



# FOREVER HOUNDS TRUST

Matching greyhounds and  
lurchers to happy homes

Registered charity 1131399

## TRUSTEE APPLICATION PACK

**2022**

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## **Who we are and what we do**

Forever Hounds Trust works tirelessly for the welfare and rescue of greyhounds, lurchers, whippets and other sighthounds; our vision is a day when all of these dogs are free from risk or need. Founded in 1996 as Greyhound Rescue West of England, over the last 25 years we have found loving forever homes for over 10,000 dogs across the country. These wonderful hounds desperately need our help, often having been abandoned, taken to dog pounds, or in the cases of racing greyhounds, retired from the tracks. We are independent of the greyhound racing industry, and are entirely reliant on fundraising and donations to cover the substantial costs of caring for and homing dogs.

We have a nationwide network of volunteers, a board of trustees and a team of staff. We aim to keep our administration costs as low as possible in order that maximum funding goes to our hound's care. We also have a Centre for the rescue and rehabilitation of hounds. Looking back, it is quite astonishing to see how much we have achieved, and wonderful to reflect on all those dogs who have had the chance of a better life. We're looking forward to generating a sustainable, strategic plan to achieve our Vision and Mission, working with skilled and dedicated trustees, staff and volunteers - all of whom share a passion and love for hounds.

### **Our Vision**

Our vision is a day when every greyhound and lurcher is free from risk or need

### **MISSION**


- Rescue and care for unwanted, abused or abandoned greyhounds, lurchers and other sighthounds in any part of the country, resources allowing.
- Find loving permanent homes for all our hounds
- Provide, in line with best practice, care for all our hounds.
- Strive for and promote improved sighthound welfare through our active membership of the UK Greyhound Forum, the All Parliamentary Group for Animal Welfare, the Association of Dogs & Cats Homes and any other appropriate body.

### **VALUES**


#### **Passionate**

- We believe every dog should be protected from abuse, neglect and abandonment
- We believe every dog should have a permanent, loving home
- We advocate, influence and inspire others to improve welfare for all sighthounds
- We work together in order to achieve our mission and ultimately, our vision

## **Compassionate**

- We give the best possible care to our dogs
- We always act in the best interests of our dogs
-  We always strive to find the best permanent, loving home for each of our dogs
- We never willingly choose to put a healthy dog to sleep

## **Professional**

- We lead the way in matching our dogs to permanent, loving homes
- We work to the highest possible standards in each area of our work
- We use our experience and data to lobby for improved welfare for all sighthounds
- We create a supportive, respectful and enabling environment for trustees and staff
-  We are courteous, fair and considerate

Find out more about FHT at our website: [www.foreverhoundstrust.org](http://www.foreverhoundstrust.org)

## Trustee Role

FHT is a charity with approaching £1 million income, 600 volunteers and up to 50 dogs in our care at any one time. We employ around 25 staff to support us across a range of functions, from animal care, to finance and fundraising.

We recognise that trustees have busy lives, personally and professionally, and note that the demands of being a trustee mean that a time commitment is important. This is a role that demands dedication, and availability for the smooth running of the organisation.

In addition to regular board meetings on a quarterly basis, sub-committees such as for Finance and Governance, Homing, Kennelling and Welfare meet to discuss in more detailed aspects of the charity's work in order to support the operational team and bring recommendations to the full board. There are also meetings in between these times to support particular projects or programmes of work. Currently meetings are virtual. This will be reviewed periodically based on circumstances and need. We also expect trustees to support the charity with a visible presence where possible, at events, promoting the organisation to their networks and in fundraising.

The positions are voluntary and unpaid, although reasonable travelling expenses are reimbursed as per our expenses policy.

