



RECRUTIMENT INFORMATION PACK FOR NON EXECUTIVE DIRECTORS

August 2021

Dear Applicant,

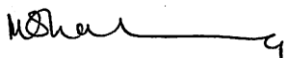
Thank you for your interest in the position of Non-Executive Director at the Kaleidoscope Plus Group (KPG)

KPG is a national, mental health and wellbeing charity and proud of all that we do. We are looking for an individual who shares our values and commitment to ending the stigma associated with mental illness; provide quality, accessible and people centred services which both prevent illness but also support individuals to manage their recovery.

You will be joining us as we come to the end of a challenging period of change and will part of a dedicated, professional team to help us consolidate our existing services and to develop a sustainable future to take us into the next phase of our journey. Although desirable, a detailed knowledge of mental health provision is not a requirement for the role nor is experience of working in the charity sector. However it is essential to have a belief in our aims and the passion, drive and commitment to drive them forward.

If you feel excited by the opportunity to have a significant impact on our organisation and this sector, we look forward to hearing from you.

With best wishes



Monica Shafaq
Chief Executive



Non Executive Directors



Salary: Unremunerated (reasonable travel expenses will be paid)
Commitment: 3 years with the opportunity to be reappointed at the end of the term
Location: Meetings take place at our Head Office based in West Bromwich – Due to COVID19 restrictions, all meetings are currently taking place remotely. Remote access can be facilitated if needed post COVID 19 restrictions

Established in 1973, The Kaleidoscope Plus Group is a registered charity and a company limited by guarantee. We are one of the leading Health & Wellbeing charities based in the West Midlands and we provide services across the UK. We're passionate about our contribution to improving people's lives through the provision of quality services, training and awareness.

Our Mission is to promote and support positive health and wellbeing and we are committed to making sure that the services and facilities we provide are of the highest possible quality, inclusive and that they are sustainable long into the future.

The Roles

We are now seeking to appoint new Non-Executive Directors and are specifically interested in individuals who have a background in

- Finance and Accounting
- Law

As a Trustee you will be responsible for overseeing the strategic direction, financial management and governance of the organisation. You will ensure that our organisation works within its charitable objectives and is compliant with charity and company law within the jurisdictions in which it is registered and operates, and you will work to further the charitable objectives of the organisation.

The annual commitment is around 4 Board meetings per year, plus an AGM. Interaction via email, phone, TEAMS and other video conferencing will be required as appropriate.

More information about The Kaleidoscope Plus Group is available at www.kaleidoscopeplus.org.uk

How to apply

Please visit our website to download an information pack. Please apply with CV and a supporting letter outlining why you are interested in joining the Board and the skillset you can bring to help us achieve our mission by email to Monica Shafaq at monica.shafaq@kaleidoscopeplus.org.uk by **5.00pm Friday 17th September 2021** If you would like an informal chat about the positions, please contact Monica on 0121 565 5605

Interviews will be held on Thursday 30th September 2021

For more information or an informal chat about the positions, please call Monica Shafaq on 0121 565 5605

About the Kaleidoscope Plus Group

The Kaleidoscope Plus Group is a leading national, Midlands based health and wellbeing charity. Established in 1973, we were originally affiliated to the national mental health charity “Mind” and were known as Sandwell Mind. In 2013 we decided to disaffiliate from Mind since, as a progressive and proactive organisation, we recognised that there is a lot more to an individual than “just” their mental health condition and it was important to us that we provided a holistic service. Following consultation with colleagues and our users we became “the Kaleidoscope Plus Group” – a name which represents what our colleagues and service users believe we do, namely, bringing colour back into people’s lives, linking lots of different services and people together in a creative and positive way and helping to support people who work with us or use our services to cope with the ever changing face of life.

We are a family friendly organisation which operates an open door policy. All colleagues are supportive of one another and recognise the challenges that life can bring and we have an environment in which problems can be shared confidentially without judgement or reproach. Although a hierarchy is necessary to the infrastructure of any organisation, all colleagues at the Kaleidoscope Plus Group from the most senior to the most junior are seen as equal individuals whose role and existence is vital to what makes the charity a truly open, innovative and progressive one. We also have a strong Board of Trustees who live the values and ethos of the organisation.

Service users are a vital part of our organisation. The Kaleidoscope Plus Group exists to help people achieve better health and wellbeing and our aim is to deliver services in a way that users value and appreciate.

Our long term aim is to provide our services on a national level and partner with other Organisations to improve efficiencies and sustainability. We recognise that our colleagues are the key to providing quality services and aim to do our best to ensure that they are paid fairly in comparison to other charities of a similar size and that they are treated equally, included and feel valued for the contributions that they make. We also ensure that they are consulted and informed about the charity and its activities and in all aspects that affect them. We continually strive to improve and learn and to this end continually invest in their training and development.

