



EN:Able Communities CIO

Trustee Recruitment Briefing Pack

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Working with Efficiency North

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Background

Current Available Appointments

EN:Able Communities (ENC) is a charitable incorporated organisation (CIO) registered with the Charity Commission in 2015.

ENC currently has three vacancies for Independent Trustee on its Board.

Once these are recruited, the ENC Board will consist of:

- Five Independent Trustees.
- Two Trustees nominated by Efficiency North Holdings Board

Each Trustee serves for a term of 3 years and, subject to Board approval, may be appointed to serve a further 2 consecutive terms of 3 years. Following that period, the Trustee will be expected to resign, but could seek reappointment after an interval of a further 12 months.

This pack sets out the requirements of the role for these positions together with further information about the charity and its main benefactor, Efficiency North Holdings Ltd.

About EN:Able Communities CIO

Purpose

ENC is the independent charity arm of EN:Holdings Ltd. The Objects of ENC as stated in its constitution are:

The promotion of urban or rural regeneration usually, but not always in recognised areas of social and economic deprivation by all or any of the following means;

a) to relieve unemployment;

b) to advance education, training or retraining, particularly among unemployed people, and provide unemployed people with work experience;

c) to provide financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people on cases of financial or other charitable need through help in setting up their own businesses or to existing business;

d) the creation of training and employment opportunities by the provision of workspace, buildings and/or land for use on favourable terms; and

e) to maintain, improve or provide public amenities and community centres.

The CIO will particularly benefit the public by providing much needed funding and support to help some of the hardest to reach individuals in deprived communities into employment and training which will alleviate the draw on the public purse, improve the life of the individual concerned and also those closest to the individual.

Following discussions with key stakeholders and an assessment of the current needs of the communities it serves in Yorkshire and the Humber ENC has sought to widen its Objects to include:

a) the relief of financial hardship:

b) the relief of poverty and the improvement of the conditions of life in socially and economically disadvantaged communities

An application to the Charity Commission is currently being considered.

Values

ENC is a values-driven organization. Its values align with those of the Efficiency North Group.

Our Values



Business Plan 2023-2026

In order to achieve its Objects, ENC has a clear and ambitious three-year business plan which aims to:

1. Provide energy advice and efficiency measures to enable people to have a more comfortable life, with a focus on social housing tenants and low-income communities.
2. Support the social housing and construction sector in the preparation for decarbonisation of the housing assets through partnership working with social landlords and other stakeholders, in particular, to maximise the employment and skills opportunities.
3. Provide grants to micro community organisations to support with initiatives such as food banks and winter warmth hubs.

Funding

ENC has been largely funded for its core costs through annual donations from Efficiency North Holdings Ltd (ENHL). These donations have been from its annual surpluses generated through the delivery of Frameworks for housing maintenance and new build in the social housing sector. To reflect the significant contributions that ENHL will continue to provide the constitution provides for two Trustees to be nominated by ENHL.

Whilst ENC has historically received significant donations from ENHL it has agreed with them that it will aim to be fully financially self-sustaining from 2025 – 2026 onwards.

In addition to funding from ENHL, ENC has been very successful at attracting external funding for project programmes from different sources as identified below.

The work and the successes of EN:Able Communities CIO to date

ENC has had considerable success over the past 8 years. The highlights are:

- Through the [Community Investment Fund](#) and the subsequent [Social Mobility Fund](#), ENC has provided £650,000 to support 166 community groups and social enterprises in the region. This has been through the provision of small grants (£5,000 - £10,000) to support community development and skills development to enable social mobility for people far removed from the labour market.
- Between 2017 – 2019 ENC supported 408 individuals at a cost of £400,000 by commissioning community-based employment groups to support people to become employment ready, with mentoring to sustain a job for at least 6 months. This was based in the localities within which Efficiency North's membership of registered social housing providers operate.
- In 2019 EN:Able Communities secured £1.1 m funding to develop the [Humber Construction Hub](#) through external funding via the Humber LEP and CITB. This training facility enables practical construction training opportunities for new talent to enter into the sector. The Hub is managed by EN:Able Futures CIC, one of Efficiency North's operating companies which provides a government registered, award-winning flexi-job apprenticeship service. The Hub has trained 767 people to be construction sector work ready, of which 34% achieved sustainable employment in the sector. Furthermore, 60% were from low-income households. This impact demonstrated that there was a social return of investment of £1:£12; a total of £9,804,283.
- In 2019 ENC secured a contract to enable young people who were Not in Employment, Education or Training (NEET) to be trained to enter the construction sector. This contract was also delivered by EN:Able Futures CIC.
- In 2020/21 ENC provided [Newground Together](#) (part of Together Housing Group) with a grant to employ an employment adviser in the Calderdale area, thereby enabling match

