

## Calvert Exmoor Trustee Recruitment Pack

Calvert Exmoor is entering an exciting and challenging period after 27 years of successfully delivering residential adventurous activity breaks for people with disabilities of all ages.

Having endured the COVID pandemic and managing to continue to trade through the past year despite the financial pressures on both our guests and our own resources, we are driving to deliver a more robust and sustainable business strategy to support our charitable aims.

We have recently appointed a new Centre Director who brings a wealth of business experience to Calvert Exmoor and has been reinvigorating our fundraising and marketing since November. We now need to recruit an additional five or six Trustees with a mix of skills, experiences, and backgrounds, who have the energy and expertise to supplement the current Trustees and help management deliver the strategic change that is necessary for the charity to deliver its charitable objectives.

### What we do

Calvert Exmoor aims to change society's perceptions of disability through indoor and outdoor adventures which enable our guests to develop their potential and enjoy new experiences.

Calvert Exmoor is a registered charity providing exciting, enjoyable, and accessible breaks and activities for children, adults, families, and groups with disabilities. Since 1996, we have been welcoming guests with physical, behavioural, sensory, learning and complex disabilities to our dedicated activity centre, encouraging them to take part in an exclusive range of adventurous activities and push themselves in a positive, safe, and challenging way.

Situated on the edge of Exmoor beside Wistlandpound Reservoir, our fully accessible centre offers high-quality facilities and professionally adaptive accommodation for up to sixty residents, in the tranquil environment of the stunning Devon countryside.



## Our visitors

Whether guests are visiting by themselves, with family or friends, or as part of a group, we provide breaks and activities for everyone regardless of age or ability; and prove 'it's what you CAN do that counts'!

Our guests come from all over the country and have a wide range of disabilities. Many have multiple and high needs, including learning disabilities, physical disabilities, age-related mobility issues, injuries, hearing and visual impairments, and more.

However, neither age nor disability is a bar to taking part in our activities. Calvert Exmoor takes a unique and personal approach, journeying with our guests on a road to self-confidence, empowerment, and inclusivity during their stay with us.



This chart shows results from our guest feedback forms which are completed at the end of their visit.

The top four reasons for visiting Calvert Exmoor are holiday/fun, activity participation, well-being, and social integration. In 2022, 100% of those who provided feedback felt they had achieved these aims.

For many years, we have been working with guests who report that their physical and mental well-being had improved after a stay at our centre, as well as a feeling of accomplishment and independence along with a host of cherished memories and new friendships.

## Calvert Exmoor – Facts

- 62 beds typically hosting over 2,300 guests a year for 8,600 bednights a year, financially the charity business turns over about £1.5m per annum
- Registered with the Activities Licensing Authority for Activity Providers (AALA) and accredited to the Association of Heads of Outdoor Centres (AHOEC) Gold Standard
- Learning Outside the Classroom and Adventure Mark accredited
- A British Horse Society approved facility and a 5\* Award Riding Centre license from DEFRA, as well as affiliated with Riding for the Disabled Association
- The centre comprises of a Victorian barn conversion with surrounding buildings, including stables and activities, within 40 acres of ground and stunning views, set in an area of outstanding natural beauty next to a reservoir
- Open to guests all year round apart from late December until the end of January

- Tariffs aim to provide value for money and to cover the majority of the running costs, with the remainder being covered through fundraising and other income streams as per our charitable aims
- Reliant on fundraising income to support bursaries, capital projects, depreciation and renewals, and new activities
- There are more than 40 staff including a team of instructors qualified and accredited to deliver the following activities for all abilities: hydrotherapy swimming pool with high-needs changing facilities, climbing, indoor and outdoor climbing, archery, horse riding, carriage driving, abseiling, canoeing, zip wiring, crate stacking, cycling, and bushcraft
- Also a team of over 80 volunteers support all aspects of the centre

## The Board of Trustees

Our Trustees play a vital role in making sure that Calvert Exmoor achieves its core purpose. They oversee the overall management and administration of the charity and ensure that Calvert Exmoor has a clear strategy and that our work and goals are in line with our vision.

The Board is responsible for the performance of the charity, its culture and the charity's compliance with all legal and regulatory requirements. Trustees act as guardians of all of the charity's assets, taking all due care over their security, deployment, and proper application.

Our Trustees act with all reasonable care, giving their time, energy, and skill to ensure our governance is of the highest possible standard. Board members have a collective responsibility, meaning Trustees always act as a group and not as individuals.

The current Trustee body of Calvert Exmoor:

- Christopher Gregson (Chair)
- The Countess of Arran CVO MBE VLL
- David Cooper
- Jim French CBE DL
- Peter Maggs CBE
- Susan May
- Paul Petrides
- Philip Sampson
- Teresa Turner
- William Vandersteen
- Will Pike

The current Board of Trustees comprises a group of highly experienced individuals from a broad spectrum of expertise: commercial, military, professional, charity, agriculture, legal, accountancy and estate management.

