

TRUSTEE

RECRUITMENT PACK



A message from our Chair of the Board of Trustees

Thank you so much for your interest in Minstead Trust.

We believe every person has potential and our aim is to reduce or remove barriers in society so that people with learning disabilities can participate in and contribute to their communities.

I'm proud to be able to serve as Chair of Minstead Trust, working alongside my fellow trustees, the exceptional staff and volunteers and the wonderful people we support. We have a clear and ambitious strategy to achieve our vision of a society where people with learning disabilities enjoy fulfilling lives of their own choosing.

Our trustees have ultimate responsibility for directing the work of the Trust in line with our charitable objects and we seek to ensure a good mix of experience and expertise. In return, we provide induction and training, including Safeguarding and with the NCVO in addition to an amazing opportunity to contribute to the amazing work of Minstead Trust.

We are keen to hear from anyone who has a passion for creating an inclusive society.

Jo Grunwell

Chair of the Board of Trustees



About Minstead Trust

Our Vision

A society where people with learning disabilities enjoy fulfilling lives of their own choosing.

Our Mission

We support people with learning disabilities to fully develop their individual potential by providing opportunities, enhancing life skills, ensuring informed choice, and influencing society.

Who we are:

- We appreciate each person. Everyone is different, we respect and celebrate this.
- We're always learning. We all have something to offer and more to learn.
- We're always improving. Striving to give our best and to have more impact.
- We push for change. We will challenge society to be fully inclusive.
- We find the joy in everyday life. We have the freedom to be ourselves and enjoy what we do.

Our History

Minstead Trust started in 1986 as the Minstead Training Project based in the New Forest providing horticultural therapy to young adults with learning disabilities. Our values and ethos are based on the belief that all people and the environment in which we live deserve care and respect. We strive to care for others as we would want them to care for us.

Our Turnover

In the past ten years we have grown from an income of £1.5m in 2013 to £7.67m in 2024.



Our Staff and Executive Leadership

We employ almost 300 staff, with the majority of these being front line staff in our care and support services and we are supported by over 140 regular volunteers, including our Trustees.

Adam Dodd, our Chief Executive leads the Minstead Trust team in delivery of our strategy, with a focus on delivering quality services and consolidating the recent growth in our activities through development of social enterprises. The strategy sets out a bold plan to make social care sustainable in the future and to develop our impact far beyond the people we support directly.

Our locations

We have our main office in Minstead, Hampshire (which is where most of our Board Meetings take place) and local offices in Portsmouth and Poole.

We offer a wealth of support including Day Opportunities in New Forest and Portsmouth, Residential care in Lyndhurst, Supported Living in shared houses with varying levels of support for tenants living in Totton, Portsmouth and Poole and Employability training and work experience to help people into employment.

Our Social Enterprises include Furzey Gardens, a public gardens, tea rooms and wedding venue; Minstead Lodge, a country house wedding and events venue; Real Jam & Chutney Company (a separate company, making artisan products made by people with learning disabilities), Hanger Farm (theatre, events and wedding venue), and Lily & Lime community cafés.

In May 2025, Minstead Trust and Blue Apple Theatre became one charity. Blue Apple Theatre is a leader in inclusive performance, creating ambitious theatre, outreach projects and films led by learning disabled performers. Its work empowers artists to share their voices, develop their skills and shift public attitudes about disability and the arts.

The Board of Trustees

Trustees will normally serve three terms of three years. Every Trustee is asked to be a member of two of the Committees that support the senior management team to deliver their strategic objectives. The committees are:

- **Care and Support:** focuses on quality and performance in the care services including safeguarding, and Care Quality Commission compliance
- **Development:** focuses on business development, marketing and fundraising strategy
- **Finance, Risk and Compliance** focus on risk management financial sustainability and effectiveness including financial strategy, external audit and support services such as facilities and IT
- **Social Enterprises:** provides oversight and advice to the Board in respect of all areas of ongoing activities and operations in Social Enterprises
- **Governance:** focuses on governance issues relating to the charity and ensures compliance with the Articles of Association
- **People & Culture:** responsible for remuneration, and specific Human Resources issues that require Trustee involvement

- **Strategy:** focuses on the strategic development of the Trust and monitors the delivery against the Ten - Year Strategic Plan

The Role

The duties of a Trustee are to ensure that they meet the six Governance Requirements of the Board:

- Ensure Minstead Trust is carrying out its purpose for the Public Benefit
- Comply with its governing document and the law
- Act in the best interest of Minstead Trust
- Manage the Trust's resources responsibly
- Act with Reasonable Care and Skill
- Ensure that Minstead Trust is accountable

In addition to being a registered charity, Minstead Trust is a company limited by guarantee so our Trustees are also Company Directors of Minstead Trust.

Trustee Commitment

Each year Trustees commit to:

- Up to two days (or half days) for Board strategic review and planning
- Four Board meetings per annum of approximately four hours, plus preparation for meetings in advance (meetings may be in person at one of our locations or via video conferencing)
- Attending meetings of the Committees of which they are members (these may be in person or via video conferencing)
- Engagement with Board discussions outside of formal meetings and keeping abreast of Minstead activities
- Optional attendance at key social events of the Trust such as volunteer events, fundraising activities, celebration awards and Christmas or Easter services.

To be most effective, Trustees will preferably be based within 1-2 hours of Minstead where many of the Board activities take place. Reasonable travel expenses can be claimed.

Where possible, meetings will be arranged around Trustees' commitments and availability and some meetings will be held online (or 'hybrid', offering the option to join in person or online).



What you can expect from Us

All Trustees receive induction training by the Senior Leadership Team, arranged at a mutually convenient time. This is an opportunity to get to know the Directors, find out more about the work of each department and ask questions.

We will also arrange for you to visit some of our venues to see our work in action, meet employees, other volunteers and the people we support.

Online Induction is provided through National Council for Voluntary Organisations (NCVO). NCVO are a membership community for charities, voluntary organisations and community groups in England.

Safeguarding, GDPR (General Data Protection Regulations), EDI (Equity, Diversity and Inclusion) and Autism Awareness – are easy to navigate training modules provided online through *Grey Matter* training to complete at your own pace.

We don't put a set time limit for the Trustee induction as each person will join us with different experiences and time commitments. We will check in with you from time to time to make sure you have the support and information you need.

We will continue to provide you with access to relevant training and resources to develop and keep your skills up to date.

Above all else, we hope that becoming a Trustee is an enjoyable and enriching experience. As well as the chance to 'give back' many Trustees find that they learn a lot, develop new skills, build confidence and forge friendships.

How to apply

To apply, please send your CV and covering letter to the Director of People & Culture, Heidi Oldrey Heidi.oldrey@minsteadtrust.org.uk.

Please tell us in your covering letter about your knowledge, experience and expertise and how you feel that you will be able to fulfil the role of a Trustee and support Minstead Trust's strategic aims.

The Chair of the Board of Trustees, Jo Grunwell will be happy to discuss the role informally with you and arrange a visit to see some of our work. If you would find this useful before submitting your application, please let Heidi know and we will arrange a suitable time for a chat.

The Governance Committee will review all applications and will interview suitable candidates.

Potential future Trustees will be invited to attend a Board meeting as an observer. This will provide the wider Board with an opportunity to meet applicants and for applicants to see the Board in action before making a final commitment.

In line with our safer recruitment policy successful candidates will be required to have a satisfactory DBS check and fulfil the requirements of Companies House and the Care Quality Commission as a fit and proper person to become a Trustee/Director of Minstead Trust.