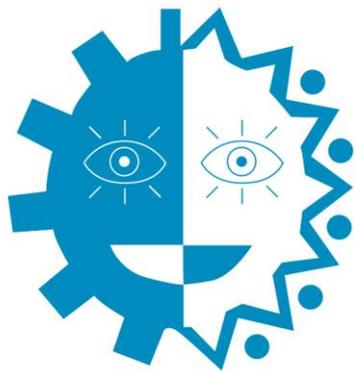


CDHN Management Board Recruitment Pack



**Community
Development
& Health Network**

Voluntary Management Board Opportunity

Thank you for your interest in applying to join the Community Development and Health Network's Management Board.

In this pack you will find some background information about CDHN and the role, responsibilities, and commitment of Board Members.

If you wish to apply to join our Board, please **complete the application form and the equal opportunities form and return these to us by Tuesday 4th May 2021 before 12 noon.**

Once we have received your application, we will invite shortlisted candidates to meet with us to discuss your application. Meetings will take place via Zoom.

We are currently seeking to fill up to 5 positions, including the role of Treasurer and welcome applications from those with financial skills. We particularly welcome applications from women and those from a diverse range of backgrounds who have lived experience of health inequalities.

If you would like an informal discussion about the role, you should email our Director, Joanne Vance on joannevance@cdhn.org

Yours sincerely,

Laura Feeney
Chairperson

CDHN Overview

Our Mission

Using community development to end health inequalities.

Our Vision

A fair and equal society where everyone experiences their best health and wellbeing.

Our Values

CDHN is committed to living the following values in all aspects of its work:

- *Social justice*

We believe in a society based on fairness, where everyone is considered equal and our health and wellbeing is not determined by where we are born, live or work. We are committed to creating the conditions where people can have more control of their own health and wellbeing and have a voice in decisions that affect them.

- *Diversity*

We are committed to celebrating diversity across the organisation and in the communities we serve.

- *Integrity*

We believe in being open, honest and accountable in all our interactions and building relationships based on trust and mutual respect.

- *Collaboration*

We believe that working in partnership with members and other organisations is the best way of ending health inequalities.

Who we are?

With almost two thousand members supporting tens of thousands of people, Community Development and Health Network (CDHN) is Northern Ireland's leading organisation working to empower communities, improve health and wellbeing and reduce health inequalities.

What we do?

CDHN raises awareness of the root causes of poor health and health inequalities. We re-shape the dominant narrative about the causes of and solutions to health inequalities and how to improve health. Through our work communities and decision makers are supported to recognise and utilise assets, to work together to develop solutions and take action to improve lives, health and wellbeing and create a fairer, more equal society.

How we do this?

Putting people at the heart of everything.

By placing people at the heart of health, social care, education and government systems at local and national level we reduce inequality and increase wellbeing, health and lifespan. At CDHN people and communities are at the heart of everything we do.

CDHN works to ensure that people and communities are at the heart of all systems and policies, to ensure society becomes a place which protects and promotes health and equality.

Connecting communities

Communities and individuals are disempowered when they are disconnected from service providers and decision makers. Disconnection between people and communities damages health, wellbeing and social cohesiveness. By connecting, sharing knowledge and expertise, building strong relationships, and harnessing assets, we can build communities where people flourish.

CDHN connects communities, practitioners, academics and policy makers, to share their knowledge, experience and expertise.

Shaping decisions, services and society

The circumstances in which we are born, live, work and age determine our health. The strengths, needs, aspirations and circumstances of communities across Northern Ireland are wide and varied. Listening to the voice of communities and ensuring their participation in policy making and the design and delivery of services will engage their strengths. By making decisions together we can reshape the circumstances in which we are born, live, work and age, leading to improved health and wellbeing within a fairer, more equal society.

CDHN builds connections between communities and decision makers. Together we can shape policies, services and systems to create the circumstances which lead to a fair and equitable society.

Participating in CDHN's Management Board

Below you will find more information on the role of the CDHN Board and Board Members. CDHN Board members are both trustees of our registered charity and Directors of our company limited by guarantee.

We recognise that equity, diversity and inclusion in our work, and amongst our people, are all vital to our success. We believe our people should represent the communities, organisations and individuals we work with and are committed to being an inclusive and great place to work and volunteer.

We want our Board to have a broad spectrum of knowledge, skills and experience and welcome all applications that reflect the diversity of modern society and the communities that we serve.

