



Every smile
tells a story

Treasurer Trustee Recruitment Pack

📞 020 7833 4883 📧 info@clapa.com 🐦 f 📷 @clapacommunity 🌐 www.clapa.com

Registered Charity in England and Wales (1108160) and Scotland (SC041034)

CLAPA is **committed to safeguarding** and ensuring the welfare of children, young people and adults at risk, and expects all employees and volunteers to share this commitment. **The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.**

CLAPA is committed to creating a diverse and inclusive environment, and **we welcome applicants from all backgrounds and walks of life.** If you share our values and are passionate about supporting the UK cleft community, we want to hear from you. Please don't hesitate to let us know if there is anything we can do to make your application experience more accessible and inclusive.

Introduction from the Chief Executive

Hello, I'm Claire. I'm the Chief Executive of the Cleft Lip and Palate Association (CLAPA), and I want to tell you about this unique opportunity to join an incredible charity that has supported, connected and empowered people affected by cleft in the UK for 45 years. I'd like to thank you for your interest in joining our Board of Trustees.

We are currently looking for a new Treasurer who can use their skills to ensure our charity's financial viability. We need someone who thrives as part of a dynamic group of Trustees, who is willing to champion the charity and who values seeing the impact that our work can make. If you think you have the experience, knowledge and passion to help support us to continue to meet the needs of the community we serve, we would love to hear from you.

Please read on to find the Role Description and Person Specification along with more information about our organisation and details of how to apply. We look forward to receiving your application.

Claire Cunniffe
Chief Executive

A word from our outgoing Treasurer

When I first stepped into this role, CLAPA's financial landscape presented formidable challenges and demanded some tough decisions. I begin with this acknowledgment because it's through determination, strategic foresight, and collaborative effort that we've transformed into a stronger, more resilient organisation. Our focus has shifted from mere survival to sustainable growth.

A significant factor in our success has been the exceptional Senior Management Team, whose commitment to income growth and stringent cost management while maintaining service delivery has been commendable.

The position of Treasurer holds considerable weight among the Trustees, as your guidance is paramount. It's imperative that the next Treasurer approaches their role with a discerning eye for opportunities that foster CLAPA's prosperity while preserving the sturdy foundation we've laid.

On a personal note, this journey has been incredibly gratifying for me, and I sincerely hope that my successor finds the same sense of fulfilment and satisfaction in their tenure.

Jas Bhachu
Treasurer

Treasurer

Role Description

Role Description

The Board of Trustees is responsible for the overall governance and strategic direction of the charity. This covers the development of CLAPA's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. You would be joining our board at an exciting time, as we create and implement our new 5 year strategy for 2025-2030.

The responsibility of the Treasurer is to maintain an overview of the charity's affairs, ensuring its financial viability and that the charity has policies and systems in place to ensure robust financial planning, implementation and reporting.

Key Tasks

Specific financial duties:

- To draw any major financial concerns to the attention of the Board of Trustees and Senior Management Team in a timely manner.
- To review the financial implications of the charity's strategic plans and Board decisions.
- To support the review of the reserves and risk management policies in relation to finance, ensuring the Board of Trustees is regularly kept updated.
- To ensure that appropriate accounting policies and procedures are in place and adhered to and reporting any significant issues to the Board.
- To present the Annual report and audit to the Board, and the Treasurer's report to each Board meeting to ensure that the Board is aware of the current financial status of the organisation.
- To work with CLAPAs Senior Management Team and external auditors on financial issues and ensure that the organisation's finances are responsibly managed for the betterment of the organisation's work and for the beneficiaries it serves.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To implement a robust long-term Finance Strategy and Investment Strategy in line with the charity's objectives and growth.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring that the charity has appropriate reserves and investment policies.
- Ensuring that appropriate accounting procedures and controls are in place.
- Being assured that the financial resources of the charity meet its present and future needs.
- Ensuring that there is no conflict between any investment held and the aims and object, policies and legal responsibilities of the charity.

