

Dementia Concern Board Vacancies

Your Candidate Pack



About Dementia Concern

At Dementia Concern, our primary goal is to empower those living with dementia, here in their local community. With fifty staff and a turnover of £1.1 million, we are exclusively for the people of Ealing, from Southall over to Acton. Their rich diversity is reflected in our staff and clients.

Established in 1982, almost forty years on we are still committed to our central strategic goal to provide amazing person-centred care and support for people living with dementia. We are proud pioneers of the dementia link service (2017-29) between NHS mental health teams and local GPs.

A further strategic goal (2024-27) is to equip and support families and loved ones, with the person with dementia remaining at the centre of every conversation.

This is **an exciting opportunity to join our Board** and influence the future of Dementia Concern. To empower all referred to us and get them the right support.



What we do

Working closely with local partners and West London Health Trust, we offer:

- **Dementia Link Workers** to provide support, information and advice to people with dementia or awaiting diagnosis, through the NHS, as outlined [here](#)
- Specialist Information and Advice through assigned **Dementia Advisers**.
- **Safe@Home** service for people with dementia who live on their own.
- **Activity Clubs**: we offer six clubs each week at venues across Ealing.
- **Dinner Dances**: occasions for a classy celebration and loads of fun.



Our beneficiaries are people in Ealing living with dementia, who have family living with them, and those living alone.

We currently serve 2,000 people living with dementia. By 2027, we want to reach every one of the 3,225 Ealing residents, estimated now to have a diagnosis of late-onset dementia.

Over forty years, Dementia Concern has continually developed services to meet growing needs in the local community.

By expressing interest in joining our Board for three years, you could take your place at a senior governance level, to help us to reach our strategic goals.

Welcome from our **Acting Board Chair**

Over the last five years Dementia Concern has been on a journey. The Board of Trustees has seen significant change, and our governance has matured.

As such, we are now in a position to build on this and we are looking for new Trustees, who will be able to focus on our strategic agenda and help us deepen our impact, rather than needing to establish processes and governance procedures. This is great news, as Dementia Concern is such a fantastic charity to get to know.

While it is a cliché to say a local community organisation is like a family, I cannot deny that it is the word that comes to mind when I think of the passionate, committed, and caring people who work for us at Dementia Concern.

Every day they journey closely with people who begin to lose themselves or their loved ones slowly, piece by piece, and yet they have a seemingly unending amount of patience and empathy. It truly is a marvel.

If you think you can support these amazing people to carry on helping their community, then I encourage you to apply. Though we expect our Chair to have had experience as a Trustee, we have Trustee positions that require no previous experience of being on a charity Board.

A successful charity requires a diverse range of people and skills, and if you think you can contribute, we would be glad to hear from you.

Richard Blake
Acting Chair

Welcome from our **Board Treasurer**

I have very much enjoyed my own first year on the board of Dementia Concern and we look forward to appointing our next Chair and up to three additional Trustees. These roles are unpaid voluntary positions (unpaid Trusteeship is a distinctive feature of UK charitable activity, enhancing public confidence and trust in charities). Expenses may be claimed as necessary, in accordance with the charity's expenses policy.

The Board of Trustees comprises the Chair, Vice-Chair, Treasurer and up to eight other Trustees. There are two sub-committees covering Finance and Quality.

In terms of the charity's financial health, candidates can find Dementia Concern's latest filed accounts for last year, 2022/23, on the Charity Commission's website, and also via the hyperlink to our last charity report, on the back page of this pack.

To update that picture, please note Dementia Concern is finalising its accounts for 2023/24 which will show unrestricted reserves carried forward of over £270k (subject to our annual audit) compared with reserves of £245k the previous year.

A modest surplus has been budgeted for this current year, 2024/25.

In common with many medium-sized charities, Dementia Concern faces ongoing challenges in raising funds and relies to an extent on legacies. However, the majority of the budget is based on established contracts and services.

During the last 18 months the charity has significantly strengthened its in-house finance expertise; that has brought greater financial insight and rigour to financial management and decision-making.

Judith Wilson

Treasurer

A few words from our CEO

In my time at Dementia Concern we began by strengthening the core business with better technology for our workforce, developing our frontline people, and improving our back-office processes. Then in 2023, with the Board, we moved to develop our new strategy. Also in 2023/24 we grew our finance department to facilitate and underpin this future growth, and expanded our clubs and local outreach to build a sense of community, and moments of real joy for our clients.

This approach together with our immensely experienced frontline dementia specialists puts us in a great position for steady strategic growth over 2024-27. Longlisted candidates will receive more organisational information including strategy delivery and current realities.