We commit to providing support and training to our Board members to help them to fulfil their role, and welcome applications from people who have not served on a Board before.

Our Board is currently meeting and connecting virtually. We are committed to continuing the benefits of remote working to enable full and broad participation from members across Northern Ireland.

If you have a passion for community development and are committed to supporting communities improve health and wellbeing and tackle health inequalities, we would love to hear from you.

CDHN Management Board

Purpose:

To provide the overall governance and leadership for CDHN in progressing its vision, mission and values and ensure it fulfils its financial and legal responsibilities and promotes best practice.

Responsibilities and expectations of Board Members:

- **Management** - Share collective responsibility for the management of the Network. Take an overview of the needs of the organisation and its relationship to other agencies and individuals.
- **Communication**- Familiarise themselves with the work of the organisation and its staff giving due regard to the appropriate channels of communication within the organisation. Help communicate and promote CDHN vision, mission and programmes to stakeholders and the community.
- **Confidentiality** - Must treat discussion within the Network as confidential and is expected to abide by the collective decisions made by the Committee. Board members will have their opportunity to make their views known and should not seek to undermine any decision of the Network in any of other form.
- **Reliability** - Attendance and participation in meetings on a regular basis, and events when possible. Participation on committees of the Board as able and necessary. Should carry out any action they have agreed to within the agreed timescale.
- **Representation** – Act as an ambassador for the organisation. Portray CDHN vision, values, strategy and policies when performing your responsibilities in the organisation or representing the Network at functions, conferences, negotiations, etc.
- **Values** – Adhere to the values of CDHN and display a passion and commitment to community development and addressing health inequalities.
- **Financial** - Become familiar with CDHN finances, budget, and financial/resource needs.
- **Policies and procedures** - Understand and oversee the policies and procedures of CDHN.
- **Expenses** - Are entitled to claim expenses in respect of activities undertaken on behalf of the network if members are unable to secure those expenses from elsewhere.

Meetings and time commitment:

- Board meetings take place 4-5 times per year, for approximately 2-3 Hours.
- Board members will be invited to join sub-committees.
- Board members will participate in operation planning with the staff team.
- Remote/virtual attendance at meetings will be facilitated as necessary.
- Board members will be invited to attend CDHN events.

In return for your time:

- Opportunity to contribute to CDHN's purpose and vision.
- Opportunity to expand your professional network.
- Gain leadership experience.
- Develop new skills.
- Receive support and training.

CDHN Principles of Good Governance

CDHN is committed to ensuring good governance.

The Management Board is responsible for good governance, but they rely on many different people to be able to govern well – staff and the Director in particular, play a role in this process.

CDHN has identified six principles of Good Governance – below is a synopsis of the principles. They are included in full in the CDHN Board Induction Pack.

Principle 1: Management board leadership

Leadership is one of the key roles of the management board. Every voluntary and community organisation should be led and controlled by a management board which ensures delivery of its objects, sets its strategic direction and upholds its values.

Principle 2: The management board's responsibilities, legal requirements and obligations

The management board members are equally responsible in law for board actions and decisions. They are collectively responsible and accountable for

ensuring that the organisation is performing well, is solvent and complies with all its obligations.

Principle 3: The effective management board

The management board should have clear responsibilities and functions and should organise itself to carry out these responsibilities effectively.

Principle 4: Performing, reviewing and renewing management board

The management board should periodically review its own and the organisation's effectiveness and take any necessary steps to ensure that both continue to work well and meet legal requirements.

Principle 5: Management board delegation

The management board should set out the functions of sub-committees, officers, staff and anyone performing duties on behalf of the management board in clear delegated authorities and should monitor their performance.

Principle 6: Management board integrity

The management /board should view maintaining the integrity and interest of the organisation as a primary overriding duty. They should act reasonably at all times in the interests of the organisation and of its present and future beneficiaries, users and/or members. All individual management board members should act according to high ethical standards and ensure that conflicts of interest are properly dealt with.

How to apply?

Please forward your completed application form, confirming your availability for interview. Please let us know if you have any difficulty with the dates outlined in recruitment timetable. As CDHN is an Equal Opportunities organization, we are asking you to submit a separate equality monitoring form (see below).

Applications should be made by email to: marionohare@cdhn.org

Deadline for applications	Noon on Tuesday 4th May 2021
Interviews	10 th & 11th May 2021
Induction	W/C 7 th June 2021
Start date/ First meeting	17 th June 2021