



Opportunity **Choice** Inclusion

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**EXECUTIVE COMMITTEE MEMBER**  
Information Pack



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# WELCOME FROM THE CHAIR

## Dear Candidate

Thank you for expressing your interest in the Trustee and Director role at Cedar Foundation.

We are a leading organisation in the third sector, providing support and services to people living with disability, autism and brain injury to live the lives they choose. We are proud of our status as an Investors in People Platinum organisation, and of our track record as an EFQM award winning organisation that; “Leads with Vision, Inspiration and Integrity.”

Cedar plays an important role in influencing and shaping the development of disability support services in Northern Ireland and has well developed links with a range of innovative local, national and international partner organisations. We operate across Northern Ireland from a range of centres and facilities and our dedicated staff team of over 600 people is committed to working in partnership with our service users in the design, development and review of services.

This role offers a unique opportunity for an individual with genuine passion for inclusion and drive to bring to bear their skills and experience to the board – adding new and diverse perspectives and contributing collegiately to the strategy and vision of the organisation.

We are seeking to appoint someone with experience in the area of Business Development. Trustees and directors are strategic thinkers who can additionally draw on their professional networks to assist the organisation. In return you will have access to an expanding network of like-minded contacts as dedicated as you are to helping the community. We will provide you with a full induction to the charity’s work and will support you in your new role with us.

We’re working with our board appointment partners Engage on this search process, and they’ll be very happy to answer any initial questions you might have.

So, if you share a commitment to the Vision, Mission and Values of Cedar, and have leadership skills and experience, we want to hear from you.

*Myrna Evans*

**Myrna Evans, Chair**



# WHO WE ARE

The Cedar Foundation was set up in 1941 and during that time, we have grown from an organisation dedicated to a single condition to one that focuses on the needs of the individual, whatever their disability.

We now deliver a wide range of services from centres and facilities across Northern Ireland that enable people with disabilities, autism and brain injury to get the most out of life and to be fully included in their communities. The services delivered by our 600-strong staff team are centred around the individual needs of each person supporting children and adults to live, work and learn and to engage in their communities.



# WHAT WE DO

We support people and families affected by brain injury, autism, physical and sensory disability, and learning disability.

Our services are described below. If you're reading this online, to watch a short video about us, click [here](#).

## EMPLOYABILITY & SKILLS SERVICES

Our employability and skills services help individuals with disabilities to develop skills, find and sustain employment.

We have a range of innovative services that provide specialist support to disabled people at various stages of their employability journey. These are designed to meet the needs of those with complex physical/sensory disability, long-term health conditions, autism and brain injury:

- Workable NI – supports people who are in work and need support to retain their job due to the impact of disability or to progress in their company.
- SkillSET – supports people who are work-ready and are facing challenges in securing a paid job.
- Inclusion Works – supports people who need time to build a career plan and develop their skills to engage in volunteering, work and training.
- Transitions – an early intervention service that fully involves young people with disabilities and their families to make decisions about their life after school.



As part of these services, we enrich businesses across NI by helping them engage with a professional community organisation. We explore with our partner companies how we can work together to develop opportunities to support our participants and bring added value to their organisation.

This can include job opportunities and work people to develop skills and build careers. In addition we explore other ideas for collaboration such as the company's own Social Value objectives. placements to support disabled people.

## COMMUNITY INCLUSION (ADULTS)

Our community inclusion services help individuals with disabilities to develop independence, social confidence and build skills for daily living.

### Inclusion Matters

Inclusion Matters supports disabled people to access a range of activities and social networks in their local area. Individuals share their interests and together we explore social, leisure and recreational activities. We identify and agree what support is needed to attend and engage independently.

### Brain Injury Services

These services support people to get active and take part in activities independently in their local communities, taking part in social, leisure, recreational and training activities. Our staff provide support to understand the impact of brain injury and develop compensatory strategies to overcome challenges.

### Autism Services

Right 4 U - Adults supports autistic adults to engage in their community. Inclusion means different things to different people; therefore, the individual takes the lead in identifying what they want to achieve from the service, and collectively we work together to achieve identified goals.



## COMMUNITY INCLUSION (CHILDREN & YOUNG PEOPLE)

Our Community inclusion services support children & young people with disabilities to thrive, by developing social connections and future planning, whilst providing early support for parent and carers.

### Youth Matters

Youth Matters is a fun, engaging, youth work service supporting disabled children and teenagers under 18 years of age. We support people with autism, ADHD, and brain injury to participate in our group-based activities, inclusive programmes, and summer schemes. Our programmes are all designed to unleash potential.

### Short Breaks

Short Breaks is a one-to-one service for disabled children and young people. We support individuals to take part in play or leisure activities at home or in their local area. Our service gives children and

young people time away from their family, whilst giving families the opportunity for a regular break from caring.

