



**New Trustee Recruitment 2024**



# Welcome from the Chair

## Dear Candidate

On behalf of the Stepping Stones NI team, I am delighted that you have expressed an interest in a role on the Board of Trustees of Stepping Stones NI.

Stepping Stones NI exists to change how society values and engages people with barriers to learning and employment. We see everyone's potential and know that with the right support, people who experience barriers to learning and employment can go on to achieve new skills, qualifications, and employment.

Through our youth, training, employment and community services we provide tailored support to individuals with learning disabilities, autism, health conditions and barriers to learning who want to skill up, develop and get into work.

Our social enterprises serve as realistic training platforms for people with learning disabilities offering opportunities to gain new skills in catering, hospitality, craft and horticulture.

We work with a range of stakeholders and partners and continuously invest in our resources to support our highly skilled team of staff, volunteers,

clients and partners to be the best for our people.

We are keen to hear from people with a range of skills to complement our board. At present we would particularly encourage those with a background in PR, HR or the Third Sector to express an interest in our work.

If successful you will be joining a skilled and passionate Trustee team, supported by our Senior Management Team.

I warmly invite you to take the time to read this information pack so that you can understand what we do and who we are looking for.

If you believe you have the commitment, experience, and passion for our work to make a huge social impact please submit your CV to:

[Paula.Jennings@stepping-stones.org.uk](mailto:Paula.Jennings@stepping-stones.org.uk)

We look forward to hearing from you.

Yours faithfully

**Michael Scott**  
Chair





## Who we are

Back in 1996 a group of driven and passionate parents, carers and business people worked with the health trust to establish Stepping Stones NI. The aim was to provide meaningful training to people with a learning disability so that they had greater opportunities for employment.

We have come a long way since then with services and social enterprises that support people. Each business serves as a realistic training platform for our trainees with 100% of our customers money reinvested to support our work.

We support neurodiverse people who face all kinds of barriers especially to employment including learning difficulties, learning disabilities, Autism, ADHD and Dyslexia and Mental Health issues.

Our services are designed to meet the needs of clients at different stages of their journey and are tailored to meet their needs and aspirations.



We have links with a range of employers and see the real and lasting benefit that engagement with the world of work and community can bring.

We know that we with the right support people who experience barriers to learning and employment can get a job that they enjoy and stay in that job.

Our work could not be achieved without the support of our funders. We are grateful for the support from South Eastern Health and Social Care Trust supporting day opportunities for people with learning disabilities in our social enterprises. In April 2023 we were successful in our bid to the to the UKSPF with our partners Triangle Housing Association, The Appleby Trust, Access to Employment Ltd (AEL) and Compass Advocacy Network (CAN) to establish the Prosper consortium which delivers a range of opportunities for people with barriers to learning and employment to gain new skills, qualifications and employment.



## What we do

### YOU Service

Our YOU Service provides 16–24 year olds not in education, training or employment with tailored support to gain new skills, qualifications and employment.

We offer a programme of up to five days of:

- One-to-one mentoring
- Access to accredited and bespoke training
- Work tasters and work placements
- Community and volunteering projects
- Activities and outings

Our young people tell us that involvement in our YOU Service has helped them to become more independent, meet new friends and gain confidence and self-esteem.



### Training and Employment

We have been supporting people with Autism, ADHD, Dyslexia, learning

difficulties and learning disabilities to gain meaningful training and employment for over 25 years.

Our team are experienced at supporting people with a range of needs and we work with them on a one-to-one basis to create a personal development plan that they feel is achievable. They will:

- gain confidence
- build self esteem
- develop new skills
- achieve qualifications
- secure a paid job

We help people identify jobs they may be interested in, provide work tasters and placements and support with job applications and interviews.

Our dedicated team of Employment Officers are there every step of the way to ensure people gain the training and support they need to get a job and stay in that job. With connections to employers across a variety of industries, we support people to get paid jobs in retail, catering, hospitality, administration and other sectors.

### Employers and Businesses

We support employers to recruit and retain dedicated and loyal staff working with a range of employers. We see the benefit of working together.

Every day we support people who face barriers to employment to secure jobs and work placements. We work with

employers across a variety of sectors to make this happen.

We see the value in working closely with employers to create opportunities for people with Autism, ADHD, Dyslexia, learning difficulties and learning disabilities. Our Job Coaches and Employment Officers successfully support people with a range of difficulties and needs to find a job they love and to stay in that job.



