



Information Pack for Candidates

Completed Application forms must be received by Age NI no later than 12 noon, Monday 10 June 2024.

If you require electronic, Braille, large print or tape versions of this information pack please contact Cathryn Law on 028 9089 2626 or by emailing: board@ageni.org

Age NI is committed to interview all persons with a disability who meet the essential criteria and all reasonable adjustments will be made to assist in completing the application form, attending an interview, or any reasonable adjustments that would need to be made to the role or working environment if your application is successful.

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1. Message from Dr Raymond Mullan OBE, Age NI Chair

Dear Applicant

Thank you for your interest in becoming a Trustee of Age NI. We do hope that your interest at this stage is further enhanced by this Information Pack which is designed to provide:

- A background to the work and impact of Age NI
- An outline of the Governance structure which supports the work of Age NI
- Details on the specific areas of expertise and competencies required for our board/committee structure
- Commitment required and Eligibility Criteria

Age NI has benefited immensely from the leadership, commitment and dedication of its current group of voluntary Board members. This has resulted in Age NI gaining the reputation as an authoritative and trusted voice for older people across NI.

We are seeking to appoint Board members to Age NI who share our passion and embody the culture and values of our organisation. We have identified the skills we are seeking, as part of our ongoing board development and succession planning process. The successful applicants will bring business acumen, experience, communication skills and good judgement.


The role of Board members is to lead, provide direction, scrutiny, oversight and insight.

Despite the changing and challenging times for the charity sector as we emerge from the pandemic, Age NI is delighted to continue to deliver our strategy with confidence, ambition and focus. ***Our vision is a society in which we can thrive as we age.*** This is our compass, and our values guide us on our journey. We are here to promote the wellbeing of older people in Northern Ireland.

Completed Application forms must be received by Age NI no later than 12 noon, Monday 10 June 2024 by email to board@ageni.org.

On behalf of Age NI, may I thank you for taking the time to consider applying for a Trustee role to help us to promote the wellbeing of older people in Northern Ireland.

Kind regards



Dr Raymond Mullan OBE
Age NI Chair

2. About Age NI – The Charity

2.1 Context: An Ageing Demographic

Northern Ireland has an ageing population. A longer later life is to be celebrated, bringing prospects of pursuing new activities, having time to dedicate to the things we enjoy, contributing to our families and communities. Many of us, however, don't like to talk about getting older but ageing comes to us all and impacts on our lives, and the lives of our family and friends. Getting older can be a very different experience for each of us. Many older people enjoy life to the full, while others struggle because of poverty, health inequality, isolation or discrimination.

We are living in an ageing society, with the population in Northern Ireland ageing at a faster rate than the rest of the UK. The recent census¹ revealed that there has been a 24% increase in the population aged 65+ since 2011, with 56.8% of our population aged 65+ indicating they have a long term health problem or disability. It is anticipated that, within a decade, there will be more people aged 65 years and over than children aged 14 years and younger.

Evidence suggests that improvements in life expectancy has slowed down and there has been no change in the number of years spent in good health². More than one in ten people over 65 years in the community live with frailty, which also affects over half of adults in hospital or care home settings. There has been an increase in the percentage of the NI population feeling lonely; with higher levels of loneliness for people aged 50-64 and 75+. ³

We are the voice of older people in Northern Ireland.

Our Vision	Is a society in which we can thrive as we age
Our Mission	Is to help people to enjoy later life

Our priorities are clear – elimination of pensioner poverty; a modern and responsive health and social care system with a focus on prevention, rights, entitlements and fairness; and the fair and equal treatment of older citizens.

¹ <https://www.nisra.gov.uk/system/files/statistics/census-2021-main-statistics-for-northern-ireland-phase-1-press-release.pdf>

² <https://www.health-ni.gov.uk/articles/life-expectancy-northern-ireland>

³ <https://www.executiveoffice-ni.gov.uk/publications/wellbeing-northern-ireland-report-202122>

Our goals are driven by the priorities which older people in later life tell us matter to them and ensure that we focus our resources on delivering these goals:

People	Provide and develop quality services and support to improve the independence and wellbeing of older people.
Places	Prepare for our ageing demographic by creating an age friendly society.
Policy	Protect and promote the rights of older people.
Progressive Organisation	Age NI is a professional, sustainable, well governed organisation driven by the voice of older people.

