are organised

Home-Start East Antrim

(Areas covered, Carrickfergus, Larne & Newtownabbey)



Meet the Board

Ann Shanks

An elected local representative, Ann has years of dedicated support as a volunteer for Home-Start UK and is passionate about helping to support local vulnerable families.

Eileen Vance

Eileen is a dedicated Committee Member with many years' experience volunteering as a Home-Start UK volunteer within the East Antrim area.

Please note, we are in the process of recruiting at least two new Board members onto the Board and both should be in place for late 2021/early 2022. Furthermore, once a new Chair is in place, Home-Start East Antrim will endeavour to recruit further onto the Board.

Our Finances

Here's a summary of our most recent published annual income and expenditure report and balance sheet. Please note the accounts are in our previous name Home-Start Carrickfergus. You can get the full detail of our finances by downloading our last three years' financial reports by clicking the links below:

	Notes	2020 Unrestricted funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		-	25
Charitable activities			
NHSCT		50,149	50,149
Investment income	2	169	112
Total		50,318	50,286
EXPENDITURE ON			
Charitable activities			
NHSCT		61,994	58,754
NET INCOME/(EXPENDITURE)		(11,676)	(8,468)
RECONCILIATION OF FUNDS			
Total funds brought forward		88,331	96,799
TOTAL FUNDS CARRIED FORWARD		76,655	88,331
	Notes	2020 Unrestricted funds £	2019 Total funds £
CURRENT ASSETS			
Cash at bank and in hand		77,915	89,591
CREDITORS			
Amounts falling due within one year	6	(1,260)	(1,260)
NET CURRENT ASSETS		76,655	88,331
TOTAL ASSETS LESS CURRENT LIABILITIES			
		76,655	88,331
NET ASSETS		76,655	88,331
FUNDS			
Unrestricted funds	7	76,655	88,331
TOTAL FUNDS		76,655	88,331

[Annual report to March 2020](#)

[Annual report to March 2019](#)

[Annual report to March 2018](#)

What we are looking for

Chair Specification

Those interested in serving as Home-Start East Antrim Chair must be able to demonstrate that they understand the diverse needs of the community it serves, and the aims, principles and values of Home-Start East Antrim

1. Have relevant experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis including serving on a committee or board.
2. Have leadership skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
3. Are visionary, creative and passionate about Home-Start East Antrim's services, and prepared to invest energy in its success by learning and understanding its business and its stakeholders.
4. Are team players, able to listen and work with others, offering guidance and support, to ensure effective decision-making by the board.
5. Understand the responsibilities of company directors and charity trustees, the importance of good governance, and agree to work in accordance with any code(s) of practice agreed by the board. Ongoing support, learning and development opportunities will be offered to board members with this.
6. Are able and willing to act impartially and apolitically.
7. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgement.
8. Have some financial acumen to help lead the charity in a changing financial climate.
9. Are good communicators, willing and able to promote the decisions of the Board and the interests of Home-Start East Antrim and the people it serves.
10. Can commit to the time commitments as detailed in 'Time Commitment' above
11. Are able to commit to a three year term.

Chair Role Profile

Accountabilities	Key Elements and tasks
Strategic Leadership	• Ensuring the Board delivers a clear strategy to meet the current and future needs of the charity and the community it serves • Ensuring discussions at the Board are suitably weighted towards the strategic needs and while avoiding micro-management of the executive ensuring quality operational information is delivered in a timely manner by the Executive team • Ensuring the members of the Board are individually engaged and actively offering their skills for the benefit of the charity and the community • Ensuring the Board and the Executive team meet all statutory requirements for a Charity and Company Limited by guarantee
Board Leadership	• Ensuring the Board is appropriately led and managed, ensuring professionalism at all times • Establishing suitable review mechanisms of the Board's collective and individual performance • Supporting and developing the Chief Executive in their role • Acting on behalf of the Charity and Board at strategically imperative meetings and events
Clarity of Purpose	• Ensuring the Board avoids focus on issues which could detract from the core purpose of the charity • Ensuring the Board makes decisions that advance the purpose and values of the charity for the benefit of the community
Constructive Relationship Fostering	• Maintaining the proper delegation by the Board of day-to-day administration and management of the Charity to its Chief Officer • Identifying those external relationships to foster and develop that will enable the strategy of the charity to be delivered • Ensuring that constructive relationships are formed and supported at Board level which would benefit the community most
Horizon Scanning	• Remaining personally and organisationally aware and knowledgeable of current and emerging sectoral issues and opportunities • Ensuring the charity is strategically positioned to engage future opportunities and challenges identified

Time Commitment

Board Meetings

There are up to five board meetings a year, usually held January, March, May and November with the AGM in September. These occur at two month intervals, and last 90-120 minutes.

Committee Meetings

There are currently two sub-committees, but the new Chair will have the opportunity to reshape the governance structures once appointed.

Board Terms

The newly appointed Chair will be invited to review the organisation's board memorandum and articles. It is envisaged that future honorary and ordinary board appointments may be subject to a recommended renewable, 3-year term limit.

Trustee Induction and Support

The Chair will be able to count on support in the development of a new 5-year strategy from Home-Start UK. In addition, a management and governance consultant has been made available to them until completion of the new Chair's induction.

Eligibility

Candidates must disclose any information about their personal or professional life which in the trustee board's perception could bring Home-Start East Antrim into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime, which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information which could give rise to a perception of conflict of interest with their role as a Home-Start East Antrim board member. This will not necessarily result in an inability to serve on the board.



How to apply

- Application is by submission of an up to date CV by email to patrick@co3.bz by email before the provisional closing date of noon, Monday 31 January 2022.
- Your submission may be followed up with a conversation with Engage to talk you through the main roles and responsibilities.
- That is followed by a 'conversation with a purpose' with the Chair and the board members to discuss how you meet the criteria set out in the role description and the level of commitment you are able to make to this voluntary role.
- There will be an opportunity for successful candidates to meet the full board before they make a commitment to join.

Please address any enquiries relating to the advertised position, and your submission, to Home-Start East Antrim's recruitment partners:

Patrick Minne



Tel: 07792 509003
Email: patrick@co3.bz

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Suites 4 & 5
8 Meadowbank Road
Carrickfergus
Co Antrim
BT38 8YF

Tel: 028 9332 8875

Email: homestartcfergus@btconnect.com

Registered NI Charity No. 100985 | Registered Company NI625840