



**Headway  
Nottingham**

**Support and friendship after brain injury**

# **Trustee Recruitment**

## **Application Pack**

**Summer 2025**



Dear applicant,

Life doesn't always pan out how we expect it to, does it? And nobody knows that better than the people who use Headway Nottingham's services. While the hundreds of stories we hear each year are as different as can be, one thing unites them: a life that unexpectedly changed when brain injury struck. Headway Nottingham aims to help those affected by brain injury understand that although life has changed, it does not have to be solely defined by disability. As one client told us, "Queens Medical Centre saved my life, but Headway saved my soul".

Every 90 seconds someone in the UK is admitted to hospital with an acquired brain injury. **EVERY 90 SECONDS.** Let that sink in.

To meet rising levels of need and the ever-changing funding landscape for small charities providing vital local services, Headway Nottingham is exploring new and exciting ways to reach more people who need us with an exceptional staff team driving new initiatives. We want to make sure that as we grow and change, we strengthen our Board too. By joining us, you'll be part of ensuring that Headway Nottingham consistently and powerfully does what it does best: championing those affected by brain injury, collaborating for impact, and being determined to holistically support every person that comes through our doors.

We know that far too many people affected by brain injury do not get the support they need to maximise their recovery and live fulfilling lives. Now is the time to join us in righting this wrong so that each person in Nottinghamshire touched by brain injury realises that they can still aspire, achieve and feel valuable in their communities.

We hope to hear from you soon.

Chair of Trustees.

# Our Vision

## We believe

that each person adjusting to life after brain injury deserves equal access to empowering and practical long-term support to rebuild their life and realise their worth.



# What we do

Most of us assume that if we experience an accident, heart attack, or stroke resulting in profound disabilities, a service will support us for as long as we need. After a brain injury, that support may be needed for life. However, many Nottingham residents, though grateful for the medical care that saved them, feel abandoned once clinical support ends. They are left to navigate complex disabilities, including physical and cognitive changes, without proper assistance. Headway Nottingham is the only long-term rehabilitation service without time limits, offering a vital lifeline.

Through engaging activities like Creative Writing, Music Therapy, Cognitive workshops, and Functional Skills in English and Maths, we empower clients to regain independence, confidence, and self-worth. Friendships formed at our centre are invaluable, as clients feel free to embrace their new selves without judgment. Instead, they focus on their future, their abilities, and the new talents they're discovering. Our Support Workers also advocate for clients, ensuring they receive necessary benefits and welfare support. This intervention helps prevent financial issues, housing instability, and family breakdown, which can arise without proper care.

Headway Nottingham offers hope and improvement for many, and ensuring its sustainability remains a priority. As funding trends move away from building-based services, we are diversifying to offer more short-term rehabilitation opportunities and reduce delays between medical discharge and support. Our partnership with the Queens Medical Centre Neuro Trauma Service brings practical support and comfort to patients in Major Trauma and Intensive Care.

Sustaining a brain injury is one of life's most difficult challenges, and Headway Nottingham works tirelessly to ensure no one feels alone in facing it.

# Our Values



## Respect

We respect all those who use the service or work within it, valuing the unique individual experience each person brings into our organisation.

## Support

All those who use , work in or interact with our service should feel supported to progress, aspire and flourish.

## Empower

We empower those using or working in the service to reach their potential , value their capabilities and cultivate their skillset.

