



BOARD MEMBER

INFORMATION PACK

Ref: VBM/25

Closing date 12 pm 28th February 2025

www.ascert.biz



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INTRODUCTION

Thank you for your interest in applying to join the **ASCERT Board**. Since it was established 27 years ago, ASCERT has been a leading provider of services across Northern Ireland to support young people, adults, families and communities with challenges from alcohol and substance use as well as other issues such as mental health and suicide prevention.

As a trustee of the charity you will bring your experience and skills to our Board and the ASCERT team, supporting us to deliver our charitable objectives and ensuring the organisation is well governed.

In this information pack you will find some background information about ASCERT which should help you get a better picture of who we are and what we do.

We particularly welcome applications from individuals with experience in one or more of the following areas;

- Lived experience of substance use or mental health issues
- Finance or accountancy
- Human Resources
- Business Development or Fundraising
- Digital Transformation
- Legal Services

Jillian Patchett - Boyce
Chairperson



ABOUT ASCERT

ASCERT is a charity registered with the Charity Commission for Northern Ireland and a company limited by guarantee. The organisation was established in 1998 and has become a leading charity addressing alcohol and substance use issues as well as other related social issues across Northern Ireland.

Our work involves a wide range of services from **community support, prevention and training, early intervention, treatment and recovery** and are **available across the region.**

We support individuals, and communities to address their particular needs with services that are **dealing with alcohol and substance use** and other related **issues such as mental health, suicide prevention, trauma and offending.**

ASCERT delivers its services across all of Northern Ireland and operates from a head office in Lisburn and regional offices in Belfast, and Omagh. We have around 70 staff, and are supported by independent contractors and volunteers with an operating budget of over £2.6 million.



WHAT WE DO

Our work is mainly focused on services and activities that will have an impact on the harm resulting from alcohol or drug use, addressing these issues directly or through other work around other relevant social factors.

The main service areas we currently provide include;

- Information and signposting for the public and professionals.
- Community based campaigns and initiatives.
- Prevention, life-skills and harm reduction programmes for young people .
- Prevention programmes for parents and families.
- Interventions and support for adults, young people and family members affected by substance use, self-harm or mental health issues.
- School counselling services
- Supports for young people affected by parental alcohol, substance use or mental health issues in their family.
- Programmes for people in recovery from addictive behaviours
- Training and development programmes for organisations, workers and volunteers in relation to substance use, suicide prevention, mental health or trauma.

OUR MISSION

ASCERT addresses alcohol and drug related issues; reducing harm and supporting positive change.

We aim to make a real difference in relation to how drugs and alcohol and other related issues impact on people and society. Through our actions we will reduce the potential or actual impact on people's lives, and support the achievement of positive and sustainable change for individuals, families, communities and society.

OUR VALUES



INTEGRITY

ASCERT will demonstrate integrity in everything we do, acting honestly and reflecting moral and ethical principles.



ACCOUNTABILITY

ASCERT will be open and transparent in its conduct and be answerable to its members and stakeholders.



HOPE

ASCERT believes there is hope in every situation, and with the right help at the right time, every person can achieve change for the better.



PROGRESSIVE

ASCERT will be sensitive to changing needs, consider opportunities to innovate and adapt in order to be effective in the delivery of outcomes for our service users.

OUR STRATEGY

To **ASCERT** it is not only important to do the right things that will help us meet our objectives but also to do things in the right way. We have identified three key strategic themes that we believe are essential to effectively meeting the needs of our stakeholders and service users and that will guide our approach.

- Being evidence informed and outcomes focused
- Putting service users at the centre of what we do
- Taking a holistic approach to addressing alcohol and drugs

STRATEGIC PRIORITIES

Priority 1: Effective Support

ASCERT will deliver an integrated model of services that support prevention, intervention, recovery and training

Priority 2: Influence and Reach

ASCERT will be the leading alcohol and drugs charity

Priority 3: Sustainable Growth

ASCERT will be a resilient and sustainable organisation that makes a meaningful difference.

Priority 4: Demonstrate Quality

ASCERT will deliver the highest quality of service to our stakeholders.