In 2015 we achieved our first placement on the Sunday Times Best Companies to Work For List and have achieved a place on the list every year since.

We hold Gold Investors In People accreditation and are also a Mindful Employer and Positive About Disability.



Mission Statement

Our Mission is to promote and support positive health and wellbeing across our area of operation. We are committed to making sure the services and facilities we provide are of the highest possible quality.

We seek to put service users at the heart of everything we do to ensure we continue to be innovative, proactive and flexible in meeting the needs of the communities we serve.

We aim to do this, and more, in a sustainable, inclusive way and by ensuring our aims: **Recovery, Inclusion** and **Awareness** are inherent in all that we do to ensure we make a difference and bring added value to our work by **Creating Brighter Futures Together**

Our Vision and Values

Quality

We are committed to achieving and maintaining appropriate standards for the Organisation and its services, and to building, supporting and maintaining a skilled, high quality workforce to ensure excellent service delivery and governance.

Access and Equality

Our commitment to equality is reflected in our policies, practices and services. This commitment goes beyond our ethos to promote equality and challenge discrimination. It involves an active commitment to identifying areas where inequality of access to health services and support exists for diverse communities and to develop structures to address them whenever possible.

Continuous Improvement and development

We carry out structured and regular reviews of the Organisation and its services, their quality and their impact in order to inform and influence development. We will build skills and seek resources to implement new services and/or facilities in response to identified need.

Partnership

We are accountable to all our stakeholders and are committed to making sure the views and needs of our service users, funders and other partners are listened to. We will work with service providers and policy makers to have influence into the development of services and strategies which impact the communities we serve.

Sustainability

We have a responsibility to our service users and the communities in which they live to ensure that the services we develop and deliver are sustainable, and to ensure that resources are responsibly managed and allocated.

Our Current Services

KPG's primary objective is to promote and support better health and wellbeing across our area of operation. As at February 2021 primary services of the charity are:

Kaleidoscope Care

Nicholl Grange Care Home

Residential Care (without nursing) provision for 14 people in a 10-bed unit and 4 one-bedroom flats (adjacent) in West Bromwich. The staff team provides care and support 24 hours a day. Nicholl Grange caters primarily for people who have a need for reablement support aiding them to move on into independent living within the community, however support is also provided where appropriate for those people who have a longer term care and support needs'

The service provides local people suffering from mental health illness with the opportunity to gain the support, skills and confidence to live fulfilling and independent lives in their local community.

Independent Living Services

ILS provides 24 hours a day support to individuals living in shared housing (currently in Walsall).

Support is provided to 2 individuals per property and enables them to live as independently as possible in the community reducing the demand on in-patient services and lowering the risk of tenancy breakdowns.

The service has seen increasing success in ensuring clients remain in the community and is an area of growth and development for the organisation.

Kaleidoscope Support

SORT Scheme (Sandwell)

A Floating Support scheme supporting 100 people throughout Sandwell who have mental health problems to maintain independent living in their own homes. Clients are allocated a key worker and access up to two years of support engaging in a personal support plan to meet their support needs. The service is provided in partnership with other agencies where clients access more than one service or have complex needs.

IRiS Partnership (Sandwell)

In partnership with Cranstoun, we provide housing and welfare support to people working towards recovery from drug and alcohol addictions in Sandwell. Support is provided via a key worker who provides specialised support around accommodation welfare issues.

Kaleidoscope Wellbeing

Primary Mental Health Workers (PMHW) Sandwell

PMHWs work with children and young people, families and carers and professionals, providing support where there are emotional or mental health concerns.

PMHW's come from a range of professional backgrounds having specialist training and experience in areas such as, Counselling, CBT, Play Therapy and also Transactional Analysis, Solution Focused/Humanistic Approaches and Trauma and Attachment.

The team are co-located within multi-disciplinary teams within Community Operating Groups (COGs) across the six towns of Sandwell and also with the Youth Offending Service (YOS), Looked After Children's Service (LAC) and the Child Sexual Exploitation Service (CSE).

Services are provided via direct therapeutic interventions with children, young people, families and carers and also in relation to providing professional consultation support to professionals working with children, young people, families and carers which also includes the provision of training and skills development.

Kaleidoscope Sanctuary Hub

The Sanctuary Hub runs all year round providing crisis support for individuals living in Sandwell, Operating from 6pm – 11pm during weekdays and from midday to 11pm at weekends from our offices at Hope Place, the hub aims to reduce presentations at A&E and provide a safe, supportive and understanding space for people who need immediate help.