2.2 How We Improve Later Life

- **We support older people who need our help.**

Older people are at the heart of everything we do. We provide practical and emotional services to meet their different needs across Northern Ireland. In 2022/2023 with support from our partners and stakeholders, we had 91,161 interactions with older people (Age NI Services and targeted communications).

We have made a positive impact on the lives of thousands of older people through the dedication of our staff and Trustees, the generosity of our volunteers and supporters, and the significant contribution of our partners.

Our priority is to continue to deliver safe, effective and compassionate services for older people as well as influence change on social care, dementia and loneliness.

We've included examples of some of our activities within the 2022/23 financial year throughout different areas of Age NI:

- **Age NI Advice & Advocacy Service:** The Age NI Advice & Advocacy Service responded to over 12,000 calls on a range of topics including financial entitlements, accessing health and social care and housing, and identified over £1.3m in unclaimed benefit.
- **Age NI Care Services:** In Care Services, Age NI supported over 400 people across our day, residential and home based Care Services.
- **Wellbeing Services:** We developed and delivered a number of innovative wellbeing programmes aimed at supporting people to age well and remain as independent as possible, including targeted projects on falls prevention, supporting carers and men aged 50+.
- **Age at Work programme (funded by the National Lottery Community Fund):** At Year 4 of the Age at Work programme, 1474 older workers were supported, with 71% agreeing the programme has enabled them to lead a

fuller working life, which contributes to improving the independence and wellbeing of older people.

- **Volunteering & Engagement:** Age NI and older people in Northern Ireland benefited from 548 volunteers being involved throughout the charity providing 627 volunteer opportunities as some volunteers performed more than one role. Areas of volunteering include Fundraising, Policy & Engagement, Check in and Chat (telephone befriending service), Day Care, Wellbeing Services and Age NI charity shops.

- **We meet the specific needs of older people**

Age NI offers tailor-made products and services for older people. The Independent Living Products provide choice in the market; supports independent living and helps Age NI to provide support for thousands of older people throughout Northern Ireland.

3. Company Structure

3.1 Background – Age NI, The Charity

Age NI was incorporated on 4 March 2009, and was established under a Memorandum of Association which sets out the objects and powers of the company, and is governed under its Articles of Association. We commenced activities on 1 April 2009 and currently employ 123 competent staff who are fully committed to the mission and values of Age NI. Our turnover figure on 31 March 2023 was £4.9m.

Age NI is a company limited by guarantee and not having a share capital. We are recognised as a charity by HM Revenue and Customs and Charity Commission for NI. Our HMRC reference number is XT14600, our company number is NI071940 and our NI Charity Commission number is NIC104640.

The objects of Age NI are to promote the following purposes for the benefit of the public and/or older people:

- Preventing or relieving the poverty of older people;
- Advancing Education;
- Preventing or relieving sickness, disease or suffering in older people (whether emotional, mental or physical);
- Promoting equality and diversity;
- Promoting the human rights of older people;
- Assisting older people in need by reason of ill-health, disability, financial hardship, social exclusion, or other disadvantage; and
- Such other charitable purposes for the benefit of older people as the Trustees may from time to time decide.

Age NI is the sole shareholder of Age NI Enterprises Ltd (current status dormant).

3.2 Board Structure of Age NI

Age NI Board meetings are held quarterly with a time commitment of up to 4 hours per meeting and two strategy days. Board meetings are held during the week, within office hours and locations are within the Belfast area.