### Autism Services

Right 4 U - Kids supports autistic children, young people, and their families in their community and at home. Individual goals may vary depending on individual strengths, interests, and needs. We work closely with individuals and their families to ensure that they have the tools and practical assistance needed to achieve their goals.



## LIVING OPTIONS

Our living options service provides a variety of accommodation options and support services suited to adults with disability based on individual need.

### Supported Living Services

This service supports disabled adults to live as independently as possible in a home of their own or with people they chose to live with. We offer a range of accommodation including shared and individual accommodation. We promote opportunities to become as independent as possible and individuals have the reassurance that onsite support is on hand if needed.

### Residential Care Services

Our Residential Care Services provide a safe living environment for adults with learning disabilities. We provide the necessary ongoing care and support to live as independently as possible. Our services are like a “home from home.”

### Respite Services

Our Respite Services provide planned short-term (overnight) stays or emergency stays for adults with learning disabilities. The purpose of respite care is to offer a temporary break for the individual, family members and carers.



### Day Care Services (@Croft)

Our Day Care Service provides adults with learning disabilities with a supportive and structured day programme within their living environment. We offer a range of activities, such as education, recreational and social interaction. Schedules are discussed and agreed on in advance with the individual using the service.

The service is person-centered, which means that the programme concentrates on the needs of everyone, their desires and wishes. If needed, families can help to provide additional information to assist with programme planning.

### Floating and Housing Support

Our Floating and Housing Support services provide individuals with various forms of assistance and support in their own homes. This service is designed to help people, often those with specific needs or vulnerabilities, to maintain their independence, improve their quality of life, and address challenges they may face.

We provide person-focused ‘housing related support’ that helps individuals develop independent living skills, to maintain their tenancy, thereby preventing homelessness. We help empower individuals to become fully integrated into the community where they live.



# OUR STRATEGY

Our **Vision** is an inclusive society for all.

Our **Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose.

We aim to deliver our mission by living and upholding our **Values**:

## **Collaboration**

We are committed to ensuring that our services are developed in partnership. We believe we work at our best in active collaboration with our service users, staff and partners.

## **Equality**

We recognise the importance of a diverse and inclusive community and we will make certain that everyone has an equal opportunity to make a contribution and this contribution is valued.

## **Dignity**

We guarantee dignity is at the centre of high quality, person centred support and our services are delivered with respect, care and compassion.

## **Achievement**

We believe in ensuring that everyone involved within our organisation can achieve their full potential. Our ambition is to be recognised for our ability to deliver at an individual, team and organisational level.

## **Resilience**

We are an adaptable, forward thinking and resilient organisation that sees difficult situations as an opportunity. We promote creativity and innovation, supporting each other to ensure we have the individual and collective strength to achieve this.

You can access our current strategic plan by clicking on the link:

[Strategic Plan 2021-2026](#)

# MEET THE BOARD



**Myrna Evans**  
Chair

Myrna has a professional background as a System Analyst having originally joined the organisation as a parent representative.

Before taking up her current role as Chair in December 2023, Myrna supported the organisation in a variety of roles including as a member of our Parent Action Team, which supports and informs the development of a range of Children and Young People's Services.

Myrna has previously sat on the Employability and Community Services Panel and is currently a member of the Finance & General Purposes Committee.



**David Duly OBE**  
Vice Chair

David is former Chief Executive of Habinteg Housing Association (Ulster) Ltd, an organisation Cedar has had a long partnership with in the development and delivery of specialist Housing Support for disabled people.

David is a Fellow of the Royal Institution of Chartered Surveyors, the Chartered Institute of Housing and the Institute for Leadership and Management. He previously sat on the board of the Northern Ireland Federation of Housing Associations and is a past President of Holywood Chamber of Commerce. He was awarded an OBE in 2004 for services to Housing in Northern Ireland.

David currently serves on the Living Options Panel of Executive Committee.



**Michael Williamson**  
Treasurer

Michael is a Chartered Accountant and recently retired from ASM Accountancy firm. As Director of Hotel, Tourism and Leisure Consultancy at ASM, Michael led a team offering a range of services to the tourism industry which included market research, commercial feasibility assessments and financial projections, business plan preparation, raising finance, strategy development, advice on operating and management models and branding.

Michael has taken up the role of Honorary Treasurer on the Executive Committee and chairs the Finance and General Purposes Committee.



**Carole Veitch**

Carole trained as a Social Worker and worked for over 38 years in what is now South Eastern Health & Social Care Trust (SEHSCT). Her career spanned Family and Child Care, elderly and hospital services.

