



# Trustee

# Recruitment Pack

Join us and help special children shine!

  
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helping special children shine

# Welcome

Welcome to our Trustee Recruitment Pack and thank you for your interest. We are an energetic charity that believes all children and young people with complex additional needs should be able to achieve their full potential, regardless of their disability or learning difficulties.



In order to achieve this, we have built an award winning, fully integrated Children's Centre in South Gwent, encompassing state of the art equipment and leisure facilities, where health, social care, and Sparkle staff operate side by side. This Centre serves families in Newport, South Torfaen and South Monmouthshire.

We are excited about the future of our charity, as we are now expanding to provide our services across the North and West of Gwent, and are keen to find people with the right skills and expertise to join our Board of Trustees. We hope this pack provides you with all the information you need to apply.

Thank you

Sabine Maguire MBE

**Founder/Chair**

# Who are we looking for and why?

The Trustees have recently detailed our charity's strategy and vision for the next five years, and have identified some areas which we would like to strengthen in order to achieve our goals.

With this clear strategy in place, a solid financial base and a well-led senior management team, we are looking for someone who is supportive and passionate about Sparkle's work, even if they do not have prior experience of working with disability or learning difficulties.

Our current Trustees come from a wide range of backgrounds and bring a range of skills and experiences. Short biographies about our Trustees can be found on our website:

<https://www.sparkleappeal.org/about/meet-the-trustees>



# Who are we looking for and why?

We would love to speak to candidates with specialist skills in any of the following sectors:



- Marketing skills and knowledge.
- PR and Stakeholder Relations – knowledge that supports promoting a positive perspective about the charity, advising on building relationships with press contacts, and stakeholder communication and relationship development.
- Knowledge of CMS platforms.
- Digital and Social Media communications and analytics experience across various platforms in a business capacity.
- Skills to raise the charity’s profile, encouraging new supporters, donors and beneficiaries.

This position would suit someone either taking their first steps to develop wider board level and governance experience, or with prior experience.

# The role and your commitment...

Trustee Board meetings are held at Serennu Children's Centre in Newport. Trustees currently meet monthly for approximately two hours, and meetings have recently been held remotely. In addition, there are some ad hoc meetings depending upon the needs of the charity, and the additional guidance you would be giving to our team members.

Agendas, papers and minutes are distributed via email, usually five days in advance of the meeting. It is estimated that the total time commitment would be no more than two days a month. It is not essential that you live locally, but we would expect you to attend the centre occasionally for specific events.

*Sparkle has made a massive difference to my son's life! I really appreciate everything they do!*

The Serennu Children's Centre was built in 2011 and more than 300 children with a disability and / or developmental difficulty visit each week.

We have to raise more than £600,000 every year to fund the vital services that help these special children through our children's centres and outreach services.



# Support

The charity has an office based team which includes a Team Lead, Corporate Fundraiser and Communications, Fundraising and Events Officer. There would be an expectation to mentor and oversee activities in this area as and when necessary. We also employ a Research and Development Officer who prepares grant applications up to £50K, and we contract a professional grant writer for grants above this level.

# Reward

This work would be pro bono, but necessary expenses would be paid. You will be a vital part of the team, changing the lives of children and young people with complex needs, and helping to change the whole service model for these families across the UK. The Communications and Fundraising Team will benefit from your expertise and guidance, and in return you will be part of a fantastic charity, which is growing rapidly.



This is a fantastic career enhancing opportunity. It would be an excellent addition to your CV and professional development, gaining both Board and charity governance experience and overseeing a considerable expansion in our fundraising and digital footprint.

You will be joining a Board of Trustees who care deeply about what they do, at an exciting stage in the development of the charity, offering you invaluable experience at a strategic level.

# The Future

We are now at an exciting stage as we have expanded to become the partner charity across the whole of Gwent, and we are striving to ensure that all families across our region can access similar, high-quality provision. We are also working with our partners in health, social care and education to provide a comprehensive Transition Hub for young people moving into adulthood.



We aim to continue to provide enhanced services and activities for children and young people, regardless of whatever disabilities or additional needs they may have. Our facilities in Serennu are second to none, and everyone is welcome!

*This charity has without a doubt been incredible for us as a family to be just that... a family.*

# How to apply

New Trustees are appointed by the existing members of the Board. When filling vacancies, the Board takes into account the skills, knowledge and experience needed to maintain the Board's ability to direct effectively the full range of the charity's aims.

If you believe you can contribute through your experience and skills, then please get in touch. Please send through a CV and covering letter indicating how you meet the profile, and we will get in touch for more information.

Contact the Sparkle office on 01633 748092, or email your application to [sparklechair@gmail.com](mailto:sparklechair@gmail.com).

**The deadline for applications is 9am on the 1st of May 2021.**

## Diversity

We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender or socio-economic background.