THE DIFFERENCE WE MAKE

2023-2024 impact data



16,777 people were engaged through our **19** services



446 regional & local partnerships groups and **1900** individuals within community groups were supported



Interventions services delivered **27,585** sessions of treatment to **2849** people



of service users reported positive outcomes in their drug use



of families supported reported increased strength and coping skills



of people trained report increased competence



6,394 people took part in training

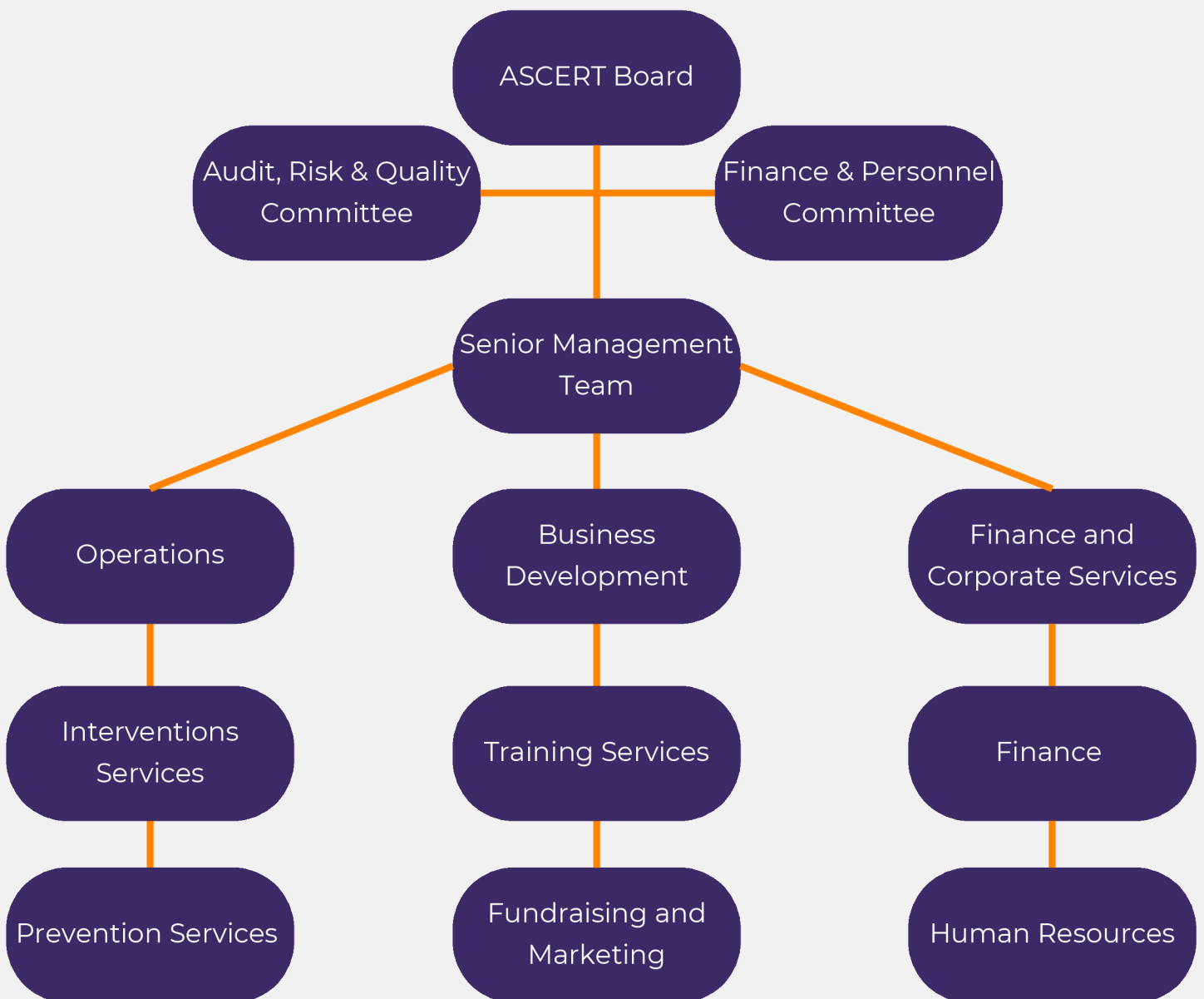


Prevention and Lifeskills services have supported **7.534** people



48 employees and **71** self employed staff provided our services

OUR STRUCTURE



HOW ASCERT INVEST IN PEOPLE

ASCERT achieved the Investors in People **We invest in people GOLD** award for the second time in 2024, This is what Investors in People said about us:

