



[inlude.org](https://inlude.org)

Communication, Inclusion, Life

Board of Trustees  
Recruitment Pack 2021

# Welcome to Include.org!

Include.org is an emerging and exciting charity, which combines creativity, fun and clinical evidence.

It was founded by Alix Lewer, High Specialist Speech and Language Therapist, Safeguarding Practitioner and Musician.

We're delighted to be recruiting for new Trustees to join our group of Trustees. Could that talented person be you? We'd love to know more about you and what you could bring to our wonderful organisation.

Please take the time to read through this pack and find if the opportunity is for you!

## A message from Alix Lewer, CEO & Founder



I wanted to take the opportunity to thank you for your interest in becoming a Trustee with Include.org. It is an exciting time to be part of Include's future, as we begin to put our 5 year strategy into place.

We hope that the pack will inspire you to put your application forward and join this incredible team of passionate volunteers and trustees!

Best Wishes,

**Alix**

## About Include.org



Making the world a more welcoming place for  
people with understanding and speaking  
difficulties

## Our Vision

'Everyone included through the right communication.'

## What we do

Provide community projects, training and consultancy combining music, creativity, and fun – to teach people better ways of including and involving people with understanding or speaking difficulties

Include is all about thinking outside the box: music, games, cake, and laughter are our tools to bring inclusive communication to life and to take us one step closer to an inclusive world.

To Include someone is to unlock their potential and we guarantee you'll be surprised at what people can achieve.

Include.org is a small charity addressing the marginalisation of people with understanding and/or speaking difficulties.

We use creative approaches and clinical evidence to raise awareness, create memorable training and empower the people who know most about communication need.

We work across the community, social and health care sectors and beyond to provide services and bring about change in attitudes, skills, and opportunities.

We are a young charity in a unique space with an ambitious vision - and many opportunities yet to explore.

**We have recently completed our 5 year strategy and are excited to share this with our Board of Trustees.**



## Meet our Current Trustee Board

### Jan van Laer – Vice Chair



Jan is currently on a career break after 20 years in various finance and market access functions in the pharmaceutical industry. Jan got involved with Include via a project for Social Starters immersion program, supporting Alix with business planning and would like to use his experience to help Include to grow further so even more people can benefit from more inclusive communication and good cake!

### Nigel Leach – Treasurer



Nigel combines a love of singing and helping people with a flair for a spreadsheet in his work for Include.org. He has worked in a range of fields, currently as a Reinsurance Analyst for Unum. When he isn't singing, volunteering or balancing the books, he loves spending time with his children, grandchildren and wonderful wife, Lynette.

### Derek Hill – Trustee



Derek has a background in marketing and business. He's practical, and loves building things, and fixing things. He supports Include because it's helping to create a more accepting, supportive society. And because of the cake.

### Claire Dawson – Trustee



Claire has always worked for charities or the NHS and has worked with adults with learning disabilities for 15 years, currently at Sunnybank Trust. She knows the importance of inclusive communication and has loved learning Makaton and BSL – hence her passion for Include.org. You can hear her on Surrey Hills Radio on Fridays talking to Surrey charities. In her spare time, she enjoys walking her dog, yoga and learning how to crochet.

**Faisal Osman – Trustee**

Faisal is a Barrister at the Chambers of Andrew Mitchell QC. International jetsetter, specialist lawyer and family man, Faisal brings many skills to the Board...but he won't tell us what his favourite sign is ...answers on a postcard anyone?

**Rebecca Watson – Trustee**

Rebecca is currently the HR Director for Fender Musical Instruments Corporation and has a background in Human Resources, Auditing and Commercial Business. Rebecca also has an enormous passion for music and the power it has to help the world better to connect to each other. Rebecca supports Include because of the love and energy that sits behind its purpose.

**Alix Lewer – Founder and Director**

Speech and Language Therapist, safeguarding specialist, musician and cake-maker. Alix's personal and professional experience, a desire for change and a tendency to see the silly side of things all came together to create Include.org.



# Board of Trustees Candidate Brief

## The opportunity

This is a unique opportunity to be part of a growing and inspirational charity, that aims to change the lives of its users and the wider community. As a Trustee Member, you'll play a critical part in influencing and driving the strategic growth of Include.org.

You will support the CEO and Business Development Team in generating revenue and investment to support our long-term vision for the charity. The Board of Trustees works closely with the CEO to secure the future of Include.org. meeting its strategic priorities.

This position is perfect for a candidate that is looking to use their valuable expertise and skills to help drive a charity with enormous and wide reaching potential. The post offers significant potential to make a measurable impact for an under-represented group and change lives profoundly.

## The ambition

Include is a very ambitious charity targeted at 'Breaking down barriers for people with communication needs', which includes people with learning disabilities, autism, dementia, and acquired brain injury.

## The current situation

Due to the scale of the issue in the UK, Include is expanding rapidly and is just in the process of agreeing a dynamic new 5 year strategy.

In the UK 1 in 5 people will experience understanding and / or speaking difficulties at some stage in their lifetime and 60% of people with these issues have behavioural problems. We assist people of all ages, it is noted however, that young people with learning and communication difficulties, particularly at school leaving age, are extremely vulnerable.

Our skilled and compassionate teams work with service users, families, and communities, helping them to make positive changes. We have a growing number of staff and volunteer base, and we will continue to expand that as we go forward.

## Why Include?

Include has a very strong reputation and has recently been recommended for a serious of recognised charitable awards. We have a global ambition to be a UK leader in supporting our members and we would love you to be a part of it.

