



Trustees APPOINTMENT BRIEF

Thank you for your interest in becoming a Trustee of CareTrade.

Last year CareTrade carried out a stakeholder review to set our strategic direction for the next five years. This is where we are:-

CareTrade has a passionate belief “that employment is the biggest single factor that will transform the life of an autistic person.”

And our vision for the future is “a world that embraces neurodiversity where all autistic people can lead purposeful, working lives”

To deliver this vision we have a clear purpose to ...

- **Change** perceptions of neurodiversity
- **Achieve** employment opportunities and outcomes for autistic jobseekers
- **Raise** aspirations and employment skills of autistic people (through the delivery of innovative and person centred projects)
- **Engage** employers in embracing neurodiversity in their workforces.

And our ambitions for 2025 are....

- **To support c200 autistic people** through training programmes and into employment opportunities every year
- **To achieve an ‘outstanding rating’** from Ofsted for The Autism Project, never dropping below ‘good’
- **A portfolio of at least 20 employers** proving annuity employment opportunities
- **Create a brand recognized for quality, innovation and ambition**
- **Innovative use of technology** in learning and development

ABOUT US

Who We Support

1 in 100 people in the UK are on the autistic spectrum and about half of them will have additional learning disabilities. **There are an estimated 80,000 autistic people across London** (32 boroughs) 60,000 of them are adults and approximately 7,000 aged between 18 and 25:-

- **70% will have attended a mainstream school** however
- **less than 25% go on to further or higher education** and
- **just 22% of autistic adults are in employment** compared to 81% of the general population and 53% of the disabled population as a whole. (*Office of National Statistics Report Outcomes for disabled people in the UK:2020 published 18 Feb 2021*)
- **autistic young people are three times more likely to be NEET** (not in employment, education or training) **and to develop a mental health illness** than the general population.

CareTrade is a small, dynamic and growing charity based in Southwark supporting autistic school leavers and adults from across Greater London.

What we do

At CareTrade, we do things differently. The focus of CareTrade's current work is to enable autistic young people and adults to move towards and into work, equipping them to lead more independent lives of choice. The majority of all learning usually happens in real work environments and hence building strong and supportive partnerships with employers is a key component of our work.

Due to the Covid-19 pandemic we have had to adapt how we work. This has brought both challenges and opportunities.

Our core programme, **The Autism Project (TAP)** is for young people with an EHCP (Education Health and Care Plan), was most affected as work experience with host employers is central to this. However both students and staff adapted well to online remote learning/teaching and we continue to use both this to supplement face to face work. Students worked together to form teams and develop Enterprise projects in the autumn term and as a charity it has led to the fast tracking of our Café/Kitchen project so we can offer some 'in-house' work experience.

TAP is an intensive 2 year 'supported internship' style employability programme, funded through Department of Education and student's Local Authorities. Typically 60% of TAP graduates move into employment. Even with the pandemic 25% gained paid employment. Three of our TAP students have been full-time work for more than seven years.

We pride ourselves on being able to continue to offer support to TAP graduates:-

- **job club** to those continuing to look for work
- **in work support** (usually funded by DWP Access to Work) for those moving into employment.

When grant funds are available CareTrade runs **employment projects for autistic adults** who do not qualify for TAP and a **weekend Café Traineeship** for those interested in working in catering and hospitality. We currently have grants to support our weekend Café to July 2021 and Jobseekers to November 2021.

Our strategic plan highlighted the need to grow the Café project before the ongoing impact of Covid-19. There was a clear need for real work experience in an environment that we could control for some young people. The last year has made this a critical need, as our employer partners face their own challenges and have been unable to offer work-experience opportunities to TAP students. In February we opened the Working Kitchen to help fill this gap. This has already helped 18 young people gain work experience and it is our aim to develop this and our Café into a social enterprise that can provide valuable and ongoing work-experience post July 2021.

We are keen to increase our profile and online offer to reach and support a wider group of beneficiaries and engage with more employers.

Governance

In 2009 CareTrade was registered a charitable company limited by guarantee (company number 06789119, charity registration number 1127890). The Trustees are the directors of the company for the purpose of the Companies Act and Trustees for charity purposes. The existing members of the Board appoint new Trustees.

The Board generally meet quarterly and are currently supported by four Committees: Finance & Risk, Development, Remuneration and the Education Advisory Panel. These each meet between 4 and 8 times a year.

When considering filling vacancies, the Board takes into account the experience needed to maintain the Board's ability to effectively direct CareTrade. The Board and CEO will arrange appropriate induction for any new Trustees.

Additional information can be found on our website which includes a number of videos and a short film that illustrates our impact. www.care-trade.org

Trustee Role Profile

If you would like to make a difference, have an interest in autism and would like to bring about change that will impact beyond our direct beneficiaries then this is a great opportunity to bring your skills, knowledge and experience to help us deliver our mission.

Acting together, the trustees govern the charity and support the CEO to ensure effective delivery in line with the charity's objectives as set out in its governing document.

You will be expected to attend all Board meetings and to contribute to one committee. Board and committee meetings are currently held remotely however we hope to resume some face to face meeting later in the year. These are held at CareTrade or other location in Central London.

Trustees are appointed for an initial three-year term with the opportunity to extend for a further three-year period.

Trustee Requirements

In order to carry out your duties as a Trustee you will be required to:

- Act in the best interests of beneficiaries
- Devote the necessary time and effort to developing a good understanding of CareTrade and its activities, reading papers and undertaking other preparatory work
- Attend Trustee Board meetings and be actively involved in one Committee
- Identify with, and be motivated by, the values and objectives of CareTrade
- Enthuse the wider world with what CareTrade is about
- Think innovatively, critically, independently and strategically
- Contribute effectively within a talented Board
- Command the respect of fellow Trustees and management
- Have a willingness to speak your mind and be constructive
- Demonstrate a consultative, strategic and supportive style

The ideal candidate will have:-

- good independent judgement, political impartiality and the ability to think creatively in the context of the charity and external environment
- to be able to balance tact and diplomacy with willingness to challenge and constructively criticise
- good communication and interpersonal skills
- the ability to lead and to respect confidences of colleagues
- an understanding of autism would be a benefit

The Board currently has skills gaps in diversity, marketing, fundraising, property negotiation, SME and law, however we also welcome candidates with expertise and experience outside of these.

CareTrade works with people across London and is committed to equality and diversity and welcomes applications from all sections of the community.

Applications from Black, Asian and Ethnic Minority candidates are particularly welcome as this group is currently under-represented on the Board.

How to Apply

Please supply the following:

- A short statement demonstrating your motivation for applying and explaining how you believe your skills and experience match the requirements of the role
- A comprehensive CV including details of your achievements

Please let us know if you will require any special provision as a result of any disability should you be called for interview.

If you have any questions on any aspect of the appointment process, or wish to have an informal discussion, please contact Karen Edwards, our Chief Executive, karen.edwards@caretradeuk.org.