We are at a key juncture which will require from us courageous leadership to navigate exciting new avenues of income and partnerships.

2024 is a great time to join the Board of Dementia Concern to work to reach every person in Ealing with a dementia diagnosis over 2024-27. Hearing stories and experiences of this population directly, with solid evidence gathering, and being really honest about impact.



Our CEO at Zurich Dinner Dance 2023

I sincerely hope that having a strategy in place will free the new Chair and Trustees **to quickly feel they can contribute** to empower this population in Ealing. Please get in touch in any of the ways noted in the *How To Apply* page in the pack.

I believe it is an extraordinary opportunity to **welcome new and diverse voices**.

Maggie Tierney
CEO

Introduction to our Team of Trustees

Our governing document requires us to have at least seven volunteer Board members (also known as Trustees), and we have **seven active Trustees** currently, some of whom are nearing the end of their second three-year term. Our Treasurer was recruited in 2023 and our Vice-Chair (in the role since 2020) has stepped into the Chair role as an interim measure until the new Chair is in place, following this Board recruitment campaign. Our former Chair served generously from 2020 to 2024. You may like to read more about the [various Trustee roles](#).

Team of Trustees

The dynamic synergy between our Board and Staff Team is vital.



Acting Chair of Trustees – Richard Blake
Chair of Quality Committee - Steve Barnes

Trustee - Gail Bridgeman

Trustee - Sim Downes

Trustee - Raphael Kassin

Trustee - Ash Patel

Treasurer and
Chair of Finance
Committee – Judith Wilson

Key Staff

CEO – Maggie Tierney

Director of Services – Christine Giles

Director of Finance and People – Martyn Oliver

(also Company Secretary)

Clerk to the Board of Trustees – Clare Brooks

Becoming a Trustee of Dementia Concern

We are seeking our next Chair together with up to three further Trustees to strengthen our Board. While the day to day management of Dementia Concern sits with the CEO and her team, Trustee oversight is key to the success and stability of our charity and we look forward to enriching our Board through these appointments.

Trustee Role Description

To fulfil the legal duties of a Trustee which are to:

- ensure that Dementia Concern is accountable, well run and is effective.
- act in Dementia Concern's best interests, with reasonable care and skill
- oversee the responsible management of Dementia Concern's resources
- ensure Dementia Concern carries out its purposes for the public benefit
- ensure compliance with governing documents (the Articles) and the law

You can find out more about Trustees' duties on the [Charity Commission website](#)

Trustees use their skills and experience to support the charity, acting as 'critical friends' and challenging constructively. Trustees' oversight includes these areas:

- quality assurance and data protection across the charity
- financial management in line with the Companies Act and Charity SORP
- supporting equality, diversity and inclusion throughout the organisation
- appropriate risk management frameworks, while allowing for innovation
- management of health and safety and compliance and safeguarding

All Trustees will also be provided with governance training, as appropriate for their role.

We will particularly welcome candidates with skills or experience in ONE of these areas:

Safeguarding, Quality of Healthcare, Law, Health & Safety, Fundraising, Cybersecurity, HR and EDI.

We are seeking Trustees who will share the personal qualities as set out for the Chair, below. We welcome interest from people who are seeking their first Trustee role, however, experience of participating in formal meetings - both face to face and virtual - is required.

Time commitment - TRUSTEE

Trustees attend all Board meetings, having prepared and read the papers.

The Board meets six times a year and most meetings are of two hours' duration, held virtually on Wednesday evenings, with (normally) two in-person meetings per year held in Ealing. Trustees may be asked to serve on one of the two Board Committees (Finance Committee or Quality Committee), which meet quarterly, held virtually in the evenings. The minimum time commitment for Trustees is approximately **three hours** per month.



Becoming Chair of the Board of Trustees

Chair Role Description

In addition to the responsibilities of every Trustee, the role of Chair encompasses charity leadership, charity governance, and management of the Board:

1. Charity Leadership

- Provide strategic direction and leadership for the Charity and ensure Board oversight of delivery against the strategy
- Drive a positive governance culture, leading by example and acting with integrity
- Lead a regular review of matters which are reserved to the Board
- Set and review objectives for the CEO, manage their performance and provide support to maximise their impact
- Act as Charity spokesperson when required
- Ensure every Trustee understands and acts in accordance with their collective responsibility.

2. Charity Governance

- Ensure compliance with statutory and regulatory requirements
- Ensure the Board and the Charity follow the principles and recommended practice set out in the Charity Governance Code and keep this under review
- Ensure appropriate clarity of roles across Trustees and Management
- Keep the Articles under review (with the support of the Clerk)
- Establish and maintain a Trustee recruitment cycle and ensure it is followed
- Oversee the induction process for new Trustees
- Ensure the Board and individual Trustees receive relevant training and development.