The duties of a Trustee are to:

- Ensure that CLAPA complies with its constitution/memorandum and articles of association, charity law, company law and any other relevant legislation or regulations
- Ensure that CLAPA pursues its objects as defined in its governing document
- Ensure CLAPA applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those organisations are
- Contribute actively to the board in giving firm strategic direction to CLAPA, setting overall policy, defining goals, setting targets and evaluating performance
- Attend Board meetings, adequately prepared to contribute to discussions and adhere to the Trustee Code of Conduct. Use independent judgment, acting legally and in good faith to promote and protect.
- Safeguard the good name and values of CLAPA
- Ensure the effective and efficient administration of CLAPA
- Protect and manage the property of CLAPA and ensure the proper investment of CLAPA's funds
- Contribute to the broader promotion of CLAPA's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Appoint the Chief Executive and monitor their performance
- Willingness and ability to understand and accept their responsibilities and liabilities as Trustees and to act in the best interests of the charity.
- 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 equity, diversity and inclusion.
- Personal empathy for our vision and mission.

Person Specification

Essential

- Qualified accountant with demonstrated commercial awareness and knowledge
- Knowledge of charity SORP and impending changes
- Competent use of IT skills
- Ability to communicate and explain financial information to members of the Board
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship – training will be provided.
- Good communication and leadership skills, and an ability to work effectively as a member of a team
- Integrity and good, independent judgment; analytical and evaluation skills
- Skills to analyse proposals and examine their financial consequences.

- Understanding of the legal duties, responsibilities and liabilities of trusteeship.
- An understanding of issues affecting the charity sector, both internally and externally.
- Able to attend meetings outside of work hours.
- A commitment to CLAPA and willingness to devote the necessary time and effort to the charity, and to act as the charity's ambassador to external bodies, charities and companies.

Desirable

- Experience of working for a charity or other similar organisation
- Strategic vision
- An ability to think creatively
- A willingness to speak their mind
- Knowledge and understanding of cleft lip and palate and its impact on people with clefts and their families

Terms of Office

1. Trustees will normally hold office for two three year terms.
2. Usually a maximum of two terms can be served.
3. This is a voluntary position.

About Cleft Lip and Palate

Early in pregnancy, different parts of the face form and come together just above the top lip. If this doesn't happen quite as it should, the result is a gap or 'cleft' in the upper lip, the palate (roof of the mouth), or both. It's usually caused by a mix of genetic and environmental factors interacting in a way that can't be predicted or prevented. A cleft can affect feeding, hearing, speech, teeth placement and more. The treatment pathway can last 20+ years, including several surgeries.

Around one in 700 people are born with a cleft – that's 1,200 each year in the UK alone.

About CLAPA

The Cleft Lip and Palate Association (CLAPA) is a small charity supporting people born with a cleft and their families in the UK. We bring together people affected by cleft to help them connect with others who share their experiences, welcoming them into a supportive community for life.

CLAPA's Services

- **Vibrant social media channels** which promote positivity, bust myths and celebrate differences.
- **Online support groups** moderated by trained volunteers provide an instant connection for those looking for an informal support network.

- **Regular online events** give people the chance to talk about their experiences and worries and hear from others at all stages of the cleft journey.
- Confidential **one-to-one support** provided by trained volunteer patients and parents who reassure those most in need that they can cope with whatever lies ahead.
- Accredited **information** on cleft led by our community, reflecting their experiences and emotional needs as well as medical facts.
- An **Advocacy Service** that provides information and signposting to those with complex enquiries.
- A **Children and Young People's Council** made up of 12-17-year-olds who meet to share their thoughts and experiences, helping to improve our support services as well as cleft research and NHS care.
- A consultancy service for **researchers** which connects their work with our community.
- A **feeding service** that supplies 15,000 subsidised items of specialist equipment for babies born with a cleft each year, including free of charge items for new and vulnerable families



When my Sonographer told me about my baby's cleft I was devastated. Soon after, I found CLAPA who introduced me to a whole new community of smiles and support. The experience has been amazing."