For the last 18 years Carole worked in the Disability Programme of Care with her last role as Assistant Director for Disability. Her remit spanned Learning Disability, Physical Disability and Brain Injury and Sensory Impairment. She was also responsible for Thompson House Hospital which specialises in Brain injury and neurological conditions. On behalf of the SEHSCT Carole worked in partnership with Cedar on the development of our Johnston Way and Meadowvale Court Supported Living services. She has a special interest in continuous improvement and was instrumental in progressing ISO and Investors in People for the Disability Programme within the Trust.

Carole is currently Chair of the Living Options Panel for the Executive Committee



**Dr Robert Rauch**

Robert is a Consultant Clinical Neuropsychologist. Since 1995, he has been involved in the development and leadership of a number community based brain injury rehabilitation services in Northern Ireland. He has led a number of these services to achieve CARF (Commission on Accreditation of Rehabilitation Facilities) accreditation, meeting international standards of best practice and continuing quality improvement.

He is involved in the professional training of Clinical Psychologists and Clinical Neuropsychologists. He has held research posts at the Institute of Psychiatry, Psychology and Neuroscience, King's College, London and was previously an Assistant Director of Clinical Psychology Training at Queen's University, Belfast. He is currently Module Lead for Professional Development and Practice, PGDip in Clinical Neuropsychology, Salomons Institute for Applied Psychology, Canterbury Christ Church University.

Robert has worked in the charitable sector as a Consultant Clinical Neuropsychologist at the Royal Hospital for Neurodisability, Putney, London. He has also served as a non-executive Director of Brain Injury Matters NI.

Robert joined the Executive Board of The Cedar Foundation in 2021 and is a member of the Employability and Community Inclusion Panel



**Dr Jean Daly-Lynn**

Jean is a Lecturer in Psychology in the School of Health Sciences at Ulster University and is the Director of Interprofessional Education in the Faculty of Life and Health Sciences. She teaches across allied health and health care science programmes. She also leads on interprofessional education and bringing the lived experience of those using services into teaching and learning for healthcare students.

Jean has been conducting research for over twelve years, including European funded projects on the use of Brain Computer Interface technology for disabled people which Cedar have been a partner on, including the BackHome and AIDE projects.

Jean joined the Executive Committee in 2023 and sits on the Living Options panel.



**Maura Lavery**

Maura, prior to her retirement, had an extensive career in further and higher education in Northern Ireland. Formerly Director of Curriculum Services at Belfast Metropolitan College, she had responsibility for a range of functions including Workforce and Economic Development, Curriculum Quality Improvement, Information Learning Technology and Projects through the Development Office.

Previous posts included Deputy Director Learner Services for the Belfast Institute for Further Education where she had responsibility for strategic leadership of a range of support services, including Student Services, Market, Staff Development, Management Information Systems and Information Learning Technology.

Maura previously held the post of Honorary Treasurer on the Executive Committee and currently sits on the Finance and General Purposes Committee.



**Clive Evans**

Clive was previously the Chief Executive of the Croft Community, which merged with Cedar in 2021, and prior to this had over 28 years experience with Microsoft in a variety of roles including Manufacturing, Process Improvement, Program / Project Management, Human Resources Management and Corporate Citizenship.

Clive is passionate about assisting organisations help people reach their full potential by leveraging innovative and leading-edge approaches and solutions. He provides consultancy support to a range of organisations in developing digital solutions in health and social care.

Clive joined the Executive Committee in 2023 and sits on the Living Options panel.



# HOW WE'RE ORGANISED



## TIME COMMITMENT

The Board normally meets at least 4 times each year. Meetings usually take place at Cedar Head Office, 1 Ravenhill Reach Close, Belfast, BT6 8RB. The duration of each meeting typically runs to two hours.

In addition to the main Executive Committee Meeting, board members are invited to participate in one of the following sub-committees/panels that report to the full Board:

- Finance & General Purposes Committee
- Employment & Community Inclusion Services Panel
- Living Options Panel

These are held quarterly, 2 weeks prior to the Executive Committee Meeting, typically lasting for 2 hours

You should allow time for preparatory work and travel and ensure that you are in a position to make the necessary overall time commitment. The Company Secretary will aim to send meeting papers and relevant information 1 – 2 weeks ahead of the meeting. The format of these can be discussed to best meet your needs.

In addition to routine board meetings, you will be invited to attend or participate in events and celebrations during the running of the organisation. This is a great opportunity to engage with the work and meet staff, service users and volunteers.

## Availability of Liability Insurance

The Charity provides all its non-executive directors and trustees with indemnity insurance cover while acting in their capacities as non-executive directors and trustees.



## FINANCES

Here's a summary of our latest published annual income and expenditure account as at March 2023. Further details on our financial accounts may be accessed by clicking on the links below to our annual reports.

