



Prosper

An NI Charity Consortium supporting People, Diversity,
Opportunities, Employment and Success



Funded by
UK Government



Independent Chair Information Pack

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Welcome

Dear Candidate

On behalf of the Prosper team members, I am delighted that you have expressed an interest in the role of Independent Chair of our new consortium.

Prosper exists to provide intensive support for anyone economically inactive to move towards sustained employment.

The five partner organisations are significantly experienced in this area of work, particularly supporting those with disabilities, neurodiversity, autism and mental health issues.

If successful, you will be chairing the Project Board comprised of one senior member from each of the five consortium members. You will help to make a real difference to the lives of those often furthest from the labour market. I invite you to take some time to read this information pack, intended to enable you to understand what we do and who we are looking for.

If you believe you have the credentials and commitment to become the Independent Chair of the Prosper Consortium, please submit your interest via our board appointment partner, Engage, in the first instance.

We look forward to hearing from you. Yours faithfully

Chris Alexander
CEO of Triangle

 **Prosper** Lead Partner

An NI Charity Consortium supporting People, Diversity, Opportunities, Employment and Success

Who we are

Prosper stands for People, Resilience, Opportunities, Success, Participation, Employment and Results



Prosper is an exciting new Consortium providing intensive wrap-around support for economically inactive people including those with disabilities, neurodiversity, autism, and/or mental health issues to move towards sustained employment.

It will be delivered by five charitable organisations - Triangle Housing Association Ltd, Stepping Stones, Compass Advocacy Network (CAN), Access Employment Ltd (AEL) and the Appleby Trust, maximising value for money through partnership. All these organisations have significant and successful experience in the delivery of such services over a minimum period of twenty-five years. The consortium has secured an allocation of £4.8 million pounds over the next two years from the UK Shared Prosperity Fund administered by the Department for Housing, Communities and levelling Up in England. Activities include Academies, a Supported Employment service, Experiential Learning in enterprise environments and the provision of training/qualifications.

What we do

Prosper provides a range of activities including academies, a supported employment service, experiential Learning in enterprise environments and the provision of training/qualifications.

The service seeks to establish and support individuals' active inclusion within employment environments and in so doing promote their equal opportunities and through active participation improve their employability. Ensuring diversity within the workforce is an issue at the heart of what we do.

The service operates in ten of the twelve local Council areas. Funding of £4.8 million over two years is provided by the new UK Shared Prosperity Fund, under the auspices of the Department for Housing, Communities and Levelling Up in England, which has allocated **£4.8m over two years** to the project.



Governance

Prosper has formed a Project Board comprising one senior executive member from each consortium organisation and now wants to appoint an **Independent Chair for this Project Board**, as agreed by all members. The Project Board will meet on a quarterly basis and have responsibility for the efficient direction, management, and control of the administration of Prosper including managing the grant, reviewing the risk register to ensure that controls in place are effective, as well as obtaining robust assurances that the key objectives and milestones are being delivered.

Board Members

Laura Steele, Chief Executive Officer, Access Employment Ltd

Elaine Leonard, Manager, Appleby Trust Ltd

Janet Schofield, Chief Executive Officer, Compass Advocacy Network (CAN)

Paula Jennings, Chief Executive Officer, Stepping Stones

Denise Magill, Director of Support Services, Triangle Housing Association



Role Description

The role of Independent Chair is to oversee the partnership working between the constituent organisations, engaging with Project Board colleagues to maximise the benefits of collaborative working, shared decision making and effective governance.

The Independent Chair will support our Project Board in its work to deliver Prosper's vision and fulfil the terms of the grant allocation through the UK Shared Prosperity Fund. The Independent Chair will be an ambassador for our Consortium, promoting our work. The chairing of our Consortium will require engagement with constituent partners and an awareness of the activities and issues relevant to non-executive, executive and elected leaders in related statutory and voluntary / community sectors.

The Chair will be independent from all constituent organisations within the Consortium and hold no conflicts of interest. As Chair of Prosper you will not be a Trustee or Director of Prosper, nor hold formal line management responsibilities within Prosper.



Key Responsibilities

1. Their principal responsibility is to provide leadership of the Consortium to ensure the partners :

- Establish and maintain a shared vision, mission which always has service users at its heart.
- Deliver the vision through establishing shared strategic priorities together with operational programmes and action plans which pursue better outcomes in tackling economic inactivity.
- Facilitate maximum cohesiveness across our organisations.
- Implement an appropriate governance and operating model, which is streamlined and able to resolve any issues expeditiously.
- Facilitate a comprehensive consultative and communication framework aimed at complementing the arrangements within and across the constituent organisations.
- Ensure the Consortium upholds shared values, including openness, transparency, and inclusion.