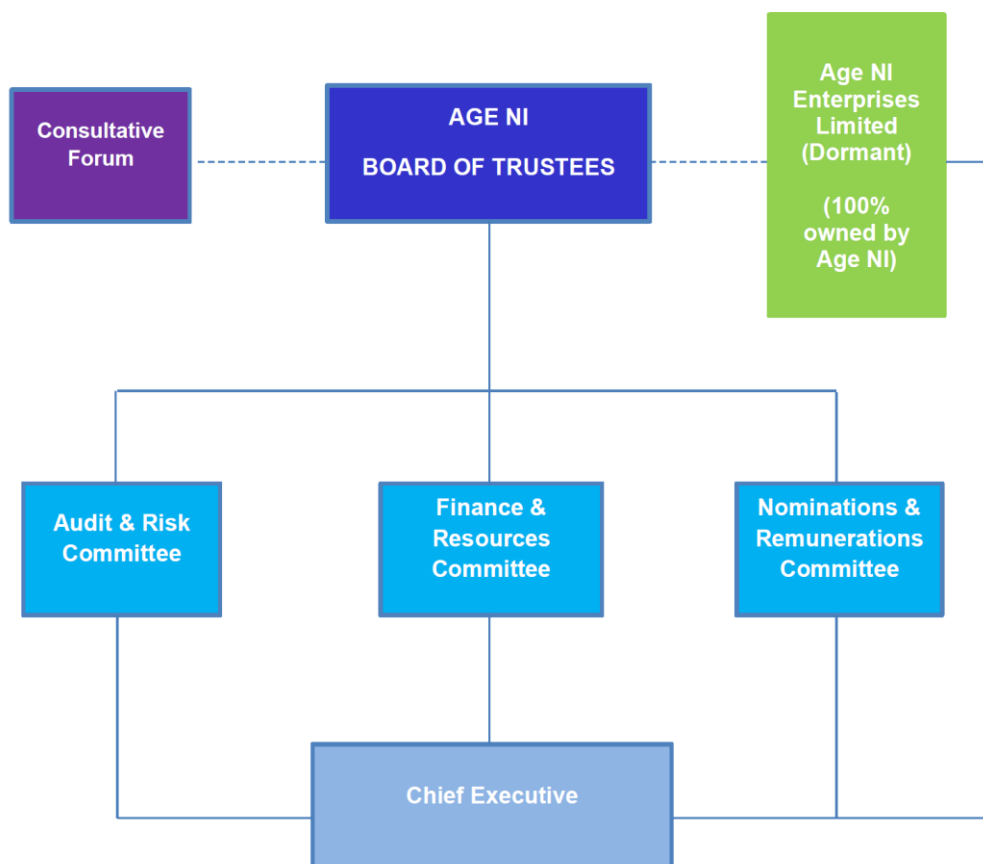
Trustees are also assigned to various sub-committees in accordance with their skills/experience, which have a Terms of Reference and delegated functions from the Board. Committee meetings are held during the week within office hours and are held in the Age NI office. Our preference is to hold in person meetings however on request we can facilitate virtual committee meetings, if required.

There is also an opportunity for Trustees to volunteer for other working groups to assist the Senior Management Team.

3.3 Illustration of Age NI Board & Group Structure

Age NI Group Structure

The Chief Executive is supported by a Senior Management Team and all are assigned across the committee structure and attend the Board meetings.



3.4 Role of a Trustee of Age NI

Purpose of a Trustee

To contribute to the effective governance of Age NI in promoting/displaying the charity's vision, mission, aims and objectives in the way they conduct themselves as a Trustee and represent the charity in the external environment. In general terms, the duty of the Trustee is to promote the interests of the Charity and to ensure its assets are applied for the charitable purposes authorised by its Articles of Association.

Trustees must accept ultimate responsibility for directing the affairs of Age NI and ensuring it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Specific Responsibilities of a Board Member

1. Board Meetings

- Regularly attend and positively participate in all meetings of the Board including Away Days (and apologise to the Governance Secretary/Chair well in advance of the meeting if absence is unavoidable).
- Inform the Chair a month in advance of the meeting if there are items you wish to be included on the agenda.
- Abide by the agenda during meetings in relation to topics and discussion.
- Contribute to discussions at Board meetings through the Chair.
- Offer to lead if you have any specific skills.
- Contribute to fully informed decisions.
- Accept collective responsibility for the decisions of the Board.
- Bring to the Board meeting a broad perspective on the organisation as a whole and avoid promoting sectional interests.
- Complete the Register of Interests form annually, in accordance with the Conflicts of Interest Policy. At the Board/Committee meeting, declare the nature and extent of an interest before discussion begins on the matter (at the Declaration agenda item), withdraw from the meeting for that item unless expressly invited to remain in order to provide information, not be counted in the quorum for that part of the meeting, withdraw during the vote and have no vote on the matter.
- Age NI Trustees who are also Age NI Enterprises Ltd Non-Executive Directors within their dual role should identify and manage any potential conflict in relation to both roles. (Age NI Enterprises Ltd is currently dormant).
- Within the constraints of openness and accountability, maintain the confidentiality of items discussed at the Board/Committee meeting and the contribution of individuals to Board meetings.
- Accept the authority of the Chair concerning the process of the meeting.

