



# Trustee Recruitment Pack

# Welcome,

**Thank you for your interest in Autism Anglia and in becoming a trustee.**

This pack will help you learn more about our work and what the role involves.

By joining our Board, you'll become part of a committed and supportive group of people who care deeply about our mission. You'll bring your skills and perspective, while also developing new experiences and connections.

Our Board of trustees provides strategic leadership and ensures strong governance across the charity. They support and challenge the organisation to deliver the best possible outcomes.

We are supported by a dedicated team of over 320 staff working across East Anglia, delivering vital services to autistic people and their families.

For over 50 years, Autism Anglia has grown and adapted to meet changing needs. Today, demand for support continues to rise, alongside increasing challenges in SEND education, health and social care, and the wider economy.

In 2025, we launched our Building Better Futures strategy, setting out an ambitious plan to double our support by 2028.

**If you share our commitment and want to help shape the future of our work, we would be delighted to hear from you.**

Best wishes,

**Andrew Beevers**, Chair of Trustees

**James McQuiggan**, Chief Executive Officer





## Our Vision

To create an accepting society where autistic people and their families feel supported, celebrated, and empowered with the opportunities they need to thrive.

## Our Mission

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To support and celebrate autistic people and their families through providing high quality services, accessible community projects, and tailored opportunities, created to empower.



## Our Beliefs

**Every autistic person is unique**, so we tailor our support to meet each person's strengths, needs, and aspirations.

**Empowerment is at the heart of what we do.** We provide the tools, knowledge, and confidence people need to make their own choices and shape their own futures.

**Everyone deserves the chance to do what they love.** We help autistic people access meaningful opportunities that bring joy, purpose, and fulfilment.

**Wellbeing matters.** Our support is designed to help people feel safe, stay healthy, and live happily — on their own terms.

**Together, we can build a more inclusive East Anglia.** We believe everyone has a role to play in creating a region where autistic people are understood, accepted, and celebrated.

## Our Values

### **Commitment to empower**

Support people to unlock their potential.

### **Courage to innovate**

Be bold and embrace new ideas.

### **Strength to reflect**

Use self-awareness to grow whilst working together to succeed.

# BUILDING BETTER FUTURES

Our 2025-2028 Strategy

Our Goal: **Doubling support by 2028**

We currently support **1,500** people – by 2028, we're committed to reaching **3,000**.

To meet our goal, we have developed **4 strategic pillars** that will be critical to our success.

Grow our services to meet the current and future needs of autistic people, their families and carers.

1

Share our expertise with others to raise awareness and change attitudes to autism.

2

Create a happy, safe and rewarding place to work and volunteer.

3

Maintain financial and organisational sustainability.

4

Click here to view our **BUILDING BETTER FUTURES** Our 2025-2028 Strategy



# Our Support

## Doucecroft School

Doucecroft is our specialist school in Colchester for children and young people aged 3 to 19 with autism and other complex needs.

## Residential

Our homes are friendly, safe, and welcoming places to live for autistic adults aged 18 and over. We work with funding authorities in Essex, Norfolk and Suffolk and across England.

## Supported Living

Our supported living service helps people live independently at home and become more confident. We work with people to help them achieve their goals, enjoy their hobbies and live full lives.

## Outreach

Our outreach service helps autistic adults and young people aged 16 or over in North Essex and Central Norfolk. The team supports people to do things they enjoy and meet their goals.

## The Connect Centre & Norfolk Opportunities Centre

Our Centres in Colchester and Dereham offer activities for autistic adults (18+) to learn skills and become more independent.

## Community Connect

Our friendly advice service offers 1-2-1 support and drop-ins in Colchester & North-East Essex and Norwich & Mid-Norfolk. They help under-25s and their families, no formal autism diagnosis needed.

## Assessment & Diagnosis Service

Our private assessment and diagnosis service provides gold standard, NICE-compliant autism and ADHD diagnostic assessments for children and adults.

## Training

Our expert led courses can be delivered online or in person to help organisations, workplaces and individuals to become more autism aware.



"I don't know what the future holds for Joshua – whether he will ever live independently or what his adult life will look like. There's uncertainty, but I know **Doucecroft School** is preparing him well. And no matter what, I will always be in his corner, fighting for him. I feel incredibly fortunate that Joshua has finally found his place. **We have a happy child, a supportive school, and a brighter future ahead.**"

Michelle



## The difference you will be making

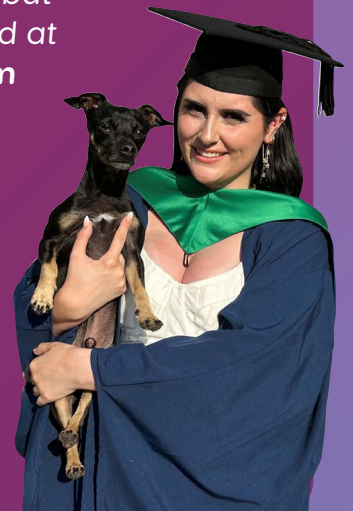
"**The support from Autism Anglia has transformed all our lives.** The moment they contacted us was the first time we felt someone had really noticed us and wanted to help. Thanks to Autism Anglia's help, we're optimistic about the future and feel much better placed to support Lennon, and each other. But most of all, we don't feel invisible anymore."