# Our Objectives

## Community

**Everyone who uses or works in our service feels valued, supported and empowered.**



## Collaboration

**We broaden and strengthen our networks to affect positive change for the ABI community**

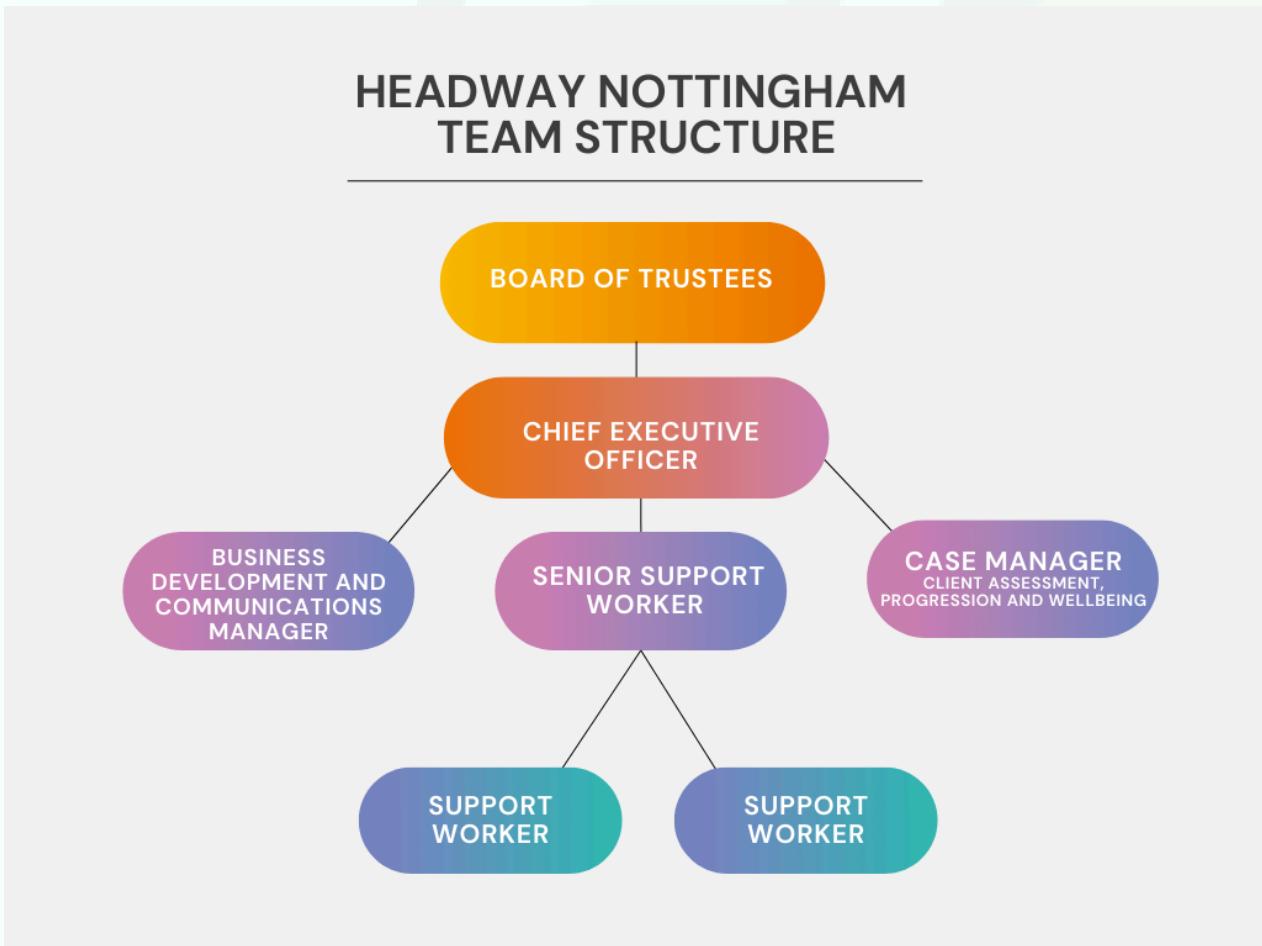


## Sustainability

**We keep looking forwards to ensure we are always here for the people who need us**

# Why you should join us

- Becoming a Trustee offers the opportunity to really make a difference to a cause which already is, or will become, close to your heart.
- It offers both personal and professional development and is highly rewarding.
- You will be part of a skilled team who are passionate about using their skills and experience to help others.
- You will meet some fantastic humans among our beneficiaries, our staff members and our volunteers.
- You will be a part of a truly inspiring community.



# Role Description - Trustee

The Board is responsible for ensuring that Headway Nottingham has the right strategy, resources and governance in place to fulfil its mission in line with our values. To achieve this, Trustees carry responsibilities that cover the strategic and fiduciary whilst also ensuring we manage risk and safeguard our good name and ethos. Trustees work together as a team, seeking wide ranging and diverse views before taking collective responsibility.

