



Chair of Board of Trustees

Voluntary, unpaid position – expenses paid

Approximately 10-12 hours per month

Minimum role commitment of 3 years

Full role description, person specification on website

www.oasisproject.org.uk

- Closing date for applications is 5pm on Fri 13th September
- Selection will be made via an interview process. Date for interviews to be arranged by mutual agreement, during week commencing 30th September.

Dates	Task	Comments
By Fri 9 th August	Publish advert	Finalise advert with dates Agree where to publish 5 weeks – closing date of 13.9.19
Between 3 rd Aug and 13 th Sept	Collate all applications (CVs and covering letter)	(Send to Gill and Jo-Anne in due course for shortlisting)
Monday 16 th Sept	Shortlisting	Gill Whensley and Jo-Anne are on the panel-shortlisters and interviewers Prepare shortlisting documents
Between 16 th and 20 th Sept	Contact candidates to confirm if they are invited to interview or not	Set up interview arrangements and prepare interview qu and interview packs
Between 16 th and 27 th Sept	Shortlisted candidates will be expected to attend for an informal visit to meet with Laura and/or Chrissy for a show round and chat (date to be agreed, convenient to both parties)	
Monday 30 th September	Interviews	2 nd Floor Group Room

		booked (will have to find a different venue if a male applicant is shortlisted)
October	<p>Contact unsuccessful candidates</p> <p>Contact successful candidate</p> <p>Undertake all FPPR checks (see list below)</p> <p>Prepare induction and welcome pack</p> <p>Confirm dates of board meetings and any training</p>	Plan for induction

Fit and Proper Persons Requirement Checks

List of FPPR checks that the organisation specifies are carried out on all board members on appointment and on an ongoing basis

Nature of the check	Initial recruitment
Initial application to be a Board Member (statement and personal details)- supplied by potential trustee	Yes
CV (history of employment) - supplied by potential Trustee	Yes
Check of employment gaps - CV reviewed by CEO	Yes
Check of photo ID including up to date photograph and right to work in UK (process led by Oasis admin)	Yes
DBS check including children and vulnerable adults (process led by Oasis admin)	Yes
Check against Barred Lists (process led by Oasis admin)	Yes
Signing of Trustee Eligibility Declaration Document (process led by Oasis admin)	Yes
Request for character reference (process carried out by Oasis admin)	Yes
Satisfactory information about any physical or mental health conditions which are relevant to the person's capability, after reasonable adjustments are made, to properly perform tasks which are intrinsic to their employment or appointment for the purposes of the regulated activity. This is all handled via the third party occupational health providers and we do not see any information related to their health. We just receive confirmation that they are fit to undertake the role of Trustee or advice re any reasonable adjustments	Yes
Evidence of any relevant qualifications cross referenced with skills list provided by trustee (Oasis admin) and HCPC check carried out, where relevant	Yes
Bankruptcy and insolvency search carried out	Yes
BreatheHR record created (process led by Oasis admin)	Yes
Training recorded (process led by Oasis admin)	Needs identified/ training provided