funding in an ESF bid. As a result, over 80 people have found employment and over 150 have been supported to enable them to improve their skills, ready for employment.

- In 2021 ENC became a Kickstart Gateway body, supporting 15 (and increasing) companies to provide 38 Kickstart jobs for young people. The companies are either appointed to EN:Procure's procurement frameworks or local charities employing young people.
- Becoming a leading coordinating voice through the Leadership of EN:Connect Employment and Skills in Communities Forum, working collaboratively with social landlords in the Yorkshire and Humber region to support policy development and promote best practice in the field
- Securing DESNZ Local Area Energy Demonstration Funding (£0.25m) in 2023 for a project in Sheffield to provide energy and retrofit advice to 200 home owners on council estates.
- Developing a number of new, exciting and cutting-edge training courses on retrofit and energy advice aimed at tenants (especially social housing, but also residents on low incomes) and to enable improved social housing services to its customers.

The EN:Able Communities Team

The charity's current team comprises:

- Head of Operations: Simeon Perry
- Business Development Manager: Julie Cullen
- Project Manager: Nadine Fowler

The executive team and staff of ENC are employed by ENHL on its terms and conditions. Line management for the Head of Operations is provided by the Chief of Corporate Services, ENHL, in association with the Chair of the charity.

ENC has access to the expertise of the ENHL staff for all corporate services: HR, Finance, IT, Marketing and Communications, as well as the experience in the 3 ENHL operating companies: EN Procure Ltd, EN:Able Futures CIC and EN:Able Build Ltd.

ENC is based within the office space of ENHL.

Role Description and Person Specification

EN;Able Communities CIO Requirements for Trustees

Following a skills review of the current Trustees, the Board is particularly looking for new Trustees with the following skills and experience:

- Knowledge of energy advice services or the delivery of energy efficiency measures in domestic properties, such as retrofitting.
- Finance and audit roles.
- Marketing, Communications and PR.

The Charity Commission has produced a very helpful guide on the role of being a trustee entitled: [The essential trustee: what you need to know, what you need to do](#)

ENC is keen that each board member becomes a 'Champion' in their area of expertise e.g. Finance, Marketing, Communications etc. Such Champion roles will support relevant staff within Efficiency North to develop those services for the charity.

Trustee Job Role and Person Specification

The Role

To be a Trustee on the ENC Board, supporting the charity in accordance with its objects, providing constructive challenge, ensuring governance and effective strategic planning and providing skills relevant to the charity, its activities and its stakeholders.

Trustees are expected to:

- Review and approve the charity's strategy, operational plans and annual budgets;
- Review and approve the charity's organisational structure and management controls;
- Review and approve the charity's policy framework and key individual policies;
- Scrutinise the charity's performance and progress against agreed plans;
- Actively promote and support the charity within its stakeholder base and the wider community;
- Commit to continuous personal development both individually and collectively as a board.

Responsibilities

Board

Take an active role in board meetings acting in line with collective and individual statutory duties and responsibilities.

Recognise the need to act collectively, whilst being prepared to state personal views particularly before any important decision is taken.

Establish a constructive working relationship with the Chair, the executive management team and other members of staff.

Consider and respond appropriately to any conflicts of interest that may arise.

Give due regard to governance best practice and, where the board does not follow best practice, be ready to seek or provide sound business reasons for this.

Actively engage in discussions and consultations in support of the Chair in taking delegated decisions.

Business

Ensure that the Board delegates sufficient authority to the Chair, executive management team and others to enable the business of the charity to be carried on effectively both at and between meetings of the Board; and to ensure that the Board monitors the use of these delegated powers.

