



Trustee information pack

For the Association for Real Change (ARC)



We want a person with a learning disability, autism, or other support needs to be an ARC trustee.

Find out more



about us



about what a trustee is



and how to apply.

What is in this information pack



About ARC



About being a trustee



Person Specification

What we want our new trustee to be like.



How to apply



Interview information



Application Form

About ARC



The Association for Real Change (ARC) is a charity.

Charities try to help make things better.



We try to make things better for people with a learning disability, autism, or other support needs and their families.



We work in England, Northern Ireland and Scotland.

Information about the work we do in each country is on their websites.



England
Scotland
Northern Ireland

www.arcengland.org.uk
www.arcscotland.org.uk
www.arcni.org.uk

What we want – our vision



We want communities that include everyone and celebrate difference.



We want communities that listen to and respect people with a learning disability, autism and other support needs and their families.

What we do – our mission



We work with anyone who understands our vision.

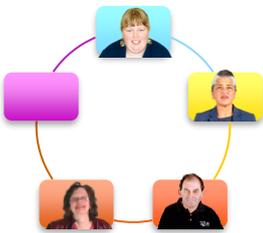
We bring them together to share their experiences and talk about what needs to change.

We work to change thinking and practice so we can change lives for the better. We do this 5 ways.



1. Research

We collect information, look at what it tells us and share it with others.



2. Networking

We have meetings where people get to know each other, share information and work better together.



3. Advocacy

We support people to get their voices heard and stand up for their rights.



4. Policy

We make sure that the rules we are told to follow are good and fair.



5. Training

We teach people the skills and knowledge they need to work well.

What we want to happen - our aims



Better knowledge and rights

We want people to know and stand up for their rights and the rights of others.



Better choice and control

We want services that listen to others and make changes to help people have the lives they want.



Better involvement and fair chances

We want communities to

- ✓ change how they think, feel and act
- ✓ and help everyone be involved by taking away anything that stops them.



About being a trustee

Trustees make up the ARC board. Trustees make sure ARC does what we say we will do as a charity.



Trustees help decide

- what we do and how we do it
- and how we spend our money.

Who you will work with

You will work with

- other ARC trustees
- the ARC Chair who is in charge of the board
- and the ARC **Strategic Leadership Team**.



The **Strategic Leadership Team** is made up of Directors in charge of each Country and the Director in charge of ARC money.

They make plans and support staff to make them happen. They tell trustees about work done in each country.

Board Meetings



The ARC board meets 5 times a year.

- 1 meeting in the same room face to face.
- 4 meetings online using a computer.

You will need to

- use or be supported to use a computer to join online meetings using Zoom or MS Teams and
- travel to face to face meetings where you may need to stay overnight.



Things a trustee must do



- Make sure ARC does what it says it will.



- Make sure ARC follows the rules and does not break the law. Trustees are responsible if things go wrong.



- Make good decisions and get help when needed.



- Keep things that belong to ARC safe
For example, our money and computers.



- Make decisions that are best for ARC.



- Work as part of a team.



- Make no money from being a trustee.

Things you will be asked to do



- Look at ARC's plans.



- Make sure that ARC is being run well.



- Take part in meetings and work with other trustees to do a good job.



- Understand that there are differences between the 3 countries ARC works in. Respect this and support different ways of working.



- Do other jobs for ARC when needed.
For example, going to events and telling people about ARC.



- Take part in training for trustees.

Payment



You are not paid for being a trustee.

ARC will pay for any expenses you have as a trustee.



Examples of expenses are

- travel costs to ARC meetings
- hotel accommodation if you have to stay overnight
- some food and drinks.

How long you can be a trustee for



You can be a trustee for 3 years.



After 3 years you can be elected to be a trustee again for another 3 years.

After this you must stop being a Trustee.

Board of Trustee Support



ARC has a staff member who helps Trustees to do their job and organises their meetings.

She is called Vicky Shirley.



Person specification

What we want our new trustee to be like

- You understand the importance of **human rights, equality** and **inclusion** for yourself and others.



Human rights are rights that everyone has. Rights tell us what we are allowed to do and how we should be treated. For example, the right to be treated fairly.

Equality means treating people fairly and making sure they have the same chances in life.

Inclusion means everyone can take part.



- You speak up for yourself and others.



- You understand the importance of working with others to make things better.



- You are confident and happy to tell people what you think and ask questions.



How to apply

Please answer the questions in our application form. You can do this in the following ways.



1. Fill in an application form and
 - email it to **Governance@arcuk.org.uk** or
 - post it to the address below.

Private and Confidential



Vicky Shirley
 Association for Real Change
 10a Marsden Street
 Chesterfield
 S40 1JY

Please write **Private & Confidential** on the envelope.



2. Make a film or a voice recording of you answering the questions from the application form and



- email it to **Governance@arcuk.org.uk** or
- send it to **07931 157519**



You can ask for support to do your application. For example, from family, friends or staff.



Interview information



We will tell you if we want to interview you.

You can ask for support in your interview.
For example, from family, friends or staff.



Interviews will happen on a date yet to be decided. We will tell you once a date has been set.

Interviews will be online using **Zoom**.



This means you will need

1. a computer or mobile phone that can use Zoom
2. and an email address.



We will send you an email with a link to the zoom meeting.

The email address can be

- yours or
- someone you know and trust.

For example, family, friends or staff.



If you have any questions about being a trustee, how to apply or the interview we are here to help.

Call Vicky Shirley on 07931 157519



Application Form



You must send us your applications before **9.30am** on the closing date of **Monday 8 September 2025**.

Your contact information



Your name



Your address and postcode



Your home telephone number



Your mobile number



Your email address



How would you like us to contact you?

Telephone

Email

Letter



Is there any support you need or would find helpful if invited to interview?

For example, subtitles on the video call.



1. Why are **human rights, equality** and **inclusion** important for yourself and others? Please give examples.

Human rights are rights that everyone has. Rights tell us what we are allowed to do and how we should be treated.

For example, the right to be treated fairly.

Equality means treating people fairly and making sure they have the same chances in life.

Inclusion means everyone can take part.



2. How have you spoken up for yourself or others? Please give examples.

A large, empty rectangular box with a black border, intended for writing a response to the question above.



3. Why is working with others to make things better important to you?

Please give an example of a time when you have worked with others to make things better.

A large, empty rectangular box with a black border, intended for writing an answer to the question above. The box is positioned below the question and has a small notch at the top center where it meets the speech bubble.



4. Are you confident and happy to tell people what you think and ask questions?

Please give examples.

A large, empty rectangular box with a black border, intended for writing answers to the question above.