



RECRUITMENT INFORMATION PACK FOR NON-EXECUTIVE DIRECTORS

March 2024



Dear Applicant,

Thank you for your interest in the position of Non-Executive Director at Gordon Moody

Gordon Moody is the UK's leading charity dedicated to providing residential treatment and support for gambling addiction, through recovery in a safe and supportive environment.

You will be joining us as we enter a period of significant change and will be part of a dedicated and professional Board of Trustees, helping us consolidate our existing services and develop a sustainable future to take us into the next phase of our journey. Although desirable, a detailed knowledge of gambling provision or addiction is not a requirement but it is essential to have a belief in our aims and the passion, drive and commitment to drive them forward.

If you feel excited by the opportunity to have a significant impact on our organisation and this sector, we look forward to hearing from you.

With best wishes

Monica Shafaq
Chief Executive





Non-Executive Directors

- Salary:** Unremunerated (reasonable travel expenses will be paid)
Commitment: Three years with the opportunity to be reappointed at the end of the term
Location: Meetings take place at our Head Office based in Dudley (the opportunity to attend remotely is available)

Established in 1971, Gordon Moody is a registered charity and a company limited by guarantee. We are the UK's leading charity dedicated to providing residential treatment and support for gambling addiction. Specifically, we provide residential treatment centres, Retreat & Counselling Services, Peer Support, and also provide support to the family and friends of those affected by gambling. We're passionate about helping people to reclaim and rebuild their lives.

Our mission is to provide impactful and quality services to people affected by gambling and to use our expertise to be key influencers in the sector. We are committed to making sure that the services and facilities we provide are of the highest possible quality, are inclusive, and that they are sustainable long into the future.

The roles

We are now seeking to appoint new Non-Executive Directors and are specifically interested in individuals who:

- Have experience in commercial growth strategies and corporate partnerships.
- Have experience in PR and marketing.
- Have experience in the charity sector.
- Have a legal background.

As a Trustee, you will be responsible for overseeing the strategic direction, financial management, and governance of the organisation. You will ensure that our organisation works within its charitable objectives and is compliant with charity and company law within the jurisdictions in which it is registered and operates, and you will work to further the charitable objectives of the organisation.

The annual commitment is around four board meetings per year, plus an AGM. You will also be required to join at least one of our three committees. There is also a requirement to interact via email, phone, MS Teams, and other video conferencing as appropriate.

More information about Gordon Moody is available at www.gordonmoody.org.uk

How to apply

Please apply with a CV and a supporting letter outlining why you are interested in joining the board and the skillset you can bring to help us achieve our mission by emailing Monica Shafaq at monica.shafaq@gordonmoody.org.uk by **Friday 12th April 2024**. Interviews will be held on **23rd April 2024**.

For more information or an informal chat about the positions, please call Monica Shafaq on 01384 241292.



About Gordon Moody

Established in 1971, Gordon Moody is a registered charity and a company limited by guarantee. We are the UK's leading charity dedicated to providing residential treatment and support for gambling addiction. Specifically, we provide residential treatment centres, Retreat & Counselling Services, Peer Support and also provide support to the family and friends of those affected by gambling. We're passionate about helping people to reclaim and rebuild their lives.

We are a family-friendly organisation which operates an open-door policy. All colleagues are supportive of one another and recognise the challenges that life can bring, and we have an environment in which problems can be shared confidentially without judgement or reproach. Although a hierarchy is necessary to the infrastructure of any organisation, all colleagues at Gordon Moody from the most senior to the most junior are seen as equal individuals whose role and existence are vital to what makes the charity a truly open, innovative and progressive one. We also have a strong Board of Trustees who live the values and ethos of the organisation.

Service users are a vital part of our organisation. Gordon Moody exists to help people to reclaim and rebuild their lives. We aim to deliver services in a way that users value and appreciate.

We are not an anti-gambling organisation and accept that for many, gambling can be a safe, social, and fun activity. We recognise however that for others, gambling can lead to addiction and other related harms and therefore it is important that we use our knowledge and expertise to work with the industry to reduce the risks and make gambling safer for those who may be vulnerable to its negative effects. We also have a duty of care to our communities to educate them on the harmful impact that gambling can have or how to support those who might be affected by it.



Our Vision

Our vision is to where everyone affected by gambling has access to quality, person-centred services to help them reclaim and rebuild their lives and we aim to do this by providing effective and quality services and to use our expertise to be key influencers in the sector.

We seek to put service users at the heart of everything we do to ensure we continue to be innovative, proactive, and flexible in meeting the needs of the communities we serve.



Our Values

Passionate

We lead by example. We are diligent and committed to making a difference to those who use our services and we will always give our best. We empower our staff to meet the needs of the communities we serve.

Respectful

We have an inclusive culture and are committed to equality for our staff, volunteers, partners and those who use our services. We have a diverse workforce and are positive, supportive, and approachable. We will always be polite, empathetic, and value the contribution of others. We will always be ethical in our approach.