- People believe strongly in the purpose and objectives of ASCERT and understand how their roles contribute to achieving positive outcomes. They are proud of the impact they can make together; and understand the responsibilities and challenges. They work hard to meet the objectives, tasks and responsibilities set for their roles, often going further, achieving more and adding their own individual touch.
- **Developing your people and the organisation is an integral part of your strategic approach**, particularly at a time of funding pressures and increasing demand for services. People believe their work is interesting and worthwhile, and that they are respected, developed and supported. Leaders and managers demonstrate passion and expertise; they lead collaboratively.
- You are **committed to empowering people to be innovative** and develop services together. They are proud to be part of such a dedicated, life-changing charity and seeing how they play a role in service user journeys. Here's a few quotes to illustrate the feedback when people were asked what makes ASCERT a great place to work for them:
- **There is a culture of trust** through straightforward and transparent ways of communicating with each other, championing the free exchange of ideas, views and opinions.

HOW ASCERT INVEST IN PEOPLE

This is what our staff have to say about working for **ASCERT**. They were asked to use a few words that best describe how it feels to work here.



"I love working for ASCERT"

"ASCERT cares - we are not numbers, we are people"

"It's a great place to work because we all grow; the growth is immense"

"They are fantastic to work for no doubt; it's like a big family"

"It's the best move I ever made coming here - there is real flexibility and sense of belonging"

BOARD MEMBER ROLE DESCRIPTION

► Purpose

The Board of Directors are the Trustees of the charity. They ensure the good governance and strategic direction of ASCERT to support the organization's mission, aims and charitable objectives and that it is carrying out its activities for the public benefit.

► Main responsibilities

- Formulate the charity's strategic direction of the organisation and produce a strategic plan
- Ensure the charity operates within its articles of association, charity law, company law and any other relevant legislation or regulation.
- Ensure that ASCERT's resources are used responsibly in pursuance of its charitable objectives and for public benefit
- Ensure that the charity demonstrates good governance principles and these are reflected in its management and practice
- Ensure the charity demonstrates suitable accountability arrangements in its structures and practice
- Approve the corporate business plan and monitor its implementation
- Approve and monitor the charity's annual budget
- Ensure the charity has the resources it needs to deliver its objectives
- Oversight of relevant policies and procedures
- Ensure the charity is engaged with its stakeholders

► Expenses

This a voluntary position. In order that they are not out of pocket as a result of participating in the governance of ASCERT, Board members are entitled to claim legitimate expenses (e.g. mileage, travel costs, etc).

INTEGRITY

BOARD MEMBER ROLE DESCRIPTION

➤ Term and commitment

- The Board of Directors normally meets on the fourth Tuesday of every second month (February, April, June, August, October and December). The meetings alternate between mornings (10am-12) and afternoons (4pm-6) typically last 2 hours.
- Committees of the Board will meet up to four times per year, dependent on their respective work agenda.
- Board and committee meetings a mixture of in person and virtual meetings.

➤ Expectations of board members

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on committees of the board as necessary.
- Represent ASCERT's vision, values, strategy and policies when performing your responsibilities in the organisation.
- Be alert to community concerns that can be addressed by ASCERT mission, objectives, and programmes.
- Carry out any tasks you agree to take on.
- Offer to lead if you have special skills.
- Be supportive of the Board and respect confidentiality.
- Act as an external ambassador for ASCERT when required
- Help communicate and promote ASCERT mission and programmes to stakeholder and the community.
- Be familiar with ASCERT finances, budget, and financial/resource needs.
- Understand the policies and procedures of ASCERT.

SUBMITTING YOUR APPLICATION

If you wish to submit an application for consideration please complete the following documents:

- Application form
- Equal opportunities form
- Disclosure of criminal convictions form

Return these to **recruitment@ascert.biz** by 12pm on Friday 28th February 2025.

Once we have received all applications we will invite shortlisted candidates to meet with us to discuss your application.



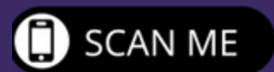
ASCERT addresses alcohol and drug related issues;
reducing harm and supporting positive change

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Northern Ireland
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 info@ascert.biz
 ascert.biz

Charity Number:
NIC101239 Company
Number: NI058832

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INVESTORS
IN PEOPLE | Gold



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