We also wish to support a wide range of applicants and remove barriers to the application process and participation as a trustee. If you would like additional support, or wish to discuss informally how we might be able to support you in a trustee role, please email us at [trustees@foreverhoundstrust.org](mailto:trustees@foreverhoundstrust.org)

## Trustee agreement

All FHT Trustees agree to

1. Familiarise themselves with CC Essential Trustee Guide and updates to guidance.
2. Familiarise themselves with the activities of the charity to the extent necessary to carry out their role as Trustee. (This does not necessarily imply an in depth understanding of all the day to day operations of the charity).
3. Contribute actively to the Board of Trustees' role in giving strategic direction to the Charity, setting overall policy, defining objectives setting targets, and evaluating performance against agreed targets.
4. Ensure the Charity's assets are applied to the pursuit of our strategy and objectives.
5. Ensure the Financial Stability of the Charity.
6. Protect and manage the property of the Charity and ensure the proper investment of the Charity's funds.
7. Ensure the Charity complies with its governing documents, charity law, and any other relevant legislation or regulations.
8. Understand Risk Management and Duties of Care and Prudence.
9. Ensure the effective and efficient administration of the Charity
10. Appoint the Chief Executive Officer and monitor performance.
11. Act with Integrity and not for Personal Gain.
12. Ensure any conflicts of interest are recorded.
13. Be proactive in bringing your individual expertise to the group but
14. Never be afraid to voice your views and support other areas
15. Attend Quarterly Board Meetings in person or virtually, as situations dictate and use best endeavours to provide the support needed between meetings.
16. When committing to an action, deliver it in the times agreed and will not commit to things they cannot deliver

## Skills and Experience

The Board will look for evidence of the following personal/professional skills, experience and qualities.

<b>Essential Skills</b>
Good communication/interpersonal skills
Excellent team worker
Listening and reflecting
Independent judgement
Solution focused
Strategic perspective and vision
Understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship

<b>Essential Experience</b> - in one or more of the following areas:	<b>Desirable Experience</b>
Campaigns/lobbying	Charity Experience as an employee or trustee
Finance	Chairing meetings/facilitation
Legal	Planning and organising
People management/HR/safeguarding	Project management
Animal/Canine Welfare	Voluntary sector
Sales and Marketing	Fundraising
Communications/Brand Management	Volunteer support and co-ordination
Merchandising Operations	
Digital and IT systems	

<b>Essential Qualities</b>
Willingness to devote the time required
Accountability
Commitment to the charity's vision and mission and stance on an end to greyhound racing
Confidentiality
Honesty
Impartiality
Integrity
Objectivity
Openness
Sense of humour
Sees change as opportunity
Desire to learn

## **Recruitment Process**

The recruitment process aims to allow the existing Board to explore how a candidate's skills and experience equip them for a trustee role at FHT and to assess how these qualities will contribute to and complement those of the existing trustees.

It will also provide potential trustees with the opportunity to meet current trustees and our CEO and to understand FHT, its operations, plans and ambitions for the future, and to determine if the role is right for them.

Additional information to help you apply and understand Forever Hounds Trust includes:

Most recent annual report and accounts <https://foreverhoundstrust.org/about-us/annual-review-and-accounts/>

### **Process**

1. If you feel you can demonstrate the above skills, experience and qualities, and offer the time needed, please submit a covering letter to illustrate this, along with your CV. After you have submitted your CV and covering letter, we will get in touch if your application is of interest.
2. We'll then send you a form to complete that assesses your experience levels in relevant areas.
3. One of our existing trustees will then arranged to speak with candidates we wish to take forward in the process for an informal chat via video call, enabling candidates to ask questions.
4. The next step will be a meeting with two of the current trustees so that together we can explore more fully with candidates how your skills and experience fit with current Board needs.
5. Should this produce a successful outcome, the next stage is to meet the CEO and attend a Board Meeting, as an observer, to meet the other Trustees and see the team in action.
6. Once this process is concluded, successful candidates will be invited to join the Board.

### **Your application**

Send a letter (one page max) saying why you would like to be a trustee of Forever Hounds Trust, and how your skills and experience could help govern the charity plus your CV to [trustees@foreverhoundstrust.org](mailto:trustees@foreverhoundstrust.org)

- If you need additional support to be able to access the application process, please email us and let us know how we can help you. Alternatives to written applications include video and voice recordings, as well as telephone calls.
- If you would prefer an informal conversation before you submit your application, please email us and someone will be in touch.

**Applications will be assessed on a rolling basis.**