As an employer, we know that other employers' goals are to find the best talent and retain that talent. We also know that when people who face barriers to employment are fully supported they can secure a job and flourish in their role which the employer benefits from.

We work together with employers to recruit talented and dedicated people that will add to the dynamic of their team. We:

- Help them recruit new applicants
- Support applicants through interview
- Provide on the job support

### **Social Enterprises**

We have a range of social enterprises supporting people with a learning disability to advance their skills in

catering, hospitality, craft, design and horticulture.

We believe that everyone should have the opportunity to explore their true talent and develop a pathway to a bright future. Every day we see the value of our work, we see confidence and social skills grow, we see qualifications achieved and we see the difference our services mean to our people and their families and carers .

The support we receive from our volunteers, funders and the business community is vital to achieving this change.





# Our Vision, Mission, Values & Behaviours

## Our Vision

A socially enriched world where every individual can take proud steps towards a life fulfilled.

## Our Mission

To nurture the potential of people with a disability to thrive in a socially inclusive society.

## Our Values

Our Values drive our actions, are at the heart of our culture and it's how we turn up for work each day.

- **Respect** - everyone's right to a life more fulfilled.
- **Inspiring** - employers and the wider community to see disability differently.
- **Empowering** - each other to make a positive impact on the world.

Our Values drive our behaviours and govern our actions. They are at the heart of our culture and define who we are, and how we present ourselves every day.



## Our Behaviours

- **Driven:** We are driven, seizing every opportunity to create better lives
- **Honest:** We are honest and always do the right thing

- Positively Charged: We are positively charged & passionate to make things possible.
- Nurturing: We Nurture all our People to be their best
- Quality focused: We always thrive to ensure the highest standard.

## Your Time Commitment

### Board Meetings and Committees

Board meetings are 90 minutes long held every two months, held on the last Thursday of the month starting with lunch 30 minutes prior to the start of the meeting.

There are two sub committees which meet for 60 minutes, scheduled ahead of each board meeting on a separate day. All board members are asked to sit on at least one subcommittee, depending on their experience.

- Human Resource, Governance and Nominations (HRGN)
- Finance, Audit and Risk (FAR)

### Board Induction and Support

New board members will be offered a full induction programme and supporting materials upon appointment.

### Board Member Role

Every Board Member is accountable to the Board of Trustees and shares their purpose to ensure the good governance of the organisation; contributing to the overall governance and strategic direction of Stepping Stones NI; the development of its Vision and Values; and the development of the organisation's strategic objectives in accordance with the Articles of Association and other legal and regulatory guidelines.



## What we are looking for

You must have a real interest in the who we are as an organisation, our people, and in making a huge social impact. We promise to make the role as Trustee rewarding.

So we are keen to expand our areas of expertise on the Board and would be delighted to welcome talent coming from the following areas although not exclusive:

### Public relations

An individual who can respond to and help shape public relations, marketing and communications ideas suggested by the management team, and who can leverage their networks to help promote the work of Stepping Stones NI.

### HR

We're keen for an expert HR professional to help frame an excellent human resources service from the organisation to its internal and external stakeholders, and to help define the culture and behaviours that it wants to encourage.

### Third Sector Awareness/Experience

Experience of working in a leadership role within the voluntary and community sector with a passion for making a difference to the lives of people with a disability and/or barrier to learning and employment.

### Marketing

Experience in working in a creative and marketing environment is important to us as a social enterprise organisation.

### Health Care Professional

Experience in working in Health Trust with an understanding of learning disability services.

### Parent/family member of a person with a disability

We are always keen to hear from someone who is a parent or has a family member with a learning disability or Autism with the skills to ensure good governance.





## Eligibility

Candidates must disclose any information about their personal or professional life which in the Trustee Board's perception could bring Stepping Stones NI 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 also disclose if they have been convicted of a crime, which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information, which could give rise to a perception of conflict of interest with their role as a Stepping Stones NI Board Member. This will not necessarily result in an inability to serve on the board. Candidates must be over 16 years of age.

## The Application Process

1. If you would like to apply for the position of Trustees with Stepping Stones NI, please send your CV together with a cover letter outlining your skills and experience that you would bring to Stepping Stones NI, explaining your interest in the position. Please send this to: [Paula.Jennings@Stepping-Stones.org.uk](mailto:Paula.Jennings@Stepping-Stones.org.uk) by 22<sup>nd</sup> April 2024

**Thank you and we look forward to hearing from you soon**