Open

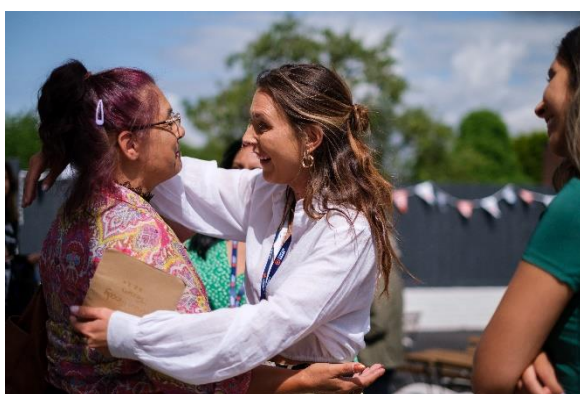
We strive for continuous improvement based on the feedback received from those who use our services, our workforce, and stakeholders. We are transparent in our communications and are willing to challenge and be challenged. We will share our expertise respectfully and be open to growth and learning

United

We collaborate to support our colleagues and those who use our services. We work with policymakers, funders, and other decision-makers to make gambling safer and to ensure that services are relevant, appropriate and effective for those who need them.

Dynamic

We are never complacent. We are innovative and flexible in our approach in order to meet the needs of our organisation and those who use our services. We make things happen!





Our Current Services

Men's Residential Service

Our 20-bed men's residential service offers a 12-week therapeutic programme to help support men with their recovery plan. Staffed by professionals and those with lived experience, the programme offers a tailored blend of therapeutic one-to-one and group provision and activities.

Women's Residential Service

Our 13-bed women's residential service opened in 2021 and, similar to the men's service, delivers a therapeutic programme supported by female professionals and those with lived experience. It is a safe environment for women affected by gambling harms and supports women with their individually tailored care plan to meet their recovery goals.



Retreat & Counselling

Entering into a treatment programme in an unfamiliar setting with people you do not know can be daunting, which is why we have developed our Retreat & Counselling programme. It is an intensive treatment programme that meets the needs of men and women who are struggling to overcome their gambling harm. The service combines two short-stay residential retreats with 12 weekly therapy sessions delivered either online or on the phone. It also provides female- and male-specific support so that people can talk freely in a safe space.

Affected Others

Having family and friends involved in supporting those in treatment brings far better outcomes and improves the functioning ability of both the individual and the family as a whole. This is why we have developed our Affected Others programme. Affected others can receive one-to-one therapy sessions, a mediation service, and an opportunity to attend group sessions – which are therapy lead group sessions with others whose loved ones are in our treatment services.



Current Strategic Objectives

Our current strategy (2024 – 2027) sets out four strategic objectives:

THE BIG FOUR

**IMPROVE FINANCIAL
SUSTAINABILITY AND
DIVERSIFY INCOME**

**MAINTAIN AND
DEVELOP EXCELLENT
SERVICES**

**BECOME AN
ORGANISATION
OF CHOICE**

**TO BE A
GREAT PLACE
TO WORK**

Staffing Structure

The organisation's staffing structure is a mix of front-facing and support staff who are based at our head office, treatment centres, and remotely. In addition, all our infrastructure support teams (Finance, HR, Marketing, Admin, etc.) are based at our Head office at Unit 3, 1 Castle Court, Castlegate Way, Dudley, West Midlands, DY1 4RD.

We currently employ approximately 76 staff in total and have a turnover of £5.9 million.



Equality and Diversity Statement

Gordon Moody as an employer, a partner, and as a service provider is committed to encouraging diversity and eliminating discrimination.

The organisation aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

Gordon Moody believes that it is best placed in providing equal opportunities to all employees, partners and users of our services by adapting the way in which we work using fair and consistent processes, whilst reflecting the local community in which it operates.

Our commitment to equality is reflected in our policies, practices, and services. This commitment goes beyond our ethos to promote equality and challenge discrimination. It involves an active commitment to identify areas where inequality of access to health services and support exists for individuals and groups across the diverse communities in which we work, and to developing structures to address this wherever possible. This commitment equally applies to those who wish to work with us.

The organisation believes it is the responsibility of all trustees, employees, and volunteers to uphold the integrity of this commitment.

Gordon Moody's commitment to equality and diversity is:

- To create an environment in which individual differences and the contributions of all our employees, trustees, and volunteers are recognised and valued.
- To create a working environment that promotes dignity and respect for all.
- To ensure no form of intimidation, bullying, or harassment will be tolerated.
- To ensure training, development, and progression opportunities are available to all.
- To promote equality in the workplace.
- To regularly review all its employment and volunteering practices and procedures to ensure that no job applicants, staff, trustees, or volunteers are treated less favourably than others.
- To regularly review services to ensure they are accessible and appropriate to all groups within society.
- To treat breaches of the Equality and Diversity policy seriously and to take disciplinary action when required.
- To provide information and training to all employees, trustees, and volunteers to ensure full awareness of the issues relating to equality and diversity and their responsibilities within this remit.