3. Board Management

- Lead the development of Board culture and the relationship with the Executive Team
- Establish the regular review and management of the Board: their equality, diversity and inclusion, its collective skills and individual Trustee performance
- Establish a business cycle for Board, reflecting strategic and compliance needs
- Ensure the effectiveness of Board meetings; and Board committees (indirectly)
- Chair meetings so all Trustees are heard; summarising debates and ensuring effective decisions are reached on a collective basis and accurately recorded
- Support the Clerk to the Board in their role, to ensure Board compliance
- Work with CEO and the Clerk on the Board agenda and ensure actions are followed up.

Time commitment – BOARD CHAIR

The Chair serves for three years initially and may be re-appointed for three more.

In addition to the time commitment for a Trustee, the Chair is expected to dedicate sufficient additional time to their role, in particular for monthly meetings with the CEO and the Clerk, and the ongoing work of leading the Charity's Board.

The estimated time commitment for the Chair role is **one day** per month, with plenty of flexibility from week to week. A dynamic context, some months are quieter than others. Meetings and deadlines work around the Chair's availability.



Chair of the Board

Person Specification

Knowledge, skills and experience - Essential

- Experience as a UK charity Trustee
- Experience of Chairing formal meetings or taking a lead on a Board initiative
- Experience in a leadership role in any sector or track record of showing leadership
- Knowledge of charity governance

Knowledge, skills and experience - Desirable

- Experience of developing strategy
- Ability to develop the Trustee team e.g. experience of recruitment, skills training
- Experience of managing stakeholders
- Experience of strategic and operational oversight

Board Chair - Personal qualities

- Resident in the UK and committed to the charity's mission and purpose
- Sufficient space in life for the role, including admin time, and training.
- Sharing our values and passionate about giving back to the community
- A person who demonstrates an inclusive approach with a strong commitment to equality and diversity
- Able to attend some face-to-face meetings and events in West London
- Listening and interpersonal skills to foster a collaborative environment
- Ability to step back from charity operations/ detail - to focus on the long-term



How to Apply...

Upload your CV here:

<https://trustees-unlimited.co.uk/roles/dementia-concern-board-members-various-roles/>

Please indicate in the 'additional comments' section of the Trustees Unlimited portal if you are interested in joining the Board as a:

- Trustee
Or
- Chair of the Board of Trustees
Or
- If you are open to being considered for either role.

Please note: we have **up to four Board vacancies** for a three-year term.

We are recruiting for a **Board Chair** and **up to three Trustees**.



To express interest in these volunteer positions on the Board, we are not asking candidates for a formal application in the first instance. We are keenly aware that many good Trustee candidates are busy people, so we are keeping it simple.

If you would like to have an informal conversation over the phone about these Board vacancies, please email **Clare Brooks**, the **Clerk to the Board** who can arrange this for you at a day and time of your convenience:

clare@dementiaconcern.co.uk

If you would like to learn more about the charitable work of Dementia Concern, just call 0208 568 4448 and select **option 3** and ask for Maggie or Christine.

Closing date: Monday 30th September 2024

Apply via Trustees Unlimited: <https://trustees-unlimited.co.uk/roles/dementia-concern-board-members-various-roles/>

Please note we will be longlisting throughout the campaign, so get in touch soon.

Shortlisted candidates will be invited to a further stage in the recruitment, which will include a formal application. This will include some due diligence checks, and an initial phone call with one of the interview panel, to tell us about themselves and find out more about the role(s) of Trustee and Chair of the Board of Trustees.

Then, for those invited to the final stage, and wishing to progress, there will be in person meetings at our building: **223 Windmill Road, Ealing, London W5 4DJ** which are scheduled for **Thursday 24th and Friday 25th October**.

New Trustees will be invited to the in-person Board on 13th November at 6pm in Ealing, with some social time included in order to meet Trustees and the Exec.

All applications will be treated in the strictest confidence.



Learn how Dementia Concern supports local people

For more about the charity visit:

www.dementiaconcern.co.uk

The charity's mission is [here](#)

Read all about dementia [here](#)

You can read our [latest charity report](#) with financial statement, alongside case studies of patients, and more about our work.

These Board Vacancy details are also on [the vacancies page](#)

We look forward to speaking to you!

ALL photos taken in-house, this year or last year, at our weekly Activity Clubs, Outdoor Walking Club, London Marathon, or our Zurich-sponsored Dinner Dances. No stock images in this pack.

Dementia Concern

Charity Registration Number 1014834

Company Number 2748840