Promote the charity generally and specifically support development of relationships at a senior level within the charity's stakeholder base and wider community.

If required and as requested by the Chair, take part in the appointment process for the posts within the executive management team.

Actively promote positive communications between the Board, its committees, and other key stakeholders.

Person Specification

Motivation, leadership and values

Have empathy with, and the passion, enthusiasm and motivation to support, the Mission, Vision and Values of Efficiency North Holdings stated here:

<https://www.energynorth.org/about-us/governance-culture>

High standards of personal and professional integrity

Inspires others to achieve through demonstrating own commitment and enthusiasm.

Vision and ability to contribute and lead towards the formation of an organisational vision, realise what is required to fulfil that vision and drive the concept at every opportunity.

Flexibility to appreciate and be sensitive to alternative views and change own position when appropriate. Has the intellectual flexibility to be creative, make sense of complexity and clarify it for others as appropriate.

Customer focused and person centred; seek to develop co-design and think about the action of those that the charity is serving; committed to equality and diversity.

An ability to perform an ambassadorial role to promote and facilitate the work the charity.

Self-aware and able to acknowledge areas for improvement in own performance or collective improve on the board and accept personal/ collective constructive feedback.

Experience: commercial and strategic

Experience of either serving on a board or working to a board and able to express a good understanding of how boards work.

Experience of business planning/forecasting and business management, possibly from running a venture or large complex project involving complex finances and resources.

Experience of either fund raising or community project development and its delivery.

	Essential	Desirable
Have empathy with, and the passion, enthusiasm and motivation to support, the Mission, Vision and Values of Efficiency North Holdings stated here: https://www.energynorth.org/about-us/governance-culture	X	
High standards of personal and professional integrity	X	
Inspires others to achieve through demonstrating own commitment and enthusiasm.	X	
Vision and ability to contribute and lead towards the formation of an organisational vision, realise what is required to fulfil that vision and drive the concept at every opportunity.	X	
Flexibility to appreciate and be sensitive to alternative views and change own position when appropriate. Has the intellectual flexibility to be creative, make sense of complexity and clarify it for others as appropriate.	X	
Customer focused and person centred; seek to develop co-design and think about the action of those that the charity is serving; committed to equality and diversity.	X	
An ability to perform an ambassadorial role to promote and facilitate the work the charity.	X	
Self-aware and able to acknowledge areas for improvement in own performance or collective improve on the board and accept personal/ collective constructive feedback.	X	
Experience: commercial and strategic		
Experience of either serving on a board or working to a board and able to express a good understanding of how boards work.	X	
Experience of business planning/forecasting and business management, possibly from running a venture or large complex project involving complex finances and resources.		X
Experience of either fund raising or community project development and its delivery.		X

To actively seek new knowledge and information from multiple sources to keep up to date and increase your personal knowledge of the sector and wider environment.

X

Resilient and maintains energy and commitment in the face of adversity. Can live with considered risks to achieve strategic objectives.

X

Strategic thinker who can rise above operational activity to visualise, forecast and plan 'the big picture'.

X

Strategic awareness of current environmental factors and those that could impact in the future

X

Perspective to rise above the immediate problem or situation and see the wider issues and implications

X

High level of professional experience in one of the following

a) Knowledge of governance, in particular charity governance

b) Knowledge of the Employment/ Training sector

X

c) Knowledge of fundraising

d) Social Business Development

e) Strategic Management and Planning

f) Community development

Skills

Good interpersonal and communication skills

x

Commercial acumen with previous experience of overseeing complex finances and resources.

X

Resilience and maintains energy and commitment in the face of adversity; can live with considered risks to achieve strategic objective

X

A strong perspective and ability to rise above the immediate problem or situation and see the wider issues and implications

X

Considers information, reasonable assumptions, alternative views, the ethical dimension and other evidence before reaching conclusions.

X

Decisive once reasonable judgement has been made; can make decisions and take action.

X

Participate in Board discussions, challenge constructively and so contribute to discussions, debate and consensus.

X

Experience of working as part of a team

X

ICT literate and comfortable with the use of electronic methods of communication such as video conferencing.