– Parent of young child

CLAPA's Values

- **Inclusive.** Everyone affected by cleft in the UK, regardless of background, identity or socioeconomic status, should be able to find a warm and welcoming community with CLAPA. We value all voices and want everyone to see themselves reflected in our work.
- **Trusted.** We passionately believe in doing what is best for the UK cleft community. Their needs and voices are at the front and centre of everything we do. We take responsibility for our mistakes and use them as chances to learn.
- **Adaptable.** We seek authentic feedback to help us raise the bar in everything we do. We don't stay stuck in our ways. We follow the evidence, try new things, and change with the times.
- **Collaborative.** We work best when we work together, whether this is as a staff team, as a community, or in partnership with others.

CLAPA's Strategy

Like many organisations, 2020-21 saw CLAPA revolutionise its service delivery to better serve communities wishing to access support online. Our 2022-25 strategy has us building on this work to provide a suite of high-quality, community-led, online services which will be able to keep pace with whatever challenges the future may bring.

We are now in the process of developing our 2025-2030 Strategy and Theory of Change. Having survived a very challenging financial period of real uncertainty, we are now in a stable financial position and fortunate to be able to look at growth and sustainability of the organisation.

This Post

The Board is looking for a new trustee who is aligned to the ethos of the charity and would enjoy the opportunity to contribute their expertise to provide robust and dynamic governance to ensure we achieve our ambitions and remain financially solvent. We are keen to recruit a Finance professional onto the board so are particularly looking for someone who meets this criteria.

In the role of Trustee, you will help inspire, set and maintain the charity's vision, mission and values, as well as developing the strategy, and ensuring compliance and accountability for finances, legal and governmental obligations. Previous experience in a trustee role is not essential as a full induction will be provided.

Taking on the role of a trustee is a significant undertaking. An appropriate time commitment will be required for the preparatory work required in between meeting as well as attendance at the meetings as details below.

The role of a Trustee

CLAPA is structured around a small Senior Management Team and CEO who report to the Board of Trustees, but with a constructive, collaborative culture where all voices and contributions are valued. CLAPA encourages cross-team working to give staff a chance to test their skills and learn about every area of how a modern charity operates.

The role of a Trustee is to provide overall strategic direction. Involvement in the detail of service delivery is not required. Trustees are responsible for the financial and legal operation of the organisation but your financial liability is limited to £1 because CLAPA is a company limited by guarantee as well as a registered charity. Trustees are unpaid, but travel expenses can be reimbursed.

The Board currently meets 8 times per year with all meetings being held via Zoom on a weekday evening, the exception being the Trustees Awayday which is a daytime meeting every autumn held at the CLAPA office in London.

There is more information on the role of a Trustee on the Charity Commission website www.charity-commission.gov.uk.

CLAPA is committed to supporting new Trustees and will provide a thorough induction once appointed, and access to ongoing training as required.

How to Apply

Please complete the online Application Form:

https://CLAPA.formstack.com/forms/clapa_trustee_application_form

You may request an application form in another format by emailing info@clapa.com with 'Treasurer Recruitment Pack Request' in the subject.

All applications are subject to our shortlisting process. If you're shortlisted, we will contact you and invite you to attend an interview. We'll also tell you if there will be any skills tasks to complete as part of the recruitment process. If you are shortlisted, we will ask you to complete a criminal records disclosure. Check [NACRO guidance](#) for more information on what should be disclosed and your rights.

If you have not heard from us by 4th July, please assume your application has been unsuccessful.

Applications close: Tuesday 2nd July

Interviews: Friday 5th July

Start date: As soon as possible – to be agreed

Criminal Record Background Checks

If you are invited for an interview, you will be sent a **Criminal Record Declaration form**. You will need to complete this form prior to the interview, but it will be stored securely and will only be looked at if your application is successful.

If you have declared that you have a criminal record on this form, we will complete a risk assessment process in line with our Safeguarding Policies.

Contact

Contact Claire Cunniffe, Chief Executive at claire.cunniffe@clapa.com, or call the CLAPA office on 020 7833 4883 if you have any questions about the role or the application process.

Due to most of our staff being part-time and flexible working, there is usually limited cover, but if you leave a message on the answerphone, we will call you back as soon as possible. Please leave your full name and phone number when leaving a message.