Due to COVID the demand for our services has expanded rapidly. This is an incredibly exciting time to be part of a forward thinking innovative charitable organisation.

We are very determined, and confident that, as a Board, we are well placed to help support and drive the leadership, management, and performance of Include.



## Trustee Board Aims

As a Trustee Board, we are looking to grow our impact and services in these key areas:

- To continue to support our beneficiaries that otherwise suffer isolation, loneliness, mental health needs and economic and health inequalities.
- To develop our work to teach and train communities and families to better understand the difficulties our beneficiaries experience.
- We are planning to be embarking on a strong training programme for Social Care and Health Care workers. At a recent Parliamentary Committee, the work being carried out by Include was highly praised.

## What we are looking for

*We are looking for passionate and skilled individuals that want to be a part of something extraordinary.*

We are looking to recruit **4 x new trustees** particularly with experience in Charity governance, risk, financial controls, and general operational support of our work.

To strengthen the Board even further and support the charity to achieve its new and ambitious strategy, we are looking to welcome other forward thinking individuals.

We are specifically looking for **4 x new trustees** with expertise in the following areas:

- Marketing and Fundraising
- Financial, Risk and Safeguarding management
- Charity Governance
- Health and Social Care
- Education
- HR and working with volunteers
- To support us with our vision, Charity expertise and networking would be a significant advantage.

## Equality and Diversity

Include is an inclusive employer, committed to promoting equality and diversity in all areas of our work. If you share our values and ethos and would like to be part of our Board, we would be delighted to hear from you.

## Why become a Trustee at Include.org?



Changing mindsets about including people with understanding or speaking disabilities is not an easy task. We need an exceptional team of people who 'get it' and are up for the challenge.

Trusteeship is one of the most important roles in the voluntary sector. Trustees give direction to a charity and are ultimately responsible for its activities.

We are recruiting Trustees who can bring professional expertise, creative thinking, high standards, commitment, and empathy to the organisation.

**Trusteeship is a chance to use your skills and experience to contribute to an important cause, to diversify your skills and develop your portfolio.**

As a Trustee for Include.org, you are also guaranteed:

- A vibrant organisation with no 'stale practice'
- A 'can-do' approach & expectation of results
- Creativity enabling you to think outside the box

**Include.org are also winners of the Mayors Volunteer Team awards two years running, our welcoming, enthusiastic, and skilled volunteers are second to none. What could you bring to the team?**



## The Role of a Trustee

At Include.org, we follow the Charity Commission Guidance principles on effective trusteeship and would expect our Trustees to follow the guidance.

### Trustees are required to

- Be eligible to become a Trustee (according to Sections 2 & 3 of the Charity Commission Guidance CC3)
- Comply with Charity Law requirements (as detailed in Section 5 of the Charity Commission Guidance)
- Understand and actively support the aims of Include.org, as described in the

### Mission Statement

- Be aware of and adhere to Include.org's policies & procedures
- Meet 4 times per year with the Board of Trustees and CEO (approximately 10 hours per annum)
- Prepare for meetings by reading documents sent in advance
- Respond to communication via email / phone as requested
- Meet with specific teams / committees dependant on areas of specialist expertise – as required (0-3 meetings per year)
- Work alongside a panel of Professional Volunteers as required
- Act in the charity's best interests at all times
- Commit to one year of Trusteeship in the first instance. Following initial year of Charity set-up, 3 year terms will be considered

### Further information

- Public liability & any other appropriate insurance will be provided, through extension of existing policies from Hiscox
- Include.org is a Charitable Incorporated Organisation (registered as The Include Project, Charity Number: 1177785). (CC2a: <https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure>)
- Incorporated status limits personal indemnity (see Section 10 of Charity Commission Guidance)
- The Include Choir is part of Include.org, retaining its existing Executive Committee and reporting to the Trustees.
- An accessible version of this role for people with understanding or speaking difficulties is available.

# Trustee Board Application Form

Once your form is completed, please e-mail [a.lewer@include.org](mailto:a.lewer@include.org).

## Your details

<b>Name</b>						
<b>E-mail</b>						
<b>Mobile</b>						
<b>Skills Matrix</b> Please mark with a 'X' which skills you would bring as a Trustee	<b>Marketing</b>		<b>Financial, Risk, Safeguarding</b>		<b>Education</b>	
	<b>Fundraising</b>		<b>Health &amp; Social Care</b>		<b>HR &amp; working with volunteers</b>	
<b>C.V. attached</b> Please ensure you attach a recent copy of your C.V.	Yes / No					

## About you

We'd like to find out more about you and what potential and skills you can bring to our growing team.

<b>In your views, what are the main challenges facing the charitable &amp; care sector?</b>	
<b>If successful in your application, how would you use your skills &amp; experience to add value to our growing Trustee Board?</b>	

<p><b>If successful in your application, what would you need to consider when transitioning to work in the charitable sector?</b></p>	
<p><b>Why would you make a great candidate to become a Trustee Member at Include.org?</b></p>	

**GDPR - Data Protection Statement**

The Company will use the information provided by you on this form to process your application. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

The information will be subsequently used for administration and business purposes, in line with the requirements of the Data Protection Act, should you be successful in your application. The information you provide may be verified with third parties.

**Next Steps**

Thank you for completing the form – we really appreciate it. Please return to **Alix Lewer** ([alix.lewer@include.org](mailto:alix.lewer@include.org)). For any queries or to discuss the role further, please call Alix on 07446 897835.

**We wish you the best of luck in your application!**

