



Trustee Recruitment Pack



Welcome

Thank you for your interest in becoming a trustee of Daybreak Oxford. Daybreak Oxford has been running day clubs for people living with dementia in Oxfordshire for almost 30 years. We pride ourselves on supporting the most vulnerable members of the community.

Year after year, our members have benefited from the stimulating and therapeutic activities we provide.

These undertakings are central in providing support, as they are integral to improving the emotional and physical well-being of our members. These undertakings include a variety of socially interactive and cognitively stimulating therapies including music, art, singing, and movement. These regular therapies make a visible difference for the members. Singing and music are especially popular (90% strongly agree - 10% agree with the phrase "I enjoy the activities").

If you believe in our work and have the passion to support the organisation to continue to flourish, then we very much look forward to hearing from you.

Best Regards
Cliff Grand-Scrutton

From our CEO

Our certified and trained staff treat those with dementia and support family members who are caring for them. Our activities are designed to reduce social isolation, promote emotional resilience, and improve overall health and well-being. We do this in collaboration with other organisations.

We offer a range of recommended therapeutic and stimulating activities including music/singing, art, physical activity, and games all with social interaction. Research shows these cognitive stimulating activities slow the degenerating effects of dementia, resulting in reduced hospitalisation, and delaying the need of long-term care.

Along with our daily hot meal and transport programmes, our individualised activities support the overall mental and physical well-being of our clients with dementia and their families to live at home longer and healthier. Ultimately, all of our work targets improved quality of life and well-being for our clients and their carers by keeping people out of care homes and Oxfordshire families together in their own homes longer.

Best Regards
Lee Gray

About Daybreak

Daybreak operates three dementia day centres in Oxfordshire. We do this by providing therapeutic person-centred activities at Limes in Oxford City, Lilacs in Kidlington, and Rosewood in Greater Leys. Our engaging activities include music, singing, game-playing, and enjoying a chef-produced hot and healthy meal. In our daily work, we see the difference we are making, as our approach helps unlock memories and enables social interaction. For example, a person who can no longer talk may be able to become engaged in a song and sing every verse.

Daybreak has completed a comprehensive organisational evaluation including historic analysis, focus groups, and sector research was used to develop a fact-based analysis resulting in a series of measurable and actionable recommendations that were presented to the trustees. The trustees agreed upon a strategic plan. As part of this process, we confirmed Daybreak's public benefits and developed our organisational values.

Our values are:

- Caring: Compassionate and dedicated every day.
- Trusted: Knowledgeable and respected partners.
- Engaging: Giving individual attention to those we serve.
- Empathetic: Understanding and passionate in our work.
- Friendly: Communicating with warmth and joy to all.

Feedback:

"I couldn't recommend it highly enough. I know my mum is getting cared for and enjoying herself with plenty of interaction. And my dad gets a bit of peace and quiet". Carer

"The Limes is a wonderful place and practically has been a god send in terms of help for my mother and ourselves. We cannot be thankful enough. My mother's mood has changed for the better on days she attends the club." Carer

"Phil so enjoys his time with you it has just lifted his spirits. He is happier is more interested in other things. It has helped me too as I can continue to work, and I feel I have peace of mind that I know Phil is enjoying the club!" Carer

"I have a wonderful time. The staff treat me with the utmost respect, and it's made a huge difference to my life." Member

"It's my lifeline, it's the only chance I get to meet other people as life is very lonely. The staff is helpful, prompt and always in good humour." Member

"I like everything about the bus. You get picked up and dropped back where you live, I am very happy and much appreciate it, thank-you." Transport member

Trustee Recruitment Information

Responsibilities include:

- To ensure that Daybreak pursues its aims and objectives as outlined in its governing documents; complies with charity law and other relevant legislation and regulations; and uses its assets exclusively in pursuit of its charitable objectives
- To ensure the financial stability and effective administration of Daybreak
- To contribute regularly and actively to the board of trustees' role in giving firm strategic direction to Daybreak, setting overall policy, and defining clear goals and objectives
- To monitor the performance of the staff team, and in particular the CEO, being involved in the recruitment of the CEO; and
- To safeguard the good name and values of Daybreak.

In addition to the above statutory duties, trustees are encouraged to use any specific skills, knowledge, or experience to help the charity develop its activities.

This may involve:

- Providing guidance on new initiatives
- Advising or taking the lead on other issues on which the trustee has special expertise
- Increasing public awareness of the work of Daybreak
- Supporting fundraising strategy

Trustee Person Specification

Values

- Have a commitment to the Mission, Vision, and Values of Daybreak
- Respect for and value of the opinions and insight of partners and volunteers

Skills

- Be an open-minded and creative strategic thinker
- Exercise good independent judgement
- Willing to debate constructively and challenge rigorously while working to achieve a shared consensus

Experience

- Have experience of reviewing and commenting on strategic, financial, and operational material e.g. as part of a board

How the Board works in practice

The Trustees delegate day-to-day administration of the organisation and support to the Daybreak staff. A full schedule of delegated responsibilities is available.

Your commitment:

- The Trustee Board meets four times a year. Trustees may sometimes meet more often as part of task-and-finish groups to advance the objectives of the charity.
- Trustees are encouraged to engage in staff development, training and mentoring with the staff team.

What the Board seeks

We are looking for new Trustees who can bring skills and experience in, for example:

- **The Oxfordshire (or other regional) charity or community sector**
- **Work in or support of a charity**
- **Finance, legal, governance, and operations**

Previous board experience is not essential. Applications from those who can bring new perspectives to our board.

How to Apply

Stage 1: Expression of interest

Please submit an application letter which describes how you meet the criteria as a Trustee of Daybreak, with a CV. Deadline for applications is 31 May 2024

Completed applications should be emailed to:
Secretary of the Board at Secretary@daybreak-oxford.org.uk

Stage 2: Interview

Interviews will take place in June 2024

Daybreak is committed to equal opportunity.

We believe that diversity in the workplace creates dynamic, relevant organisations, fostering spaces for innovation and creativity. We recruit candidates irrespective of protected or sensitive personal characteristics.