2. In terms of Governance, the Chair, working with Project Board colleagues, will:

- Ensure we have sound governance arrangements, in consultation with partner organisations, which are fit for purpose and ensure all are fully able to fulfil their roles.
- Ensure we have a strong senior executive representation from constituent organisations at the project Board.
- Set a collegiate tone for the Partnership, encouraging the behaviours that support open and constructive challenge, debate and effective decision making. This includes constructive and cohesive relationships between all members of the Consortium.

The relationship between the Chair and the lead partner is fundamental. The Chair's role is to lead the Project Board in a way that meets the terms and spirit of the Consortium Agreement and holds the members to account for delivery of the Consortium's priorities, and to this end, the relationship with the Lead partner should be one of critical friend and sounding board.

3. The Chair will have a key role in developing a culture which promotes Equality, Diversity, and Inclusion within the operation of the Consortium.

The appointed person will require vision, wisdom, tact, and experience to enable and galvanise the work of the leaders of our constituent organisations, to maximise the benefits of collaborative working, shared decision making, innovative thinking and effective governance. They will need to be conscious of the competing demands on the partners through their individual responsibilities and accountabilities and through their involvement with other partnerships/alliances.

Person Specification

The appointed person will have sound experience and track record of Chairing an organisation or Consortium at a scale relevant to Prosper's size and complexity. This will involve demonstrating:

- Chairing skills, including complex interdisciplinary meetings at a senior level.
- The ability to manage competing or differing views, and positively challenge to achieve the desired outcome.
- An understanding of change management processes and leading within an environment of change.
- The ability to take an objective view, seeing issues from all perspectives and especially external and service user perspectives.
- The ability to engage people and interact positively with others including politicians, members of the public, and other key statutory and voluntary sector stakeholders.
- The ability to generate and develop good working relations across Project Board member organisations at Board and senior management levels, using influence and persuasion to articulate a balanced view and to encourage constructive debate.
- Good communication skills.
- An understanding of the employment support sector, the broader public sector, and voluntary, community and social enterprise landscape, sufficient to lead and build strong relationships across sectors.
- The ability to recognise discrimination and bias in its many forms and promote Equality, Diversity, and Inclusion within the operation of the Consortium.
- A sound understanding of good governance within public and voluntary / community sectors.

Terms of Appointment

- The post holder will be required to commit around half a day per quarter to Chair the Consortium's Project Board and approximately one day a quarter to prepare for this meeting.
- At times there may be a requirement for a small number of additional meetings. There will be a secretariat provision provided to the Chair.
- The post will be non-remunerated, with payment of reasonable expenses for travel, subsistence and any equipment associated with the work of the Consortium. There will be no payments for time related loss of alternative income.
- The post holder will be appointed for two years in the first instance, with a review and potential extension for a further period as agreed by the Consortium members, and subject to continued funding and satisfactory reviews.
- The Chair will be subject to an annual appraisal, possibly involving a 360-degree process.
- The Appointment does not create a contract of service (employment) and is not within the jurisdiction of Employment Tribunals. Neither is there any entitlement for compensation for loss of office. The Chair can be removed from post by a resolution and subsequent majority vote by the Prosper project Board.

Confidentiality

Due to the confidential nature of some of the issues which will be covered, the post holder will be expected to observe the highest standards of confidentiality and declare any existing or emerging conflicts of interest to the Project Board. They will be provided with a Triangle email account and the post holder will be expected to use this and keep it secure for all Prosper business. The post holder will be expected to adhere with key policies of the Lead Partner organisation. These include Standards of Business Conduct (Declaration of Interests, Gifts and Hospitality, Data Protection etc).

Eligibility

Candidates must disclose any information about their personal or professional life which in the Trustee Board's perception could bring Prosper 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 disclose if they have been convicted of any crime. Additionally they must share with the Board Recruitment Panel any information which could give rise to a perception of conflict of interest with their role as the independent Chair of Prosper. These will not necessarily result in an inability to serve in the position.

Candidates must be over the age of 18.



The Application Process

For a confidential discussion about the position in the first instance, please contact Engage Director Patrick Minne, patrick@co3.bz 07792 509003.

1. Candidates are asked to provide a full CV by email to Engage by **noon on Tuesday 22 August 2023** to Patrick Minne patrick@co3.org.uk.
2. Engage will submit your application to the Prosper Chair Recruitment Panel who will shortlist candidates.
3. Shortlisted candidates will be invited to meet the Board Recruitment Panel for a two-way discussion about their candidacy.
4. The full Board will vote to ratify the selection of the successful candidate.



Please address any enquiries relating to the advertised position to Prosper's recruitment partners:

Patrick Minne



Tel: 07792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

The CEO's Office
Triangle Housing
60 Eastermeade Gardens
Ballymoney
BT53 6BD

Tel: 028 2766 6880

Email: info@trianglehousing.org.uk