The senior management team:

- Centre Director - Jenny Young
- Estate Manager – Rebecca Manley
- Executive HR Support & Employee Relations – Sarah Rigby

- Finance Manager – Miki Froud
- Operations Manager – Alison Goldsmith
- Senior Financial Advisor – Andrew Laming

## Trustee role description

Duties:

- Support and provide advice on Calvert Exmoor’s purpose, vision, goals, and activities
- Approve operational strategies and policies and monitor and evaluate their implementation
- Oversee Calvert Exmoor’s financial plans and budgets and monitor and evaluate progress
- Ensure the effective and efficient administration of the organisation
- Ensure that key risks are being identified, monitored, and controlled effectively
- Review and approve Calvert Exmoor’s financial statements
- Provide support and challenge to Calvert Exmoor’s Centre Director and Senior Management Team in the exercise of their delegated authority and affairs
- Contribute to regular reviews of Calvert Exmoor’s governance
- Attend Board meetings, adequately prepared to contribute to discussions
- Use independent judgment, acting legally and in good faith to promote and protect Calvert Exmoor’s interests, to the exclusion of their own personal and/or any third-party interests
- Contribute to the broader promotion of Calvert Exmoor’s objectives, aims and reputation by applying your skills, expertise, knowledge, and contacts

As a small charity, there will be times when the Trustees will need to be actively involved beyond board meetings. This may involve scrutinising board papers, leading discussions, providing advice and guidance on new initiatives, presenting externally, or other issues in which the Trustee has special expertise. Trustees may also take the lead on certain special projects, such as estate management.

## What we are looking for

We are looking for new Trustees Experience, skills, and qualities we seek from Trustees:

- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equality, diversity, and inclusion
- Enthusiasm for our vision and mission
- An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner
- Display the key qualities of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership
- A willingness to devote the necessary time and effort
- A proven track record of supporting a similar organisation
- Possessing the gravitas and presence to be able to inspire and motivate others both internally and externally



- Possessing tact, diplomacy, and excellent interpersonal and communication skills

We are seeking new Trustees who have the energy and enthusiasm to refresh the Board and to take the charity forward to deliver our key strategic objective of establishing a sustainable, long-term income generation scheme to continue to provide the unique output of supporting people with disabilities.

We welcome applications from all sectors of society, particularly those with a disability, with the following specific experience:

**Chair/ Vice Chair** – individuals who would be able, in the future, to take on leadership of the Board of Trustees, alongside executives who have had experience in leading complex organisations or charities and have a successful track record. These roles require an additional time commitment.

**Project management or property development** - our exciting plans for Calvert Exmoor include the development of new holiday lodges on the site. Trustee guidance and experience will be key to the success of this project and we are seeking an executive of a holiday lettings company or similar.

**Activity centre experience** – Calvert Exmoor is a vibrant and exciting environment in which our guests learn that they can do far more than they expect. We are therefore looking to find an experienced individual who is either running or has recently run, an activities centre or relevant facility.

**Commercial, marketing and PR** – we seek candidates who have experience in using new technologies to maximise business performance in the areas of marketing, social media, website design, business relationship management and PR. We are particularly wishing to recruit Trustees who have experience in raising the profile of an organisation to reach a broader audience, and of promoting and selling destinations and residential breaks.

## Terms of appointment

Trustees are appointed for a three-year term of office, renewable for further terms every three years. This is a voluntary position, but reasonable expenses are reimbursed.

**Time commitment:** attending four to six annual Board meetings. Currently, meetings are held either at the Calvert Exmoor centre or an appropriate alternative venue. Meetings may also be held remotely using current audio/visual technology when necessary.

There is also an initial induction process, occasional strategy days, AGMs, and specific training days. You may also be invited to mentor and work with key members of staff.

## Committee membership

Some trustees will be invited to become members of sub-committees with ad hoc and occasional support through working groups and/or support to the executive team.

## Application process

For all applications and questions regarding becoming a Trustee, please contact Will Vandersteen, Chair of the Nominations Committee:

wllmvnd@aol.com

07811 288917

Informal discussions about the roles can be held with Chris Gregson, Chair of Trustees, as arranged by Will Vandersteen.

To officially apply, the attached application form should be completed. If possible, please send the completed form along with a letter and CV.

We recognise that it's not always possible to complete a form, so we invite everyone interested to contact Will Vandersteen about applying via video or audio, or to request this information in a different format.

Selected applicants will be invited to visit the site, meet managers, and ideally see our guests enjoying the activities we offer, and will be required to go through an enhanced DBS check.

For further information, please see our website at: [www.calvertexmoor.org.uk](http://www.calvertexmoor.org.uk)