Non-Executive Director - JOB DESCRIPTION

Title:	Non-Executive Director
Reports to:	Board of Trustees
Remuneration:	N/A Voluntary Position (reasonable expenses will be reimbursed)
Hours:	Four Board meetings per year, plus an AGM and events. Interaction via email, phone, MS Teams, and Zoom will be required as appropriate. There is also a requirement to be a member of at least one of our committees who meet four times per year.

SUMMARY

Gordon Moody's (GM) aim is to help people reclaim and rebuild their lives free from gambling addiction in a sustainable and inclusive way guided by our core values - P.R.O.U.D:

- **Passionate** – We are committed, enthusiastic, caring, and immensely proud of the difference we all make. Our mission shines through everyone.
- **Respectful** – We value everyone, see the best in them and ensure everyone has a voice and is heard.
- **Open** – We're transparent and do what we say we'll do. You can trust us and rely on us.
- **United** – We believe in collaboration over competition and freely share our knowledge and experience to help and empower others.
- **Dynamic** – We're bold trailblazers, embrace and inspire change and actively seek out new or better ways of doing things.

The overall purpose of a trustee is to control the management and administration of GM.

You will be genuinely driven by the work of GM and able to display a commitment to our ethos, aims, and objectives. You will have the natural ability to operate at a strategic level and engage with a broad spectrum of people. Acting in an unpaid capacity, you will commit to give the necessary time and effort to engage effectively with the work of GM.



KEY RESPONSIBILITIES

The role of a Non-Executive Director is:

- To set and maintain the vision, mission and values.
- To develop strategy, set overall policy, define goals, set targets, and evaluate performance against agreed targets.
- To ensure accountability.
- To approve employment procedures and respect the roles of staff/volunteers.
- To support the operational management of the organisation.
- To approve and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures.
- To ensure that risk assessments for all aspects of the business are carried out.
- To safeguard the good name and values of Gordon Moody.
- To maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance, and premises.
- To promote Gordon Moody.
- To act in the best interests of the charity, never in the interests of yourself or another organisation.
- Sitting on appraisal, recruitment, disciplinary, or grievance panels as required.

The Non-Executive Director must also fulfil the statutory role and duties of a Non-Executive Director as set out in Appendix A.

PERSON SPECIFICATION

- Must have a personal commitment to the field of health and well-being.
- Able to work closely with the Chair, other Non-Executive Directors, the Chief Executive and executive team, building positive working relationships in a constructive and consultative environment.
- Possess the skills to represent Gordon Moody at the highest level throughout the UK.

SKILLS AND EXPERIENCE

The Non-Executive Director will need to possess the following attributes:

- Commitment to the organisation and its objectives.
- Strategic vision.
- Good, independent judgement.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Integrity, impartiality, fairness, and the ability to respect confidence.



Appendix A: STATUTORY ROLE AND DUTIES OF NON-EXECUTIVE DIRECTORS

- To ensure that Gordon Moody complies with its governing document (i.e. its memorandum and articles of association), charity law, company law, and any other relevant legislation or regulations.
- To ensure that Gordon Moody pursues its objects as defined in its governing document.
- To ensure that Gordon Moody applies its resources exclusively in pursuance of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To ensure major risks to which the charity is exposed are reviewed regularly and systems are established to mitigate these risks without the charity becoming risk averse.
- To contribute actively to the board of Trustees' role in giving firm strategic direction to Gordon Moody, setting overall policy, defining goals and setting targets. and evaluating performance against agreed targets.
- To safeguard the good name and values of Gordon Moody.
- To ensure the effective and efficient administration of Gordon Moody.
- To ensure the financial stability of Gordon Moody.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the Chief Executive, monitor their performance and support them in that role.

In addition to the above statutory duties, each Non-Executive Director should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve:

- Scrutinising board papers.
- Leading discussions.
- Focusing on key issues.
- Providing guidance on new initiatives.
- Other issues in which the Non-Executive Director has special expertise.



General Duties of Non-Executive Directors under the Companies Act 2006

1. Duty to act within powers.
2. Duty to promote the success of the company.
3. Duty to exercise independent judgement.
4. Duty to exercise reasonable care, skill, and diligence.
5. Duty to avoid conflicts of interest.
6. Duty not to accept benefits from third parties.
7. Duty to declare interest in proposed transaction or arrangement.

A Non-Executive Director is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Gordon Moody in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent.
- Is an undischarged bankrupt.
- Has previously been removed from trusteeship of a charity by the court or the Charity Commissioners.
- Is under a disqualification order under the Company Directors Disqualification Act 1986.

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.