2. Sub-Committees and Working Groups.⁴

- Actively participate in an appropriate sub-committee/working group as appointed by the Board, keep abreast of the Terms of Reference of the sub-committee/working group and ensure pro-activity within the remit of the committee/group.
- Make every effort to attend each meeting/working group, if applicable and take time to prepare for the meeting in advance, to make effective use of the time allocated for the meeting.
- Consider who would be most suitable to fill office-bearer roles and contribute positively in the election of office-bearers.

3. Strategy

- Promote the mission, vision and values of Age NI.
- Contribute to the development and refreshment of the 5 yearly strategic plan and policy objectives, offering individual skills/expertise to serve on the Strategic Working Group, if appropriate.
- Monitor the effectiveness of the operational plans.

4. Information and Training Needs

- Identify training which may benefit the individual as a Trustee and a member of a sub-committee.

5. Health & Safety

- Co-operate with Age NI in complying with relevant Health and Safety requirements.

6. General

- Exercise individual skills/experience to the benefit of the Board's work.
- Reflect the ethos/core principles of the organisation in discussions/decisions at Board level.
- Act in accordance with the Code of Practice.
- As a Trustee/Director of Age NI, each Trustee should be familiar with and comply with the requirements of the following statutory bodies:
 - **Companies House.** When appointed as a Director of Age NI, the Director will sign a form confirming they consent to act as a Director and provide specific personal details to enable the Governance Secretary to appoint them as a Director with Companies House. Each Director will then receive a letter from Companies House with information on the legal responsibilities attached to the role. Trustees are collectively responsible for ensuring Financial Statements (including Trustees Annual Report), Confirmation Statements and any other legislative documents are submitted to Companies House within the required timescale. This is currently carried out by the Governance Secretary but remains the responsibility of all Trustees to firstly approve and ensure the information is submitted.

⁴ A group developed as a response to additional work at the Board meeting, where Management Team can avail of Trustees expertise and experience to complete a specific project.

- **The Charity Commission for NI.** When appointed as a Trustee of Age NI, the Governance Secretary registers online specific personal details to The Charity Commission for NI. Age NI is registered as a Charity with The Charity Commission for NI (NIC104640) and as such is required to submit an Annual Monitoring Return each year. The Governance Secretary prepares and submits this information on behalf of the Trustees, which also includes the Trustees Annual Report and Financial Statements. Trustees receive the draft online submission to approve at the Board meeting annually, as they must consent for the Governance Secretary to submit the Annual Monitoring Return on their behalf. Each Trustee must familiarise themselves with the following documents:
 - CCNI The Public Benefit Requirement guidance
 - CCNI Serious Incident Reporting guidance
 - Age NI Safeguarding Policy

Specific Rights of a Trustee

1. The right to correct information.
2. The right to be heard.
3. The right to be consulted.
4. The right to respect and loyalty from colleagues.

Remuneration

As noted in the Articles of Association, a Trustee must not receive any payment of money or other Material Benefit (whether directly or indirectly) from the Charity except:

- As mentioned in Clauses 3.24 (Trustee insurance), 12.1.2 (loans), 12.1.3 (rent), 12.1.4 (as a beneficiary) or 12.3 (contractual payments);
- Reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) in accordance with the expenses policy of the Charity, actually incurred in running the Charity;
- An indemnity in respect of any liabilities Properly Incurred in running the Charity or otherwise to the extent permitted by the Companies Act;
- Payment to any company in which a Trustee has no more than a 1% shareholding;
- In exceptional cases, other payments or benefits (but only with the prior written approval of the Commission where it is empowered to do so).

Trustees are expected to have an understanding of, and to exercise the values of accountability with reference to the Nolan Principles for public office and The Code of Good Governance Principles, which apply to the voluntary and charitable sector.

4. What we are looking for

4.1 Overview of Vacancies

As part of our succession planning process, we are seeking to appoint Trustees to the Board of Trustees.

We may also use this recruitment process to compile a reserve list of suitable candidates for vacancies which may arise in the next 12 months.