Leanne



"Since getting my autism diagnosis I have a much better relationship with myself. Before my diagnosis, I struggled with anxiety and depression. Now, I understand my triggers and can be kinder to myself. I still mask at work sometimes, but I feel more relaxed at home. **The Autism Anglia team was amazing.** They explained everything well, helped my mum understand, and made me feel comfortable."

Jade

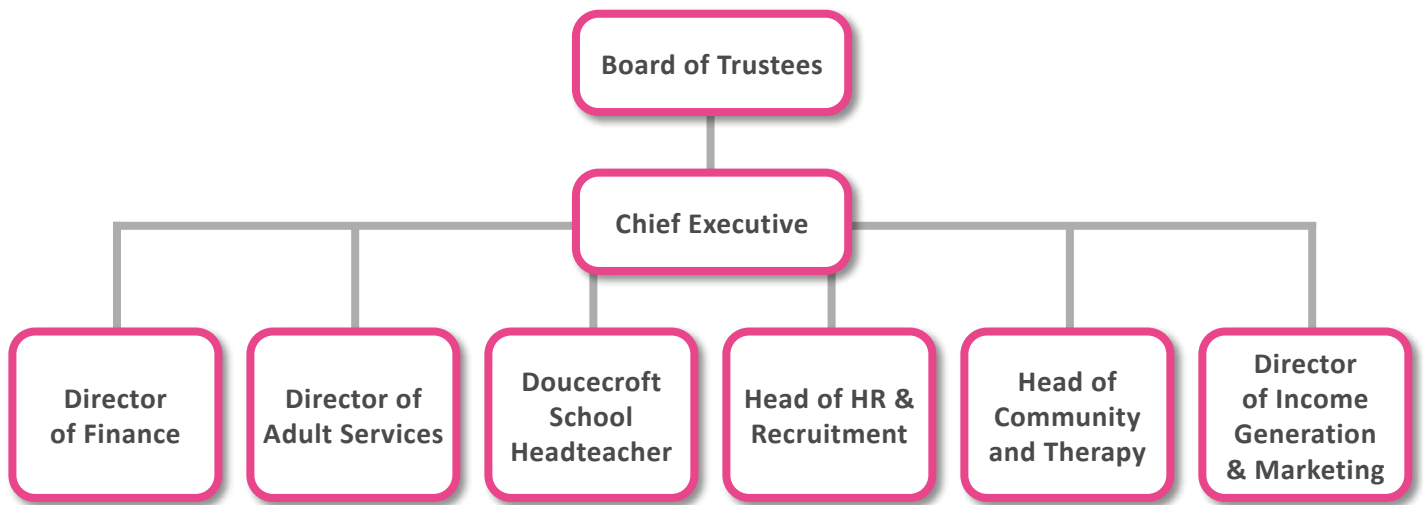


"...My other day centre and education settings gave up on me didn't want me, I was too hard work and hurt/punished me when really I just needed that one person and place that would take the time to understand me and that I was not in fact "bad", "hard work", "useless", "lazy" and that place is The Connect Centre..."

...for the first time in my life since joining **The Connect Centre 2 years ago I look forward to waking up in the morning and am excited to go somewhere that is safe and understands me...**"

Leann

# Our Leadership Team



## Trustees



**Andy Beevers**  
Chair of trustees & school proprietor



**Corrina Rowe**  
Trustee



**Hollie McGuckin**  
Trustee



**James McElhinney**  
Trustee



**Nick Hodgetts**  
Trustee



**Steve Pittuck**  
Trustee

## Senior Executive Team



**James McQuiggan**  
Chief Executive



**Andrew Davidson**  
Finance Director



**Daniel Lawrence**  
Doucecroft School Headteacher



**Gary Booker**  
Director of Adult Services




**Fliss Rook**  
Director of Income Generation & Marketing



**Michelle Garrad-Knott**  
Head of Therapy & Community Services



**Sandra Swan**  
Head of HR & Recruitment

**CLICK HERE**   
to view our full organisation chart.

# Why become a trustee?

**Being a trustee offers both personal and professional benefits.**

As a trustee of Autism Anglia you will be contributing to the growth and development of a well-respected local charity committed to supporting and celebrating autistic people and their families.

Working at a strategic level you will have the opportunity to utilise and develop your skills and experience and build professional networks within the voluntary sector.

*"I first became a Trustee for Autism Anglia just before the Covid lockdown. Since then, I have had the privilege to visit our services and meet the people we support as well as supporting our fundraising events. I have also had the pleasure of meeting many of our fantastic staff whose dedication is endlessly impressive.*

*As a Trustee, I aim to help ensure we maintain a viable and efficient business model as well as continually achieving the challenging standards for care we and others set. I am very conscious of the responsibility in ensuring we are best prepared for the next 50 years of our history."*

**Nick Hodgetts, Trustee**



# The role of the charity's trustee

**As a Trustee, you'll play a key role at Autism Anglia.**

You'll help us to achieve our aims by creating real, lasting change.