X

ENC has a number of policies pertaining to the management of Board meetings such as, that Standing Orders for Board meetings, a Code of Conduct that it expects all Board members to adhere to and a Scheme of Delegation. Details will be provided as part of the Trustees Induction.

The Offer and How to Apply

The Offer

Term of Office

Three years initially with options to extend for two further terms of 3 years based on board approval.

Remuneration

The Charity Commission expects Trustees to undertake the role on a voluntary basis. In doing so this prevents any conflict of personal interest with your duty to act in the best interests of the charity. If you are in employment, your organisation may permit you to spend some time as a Trustee as part of its Corporate Social Responsibility policy. Reasonable expenses and mileage will be reimbursed. Mileage will be paid at HMRC approved rates net of usual home to work mileage.

Time Commitment

We anticipate that you will spend around 4 days per annum on work for the charity board.

There is a minimum of 4 charity Board meetings a year. In addition, it is planned that there will be either an annual strategic planning 'away day' and /or Board training day. Wherever possible this will be in the morning of the same day as a Board meeting. Where possible we meet in person, normally in Sheffield. Access to meetings via Teams is usually possible.

You will be required to consider all relevant papers prior to each meeting.

ENC passionately believes that both Trustees, staff and other stakeholders should fully understand the lived experience of the beneficiaries that are being supported. Therefore, trustees are encouraged to visit projects that are supported by the charity periodically.

The ENC meetings are usually in the afternoon. Meeting in person is likely to be held either at the ENHL's offices at Carbrook, Sheffield, or at a project that is being supported by ENC.

Conflicts of interest

Board members can have no direct pecuniary interest with any competing organisation, client, customer, or supplier.



How to apply

Interested applicants should submit a CV and a personal statement indicating how you best fit the person specification by email to simeon.perry@efficiencynorth.org.

Trustees will review applications on a rolling basis until the positions are filled
Appointments will be subject to Board approval

Contact details for further information

For more information regarding this post and completed applications please contact:

Simeon Perry

Head of Operations, EN:Able Communities CIO

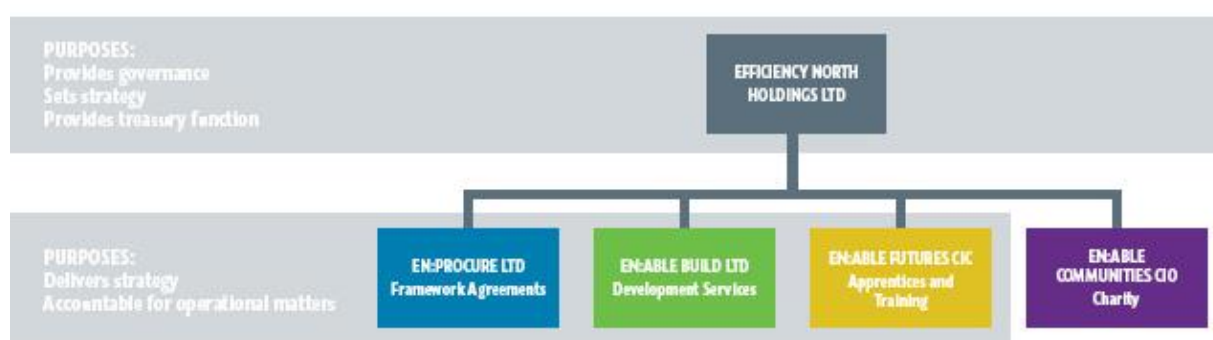
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Appendix 1

About Efficiency North Holdings

Efficiency North Holdings Structure



The Board set up for each entity is defined as follows:

Efficiency North Holdings Limited

Purpose:

- **Provide Governance:** ENHL provides the overall supervision of EN's interests, monitoring progress against plan, financial security and compliance, appointing and supervision of the Chief Executive.
- **Set Strategy:** The Board of ENHL determines the overall strategy for the combined EN interests ensuring the continuing relevance and fit for the various businesses and optimising the opportunities to benefit its key stakeholders.
- **Provide Treasury:** Define financial return, outcome standards, review operating plans proposed by the operating companies.
- **Corporate Services:** Provision of finance, HR and marketing and communications services to the operating companies.



More about Efficiency North Holdings Ltd: <https://www.energynorth.org>