	Notes	Restricted £	Unrestricted £	2023 £	2022 £
<b>Income and endowments from:</b>					
Donations & Legacies	3	-	33,564	33,564	22,356
Charitable activities	4	2,458,519	15,775,482	18,256,817	17,771,962
Investments	5	-	112,541	112,541	78,613
<b>Total income</b>		<b>2,458,519</b>	<b>15,921,587</b>	<b>18,380,106</b>	<b>17,872,931</b>
<b>Expenditure on:</b>					
Charitable activities	6	3,127,777	15,484,179	18,611,956	17,433,403
<b>Total expenditure</b>		<b>3,127,777</b>	<b>15,484,179</b>	<b>18,611,956</b>	<b>17,433,403</b>
<b>Net movement in funds before other recognised gains/(losses)</b>		<b>(669,258)</b>	<b>437,407</b>	<b>(231,851)</b>	<b>439,528</b>
<b>Other recognised gains/(losses):</b>					
(Losses)/gains on revaluation of investments		-	(225,062)	(225,062)	164,217
Other Gains/(losses)		-	219	219	-
Revaluation of Assets held for sale		-	423,594	423,594	-
Transfers between funds		669,258	(669,258)	-	-
<b>Net movement in funds</b>		<b>-</b>	<b>(33,100)</b>	<b>(33,100)</b>	<b>603,745</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		-	12,307,127	12,307,127	11,703,381
Net movement in Funds		-	(33,100)	(33,100)	603,745
<b>Total funds carried forward</b>		<b>-</b>	<b>12,274,027</b>	<b>12,274,027</b>	<b>12,307,126</b>

[Annual Report March 2023](#)

[Annual Report March 2022](#)

[Annual Report March 2021](#)



## ROLE DESCRIPTION

### Role of the Executive Committee Member (Board Member)

In common with our aim of ensuring the board has the most balanced, effective, collective skillset, we are particularly looking for individuals with business development experience acquired in the public, private or voluntary and community sectors. That particular board member would provide strategic guidance as well as making connections aimed at further improving Cedar Foundation's sustainability.

The role of the members of the Board is to set the Charity's strategic aims, ensure that the necessary financial and human resources are in place for the organisation to meet its objectives and review management performance. In particular:

- overseeing the activities of the organisation, its strategic direction and planning processes, programme delivery, financial controls and performance measures
- reviewing and guiding strategy
- reviewing and approving strategic plans, annual budgets, programme plans and performance objectives, and risk management strategies and plans, as developed by the management team
- monitoring implementation and performance, and overseeing major capital expenditure
- ensuring that the organisational structure is appropriate for achieving the organisation's strategic goals, and that the necessary policies, procedures and controls are in place to ensure that authority may be delegated by the Board without loss of accountability

Overall the role of the Board is to govern and not to manage, which is the responsibility of the Chief Executive and his senior staff team. In carrying out its responsibilities, the Board will uphold the values of accountability to its stakeholders, probity and transparency.

All trustees are expected to take decisions objectively in the interests of the Charity. The board as a whole is collectively responsible for the success of the Charity.

It should be noted that individual trustees do not have any authority in relation to Cedar Foundation outside the collective authority of the Executive Committee, unless specific authority is delegated by the Board.

## ELIGIBILITY

Candidates must disclose any information about their personal or professional life which in the Trustee Board's perception could bring Cedar Foundation into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime, which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information, which could give rise to a perception of conflict of interest with their role as a Cedar Foundation Board Member. This will not necessarily result in an inability to serve on the board.

Candidates must be over the age of 16.



## HOW TO APPLY

For a confidential discussion about the position in the first instance, please contact Engage Director Patrick Minne, [patrick@co3.org.uk](mailto:patrick@co3.org.uk) 07792 509003.

1. Candidates are asked to provide a full CV by email to Engage by **noon on Tuesday 27 August 2024** to [apply@engageexec.co.uk](mailto:apply@engageexec.co.uk).
2. Engage will submit your application to the Cedar Foundation Board selection panel who will shortlist candidates.
3. Shortlisted candidates will be invited to meet the panel for a two-way discussion about their candidacy.
4. The full Board will vote to ratify the selection of the successful candidate.



Please address any enquiries relating to the advertised position to Cedar's recruitment partners:



Tel: 07792 509003

Email: [apply@engageexec.co.uk](mailto:apply@engageexec.co.uk)

[www.engageexec.co.uk](http://www.engageexec.co.uk)



Enquiries unrelated to this recruitment can be addressed to:

Cedar Foundation  
1 Ravenhill Reach Close  
Belfast BT6 8RB

Tel: 028 90461834

Email: [communications@cedar-foundation](mailto:communications@cedar-foundation)

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