You'll help us make balanced and informed decisions about our way forward, making sure that the needs of those who use our services are put first.

You'll have a key role in managing the charity, ensuring we comply with our governance and legal requirements and avoid personal conflicts of interest when making decisions.

Trustees are relied on to act responsibly, reasonably and honestly. A trustee position is a volunteer role. It is unpaid but reasonable expenses can be claimed where appropriate.

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**We're looking for diverse voices to make sure people who use our services are at the heart of what we do.**

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The people we support are at the core of our work. We listen to their voices when developing services to meet their needs. Their knowledge and needs drive us.

**Applications from people who have lived experience and/or have professional experience with the autistic community are very welcome.**



## Trustees are expected to:

- Participate in our Trustee Induction Programme and complete Trustee Training
- Attend all board meetings. Meetings are held 6 times a year on weekdays from 4pm-6pm at Doucecroft School, Eight Ash Green, Colchester
- Read board papers and prepare in advance of meetings
- Attend occasional strategy days (we usually hold one per quarter)
- Participate in sub-committees or working groups as required
- Attend occasional events

# Role Description: **Trustee**

## Role Purpose

**Trustees work together to guide the charity and ensure its long-term success.**

This includes making sure it delivers its mission, uses resources responsibly, follows the law, and acts in the best interests of the people it supports.

## Responsibilities:

### Strategy and leadership

- Help shape and review the charity's direction and plans
- Support and challenge the executive team
- Take part in board discussions and decisions

### Governance and compliance

- Ensure the charity follows its rules, laws, and regulations
- Act in the charity's best interests
- Protect its reputation and values
- Manage any conflicts of interest

### Financial oversight

- Ensure finances are well managed and sustainable
- Review budgets, accounts, and financial plans
- Understand key financial risks (training provided)

### Risk and safeguarding

- Monitor risks and ensure appropriate policies are in place
- Support learning from incidents and feedback

### People and culture

- Act as an ambassador for the charity
- Promote a positive, inclusive culture
- Ensure staff and volunteers are treated fairly

### Performance and accountability

- Monitor performance and progress
- Hold the executive team to account with constructive challenge
- Ensure stakeholder feedback informs decisions

### Representation

- Promote the charity and its work
- Use own networks to support Autism Anglia's mission
- Attend events where appropriate

## Person Specification

### Essential

- Committed to Autism Anglia's mission and values
- Genuine interest in the people and communities we support
- Able to think strategically and contribute to long-term plans
- Willing to learn about charity governance and trustee responsibilities
- Willing to speak up, offer constructive challenge, and hold the organisation to account
- Confident reviewing information, asking questions, and making fair decisions
- Committed to equality, diversity, and inclusion

### Desirable

- Experience in the charity, public, or community sector
- Skills in areas such as education, legal, HR, health/social care, finance
- Lived experience relevant to Autism Anglia's work
- Previous board or trustee experience

# Exclusions from holding trustee positions

You are automatically disqualified from acting as a trustee if:

1. You have an unspent conviction for any of the following:
  - a.) an offence involving deception or dishonesty
  - b.) a terrorism offence: (i) to which Part 4 of the Counter-Terrorism Act 2008 applies (ii) under sections 13 or 19 of the Terrorism Act 2000
  - c.) a money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002
  - d.) a bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
  - e.) an offence of contravening a Commission Order or Direction under section 77 of the Charities Act 2011
  - f.) an offence of misconduct in public office, perjury or perverting the course of justice yes/no
  - g.) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence.
2. You are on the sex offenders register (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003).
3. You have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth.
4. You have been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011.
5. You are a designated person for the purposes of Part 1 of the Terrorist Asset Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. You have previously been removed as an officer, agent or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to

misconduct or mismanagement

7. You have previously been removed as a trustee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
8. You have been removed from management or control of anybody under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation).
9. You are disqualified from being a company director, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity.
10. You are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order).
11. You have an individual voluntary arrangement (IVA) to pay off debts with creditors.
12. You are subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order.
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (Failure to pay under a County Court Administration Order.) section's 178 and 180 of the Charities Act 2011 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.
14. Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.
15. It is an offence to act as a charity Trustee while disqualified unless the Charity Commission has given a waiver under Section 181 of the Charities Act 2011.

## How to apply:

- Please check you are eligible to apply by reading the 'exclusions' section on page 12/13.
- Send your CV and a covering letter outlining your motivation and suitability for the role of Trustee to James McQuiggan, Chief Executive Officer on [hrsupport@autism-anglia.org.uk](mailto:hrsupport@autism-anglia.org.uk)
- Interviews will be held in person at Autism Anglia's Head Office on Colchester Business Park.
- Prospective trustees will be invited to attend 2 board meetings as observers prior to becoming a trustee and taking part in an induction which includes Trustee Training.
- Please let us know if you require any adjustments to our application/interview processes to support you to apply.

**We look forward to hearing from you.**

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**[autism-anglia.org.uk](http://autism-anglia.org.uk)**



Registered Charity No. 1063717.  
A Company limited by guarantee  
No: 3407778 registered in  
England and Wales.