## STRATEGIC LEADERSHIP

- Actively develop and oversee the effective implementation of a clear strategic direction for Headway Nottingham.
- Oversee Headway Nottingham's financial sustainability through overseeing financial planning, reporting and management.
- Ensure that Headway Nottingham's resources are managed responsibly and used exclusively in pursuance of its objectives.

## EQUITY, DIVERSITY AND INCLUSION

- Actively champion our ongoing commitment to anti-racism through all we do and ensure that we celebrate the diversity that makes us a success.

## GOVERNANCE

- Ensure that Headway Nottingham complies with its Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Participate in relevant committee meetings as required.
- Oversee the development of policies and practices across the organisation which are in line with legislation and good practice.

## EXTERNAL RELATIONS

- Promote Headway Nottingham's mission and safeguard its reputation at all times.
- Use own networks and knowledge to support the development of strategic partnerships.

For more information about the responsibilities of Trustees please visit [The Essential Trustee](#) on Gov.uk.

# Person Specification - Trustee

## Experience and Skills

- The proven ability to think strategically and creatively
- The proven ability to absorb and analyse large quantities of information
- The proven ability to communicate ideas in an articulate way
- A proven track record in being able to work effectively as part of a team whilst respecting different views, and encouraging others to do the same
- Demonstrable experience in building and sustaining relationships
- A proven track record of effective decision making and the ability to problem solve
- Evidence of impartiality, fairness and the ability to respect confidences
- A proven track record in being able to align activities with the values of an organisation
- Strong interpersonal skills

## Knowledge and Understanding

- An understanding of the charity's purpose
- An understanding of how the charity benefits its clients
- An understanding of the charity's values and the need for personal alignment
- An empathy with people who have experienced brain injury, either through experience or other employment
- A commitment to the charity and a willingness to devote the necessary time and effort
- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Trustee role
- An understanding of the importance of income and sound financial management to a charity's survival

## Personal Qualities

- Willingness to share professional skills and experience on a voluntary basis
- Listening skills and a willingness to learn
- High ethical standards as required in a charity
- A strong commitment to Diversity, Equality and Inclusion

## Fit and Proper Person Checks

- All Trustees are required to undertake a DBS check.
- Trustees must meet the requirements of the Charities Commission guidance on proper and fit persons

# What others say about the role



I get great satisfaction supporting Headway Nottingham as a Trustee. The positive impact it has on its service users and their families is clear for all to see. It's such an enjoyable team to work with, who demonstrate remarkable passion for their work. Whilst supporting a crucial service, I also get to develop my own skills and knowledge. Working as a Trustee gives you the opportunity to work alongside people from all sorts of different backgrounds and areas of expertise, enabling you to learn from each other.



Adam - Board Member



I started volunteering as a Trustee with Headway Nottingham because I wanted to give something back and I could identify with brain injury and the effects it has on so many lives . I have continued because I know my help is appreciated, we're such a friendly informal Board team and Headway Nottingham does fantastic work in the local community.



Hilary - Board Member

# What now?

If reading through this pack has prompted you to take action to apply to become a Headway Nottingham Trustee, please send along your CV with an accompanying letter highlighting why your experience will be of benefit to Headway Nottingham to the following email address...

**[recruitment@headwaynottingham.org.uk](mailto:recruitment@headwaynottingham.org.uk)**

Once received, your application will be assessed, if it meets the essential criteria we will be in touch to offer you the opportunity to have an initial phone interview with a member of the Board. The next stage is a face to face interview with the Charity Manager and a trustee, before being offered the opportunity to attend a Board meeting as a guest. In effect, you can “try before you buy” and if, after this meeting, everyone is in agreement you will be invited to join the Board.

For an informal chat about the Board position please be in touch with Charlotte via the contact details on the next page.

# Contact Information



**0115 9679669**



**recruitment@headwaynottingham.org.uk**



**www.headwaynottingham.org.uk**



**190 Bagnall Road  
Old Basford  
Nottingham  
NG6 8SF**

**Charity registered in England and Wales number 1088685**

**Company limited by guarantee number 04161891**