Psychological Wellbeing Services (Bedfordshire)

The Kaleidoscope Plus Group provides psychological wellbeing services for detainees within Yarl's Wood IRC (Immigration Removal Centre).

The service aims to improve the emotional wellbeing and resilience of those who access the service.

Services are provided via both 1-1s and in groups with a focus on psychoeducation support groups which provide clients with the tools to enable them to better manage their emotional wellbeing in the future.

Counselling with KPG

This is an affordable and Flexible Talking Therapies Offering a confidential and non-judgemental counselling service to individuals, couples and families. This service is suitable for anyone aged 16 and over, with worries and concerns that are affecting their wellbeing.

Community Offer

Community Offer is available to provide preventative support for Sandwell residents aged 18+. Our Community Navigators will work with people to support their individual needs in a flexible and responsive manner for up to 12 weeks.

Suicide Bereavement Support Services

The Kaleidoscope Plus Group provides Suicide Bereavement Support Services for people who reside in Warwickshire and across the Black Country. The service provides a safe space for people who have been bereaved by suicide to come together and talk openly about their experience. The groups are facilitated by trained professionals who bring with them the skills and knowledge around coping with grief, loss and bereavement.

24 Hour Crisis Text Line

For people who are in need of urgent support, please text TEAMKPG to 85258 where you can speak to a trained Crisis Volunteer.

This service is free, available 24/7, confidential and it doesn't appear on your phone bill. Click below for further information.

Talk2Us

Talk2Us is a helpline and messenger support service and is free to use for anyone in the UK. The service will be accessible from Monday to Friday between 9am to 5pm and from 5pm to 8pm on Saturdays and Sundays. Our team of experts and volunteers can offer you help, guidance and support.

Kaleidoscope Training

Training

We have a team of qualified trainers to deliver our innovative training and therapy packages as a result of the commercial demand for these services. Packages include Applied Suicide Intervention Skills Training (ASIST); Mental Health First Aid training (MHFA); MHFA one day; the Plus Programme; bespoke training, consultancy and wellbeing packages amongst others.

Current Strategic Objectives

Our Current business plan (2020 – 2023) sets out four strategic objectives as follows:



Staffing Structure

The Group's staffing structure is a mix of support workers who are based both centrally at our head office, and remotely at locations. In addition, all our infrastructure support teams (Finance, HR, PR, Admin, etc) are based at Head Office, Hope Place, 321 High Street, West Bromwich, B70 8LU. However, we operate flexibly and it isn't essential to be office based full time.

We currently employ approximately 67 staff in total and have a turnover of £2.2 million.

Equality and Diversity Statement

The Kaleidoscope Plus Group (KPG) as an employer, partner and as a service provider is committed to encouraging diversity and eliminating discrimination.

The organisation aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

KPG believes that it is best placed in providing equal opportunities to all employees, partners and users of our services by adapting the way in which we work using fair and consistent processes, whilst reflecting the local community in which it operates.

Our commitment to equality is reflected in our policies, practices and services. This commitment goes beyond our ethos to promote equality and challenge discrimination. It involves an active commitment to identify in areas where inequality of access to health services and support exists for individuals and groups across the diverse communities in which we work, and to developing structures to address this wherever possible. This commitment equally applies to those who wish to work with us.

The organisation believes it is the responsibility of all trustees, employees and volunteers to uphold the integrity of this commitment.

1. Purpose

The purpose of this policy is to provide equality and fairness for all in our employment and in the provision of services and not to discriminate on the grounds of gender, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, trade union membership, dependants, age, marriage or civil partnership, gender re-assignment, pregnancy and maternity (amendments to Equality Act 2010).

KPG opposes all forms of unlawful and unfair discrimination. All employees, trustees and volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, volunteering or any other benefit will be on the basis of skills and ability.

2. Principles

KPG's commitment to Equality and Diversity is:

- To create an environment in which individual differences and the contributions of all our employees, trustees and volunteers are recognised and valued;
- To create a working environment that promotes dignity and respect for all.
- To ensure no form of intimidation, bullying or harassment will be tolerated;
- To ensure training, development and progression opportunities are available to all.
- To promote equality in the workplace;
- To regularly review all its employment and volunteering practices and procedures to ensure that no job applicants, staff, trustees or volunteers are treated less favourably than others;
- To regularly review services to ensure they are accessible and appropriate to all groups within society;
- To treat breaches of the Equality and Diversity policy seriously and to take disciplinary action when required;
- To provide information and training to all employees, trustees and volunteers to ensure full awareness of the issues relating to Equality and Diversity and their responsibilities within this remit;
- To ensure the policy is fully supported by the Executive Committee;
- To monitor and review the policy annually.