4.2 Areas of Expertise and Competencies Required

<p>Areas of expertise (applicants must demonstrate experience in at least one of the areas listed)</p>	<ul style="list-style-type: none"> • Finance – preferably a qualified accountant e.g. recognised accountancy body. (Recent and relevant financial experience) • Health and Social Care • Corporate Governance • Human Resources • Digital Technology/IT • Communications/Marketing/PR • Business Strategy Skills • Any other area which would benefit the charity
<p>Competencies (applicants must demonstrate their ability to meet all essential competencies)</p>	<p>Essential.</p> <ul style="list-style-type: none"> • Ability to contribute to the strategic direction of an organisation and collective decision making within an organisation. • Ability to analyse information, apply good thinking and sound judgement to solve problems creatively. • Ability to listen effectively, communicate well and influence others. • Ability to work as part of a team and build effective working relationships.
<p>Additional information (which may be requested at interview)</p>	<ul style="list-style-type: none"> • Your understanding of the work of Age NI and the issues facing older people. • Your knowledge and understanding of the boundaries between Executive and Non-Executive roles and responsibilities. • Any previous experience as a Trustee/Non-Executive Director and the sector in which you served.

5. Commitment Required

Age NI Board/Committee meetings

The commitments of the role are as follows:

- **Board Meetings:** The Board meets quarterly, up to 4 hours per meeting – morning/afternoon (weekday). The Board meetings are held in March, June, September and December. The annual Away Day/s held in October take place outside the Belfast area.
- **Sub-Committees:** Committees meet quarterly for 2-3 hours – morning/afternoon (weekday) in advance of the Board meetings.
- **Time Commitments:** Applicants should expect to allocate 2-4 days per quarter to this role (includes preparation and attendance). At interview, the panel is required to confirm that candidates are able to meet the time commitment to fulfil the role, the panel may then ask how the candidate is going to manage the commitment.
- **Meeting Locations:** The quarterly Board meetings take place within the Belfast area. Committee meetings are held in the Age NI office, and if required/requested, a committee meeting can be facilitated virtually.
- **Term of Office:** Trustee appointments will be made for a period of up to 4 years initially and involves a commitment from individuals for that initial term.

6. Eligibility to be a Trustee and Company Director of Age NI

6.1 Eligibility Criteria

Please refer to Page 10 of the Application Form and complete and sign the Declaration of Eligibility to be a Charity Trustee and a Company Director.

6.2 Conflict of Interest

Please give details (on Page 10 of the Application Form) of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment to Age NI. These could include financial interests or share ownership, compulsory/voluntary insolvency/liquidation, active connections with a field of expertise in which the organisation works, Directorship (of charities, organisations, companies) and their activities, associations or employment of a partner or friend in the particular field in which Age NI operates.

Any potential conflicts of interest detailed here will not prevent you going forward to interview but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application.

7. How to Apply

7.1 Application Process

To apply for these posts you **must** complete and return the application form, as supplied by email to Cathryn Law at board@ageni.org

When completing the application form, you should effectively demonstrate your ability to meet each criterion you are required to describe, by means of examples, tasks and action that you have undertaken that are relevant to each of the criteria. Please describe what you did and how you behaved. If your example included activities undertaken by a team it is important that you focus on your role in the team and not that of the team as a whole. It is not sufficient to simply provide a list of the positions you have held. The Selection Panel cannot make assumptions as to your skills, knowledge and experience from the title of previous posts held.

Please note: we will rely on only the information you provide on your application form to assess whether you have the experience required at the appropriate level.

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We may use this recruitment process to compile a reserve list of suitable candidates for vacancies which may arise in the next 12 months.

7.2 Acknowledgement

We will acknowledge receipt of your application by email after the closing date.

7.3 Process Timeline

- Closing date Monday 10 June 2024 at 12 noon.
- Interviews will take place week commencing 24 June 2024 (within office hours).
- The Nominations and Remunerations Committee will meet and agree recommendations for appointment, which will be presented to the Age NI Board, for approval.
- We anticipate that board appointments will be made in September 2024.

7.4 Recruitment Panel

The recruitment panel will consist of three Board members.

All correctly completed and signed applications received by the closing date will be considered by the panel.

Candidates who best demonstrate in their application that they meet the essential criteria will be invited for interview.