3. Key Personnel Responsibilities:-

All trustees, employees and volunteers within KPG have a duty and responsibility to ensure that as an organisation we comply with this policy:

- The Board of Trustees and Executive team must ensure that the Equality and Diversity policy is implemented in order to comply with legislation with appropriate resources in place to support this.
- All employees, trustees and volunteers must be responsible individually for their own compliance with this policy. A Breach of Equality and Diversity Policy is regarded as misconduct and non-compliance will lead to disciplinary action or withdrawal of volunteer agreements.
- The organisation must ensure that all new employees, trustees and volunteers receive Induction training on this policy.
- All staff must follow procedures relating to this policy to ensure equal opportunities and non- discrimination practices are adhered to.
- All staff must communicate any suspected or alleged discrimination practices.
- All staff must refrain from any form of harassment, bullying or intimidation when conducting their day to day work activities to promote the good working ethics of KPG.



Non Executive Director - JOB DESCRIPTION

Title:	Non Executive Director
Reports to:	Board of Trustees
Remuneration:	N/A Voluntary Position (reasonable expenses will be reimbursed)
Hours:	4 Board meetings per year, plus an AGM and events. Interaction via email, phone. TEAMS and ZOOM will be required as appropriate.

SUMMARY

The Kaleidoscope Plus Group (KPG) aims 'to promote and support better health and wellbeing', aiming to do this and more, in a sustainable and inclusive way ensuring that the three elements of our mission statement RECOVERY, INCLUSION and AWARENESS are inherent in all that we do.

The overall purpose of a trustee is to control the management and administration of Kaleidoscope Plus Group.

You will be genuinely driven by the work of Kaleidoscope Plus Group and able to display a commitment to our ethos, aims, and objectives. You will have the natural ability to operate at a strategic level and engage with a broad spectrum of people. Acting in an unpaid capacity, you will commit to give the necessary time and effort to engage effectively with the work of Kaleidoscope Plus Group.

KEY RESPONSIBILITIES

The role of a Non Executive Director is:-

- to set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to set up employment procedures and respect the roles of staff/volunteers
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the business are carried out
- to safeguard the good name and values of Kaleidoscope Plus Group
- to maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
- to promote Kaleidoscope Plus Group
- to act in the best interests of the charity, never in the interests of yourself or another organisation
- Sitting on appraisal, recruitment, disciplinary or grievance panels as required

The Non Executive Director must also fulfil the statutory role and duties of a Non Executive Director as set out in Appendix A.

PERSON SPECIFICATION

- Must have a personal commitment to the field of health and wellbeing
- Able to work closely with the Chair, other Non-Executive Directors, the Chief Executive and executive team, building positive working relationships in a constructive and consultative environment.
- Possess the skills to represent Kaleidoscope Plus Group at the highest level throughout the UK.

Skills and experience:

The Non-Executive Director will need to possess the following attributes:

- Commitment to the organisation and its objectives
- Strategic vision
- Good, independent judgement
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Integrity, impartiality, fairness and the ability to respect confidences

Appendix A: STATUTORY ROLE AND DUTIES OF NON EXECUTIVE DIRECTORS

- To ensure that Kaleidoscope Plus Group complies with its governing document (i.e. its memorandum and articles of association), charity law, company law and any other relevant legislation or regulations;
- To ensure that Kaleidoscope Plus Group pursues its objects as defined in its governing document;
- To ensure that Kaleidoscope Plus Group applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;
- To ensure major risks to which the charity is exposed are reviewed regularly and systems are established to mitigate these risks without the charity becoming risk averse;
- To contribute actively to the board of Trustees' role in giving firm strategic direction to Kaleidoscope Plus Group, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets;
- To safeguard the good name and values of Kaleidoscope Plus Group;
- To ensure the effective and efficient administration of Kaleidoscope Plus Group;
- To ensure the financial stability of Kaleidoscope Plus Group;
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- To appoint the Chief Executive, monitor his/her performance and support him/her in that role.

In addition to the above statutory duties, each Non Executive Director should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Non Executive Director has special expertise

General Duties of Non Executive Directors under the Companies Act 2006

1. Duty to act within powers
2. Duty to promote the success of the company
3. Duty to exercise independent judgement
4. Duty to exercise reasonable care, skill and diligence
5. Duty to avoid conflicts of interest
6. Duty not to accept benefits from third parties
7. Duty to declare interest in proposed transaction or arrangement

A Non Executive Director is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of (Your Organisation) in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.