



2025/2026

Orchardville
Orchardville

Board Recruitment



www.orchardville.com

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Welcome from the Chair



Thank you for your interest in joining the Board of Orchardville.

For over 40 years the charity has been supporting people with learning disability or autism to live, learn and work, and has provided some of the most disadvantaged and marginalised people in society with the opportunity to train, develop skills and to become more independent and more employable.

We are in the second year of a 3 year strategic plan, April 2024 to March 2027, which will build on our success to date and ensure we are fit for the future.

Financially we are in a stable position and have plans to develop this further. After a challenging number of years due to changes in funding sources and viability of social enterprises post Covid, we have strong financial oversight in place to ensure the future sustainability of our charity. We are building strong financial reserves and reviewing our income sources to enable us to have as broad an impact as possible now and in the future.

We regularly review our governance arrangements and structure. As part of this work we are looking for directors with experience, commitment, and enthusiasm, to join our board.

We are particularly looking for people with experience and expertise in the following areas:

- Finance
- Digital skills
- Legal/Governance
- Fundraising and Income Generation
- Marketing, Communications and Public Relations

Welcome from the Chair



By joining the Board at Orchardville you will not only be gaining invaluable strategic experience and skills development, you will deepen your understanding of charity governance and of the broader Community and Voluntary landscape in Northern Ireland.

You will also be connecting with a group of inspiring, empathetic leaders who are motivated and engaged in their endeavours to ensure Orchardville continues to change the lives of some of the most vulnerable in our communities.

Our trustees are committed to the Nolan Principles of Selflessness; Integrity; Objectivity; Accountability; Openness; Honesty and Leadership. We all also adhere to the Code of Good Governance which can be accessed via www.nicva.org.

We can promise you that no two meetings are the same, genuine training and development opportunities are available and there will be authentic engagements with staff and service users.

Please visit <https://www.orchardville.com> for more information about Orchardville and the diverse range of services and projects we provide and the significant impact we have in building an inclusive society.

Should you wish to have a pre submission conversation with our CEO Cara Cash-Marley please contact her on cara.cash-marley@orchardville.com.

Kathy Martin
Chair, Orchardville

Who We Are



Orchardville is a charity, registered with the Charity Commission for Northern Ireland who have been supporting people with Learning Disabilities and / or Autism for over 40 years.

Founded in 1982 by a group of parents and carers who sought a more challenging alternative to Day Centres, Orchardville has continued to grow geographically, and the services offered have developed and expanded substantially over the years. We currently support over 600 participants annually across Belfast, South Eastern and Western Health & Social Care Trust areas.

Our Vision

An inclusive society where equal opportunities are enjoyed by all.

Our Mission

Supporting people with learning disability or autism to live, learn and work. We aim to deliver our mission by living and upholding our values of EQUIP:



Role and responsibilities of an Orchardville Board Member



The Board is responsible for providing strategic leadership that ensures that the general direction of Orchardville is consistent with its charitable aims, and is pursued energetically, creatively, and effectively.

The Board is responsible for:

Sustainability

- Reviewing strategies, policies, and procedures in a timely fashion to ensure they remain relevant and fit for purpose
- Ensuring that the welfare (including health and safety), appraisal and good management of staff is in place and is observed
- Setting performance indicators and evaluating the charity's performance
- Ensuring that Orchardville complies with legislation (including but not limited to charity, company, employment, and health and safety law)

Strategy

- Agreeing the overarching strategy for achieving the mission and taking significant strategic decisions
- To consider the organisation as a whole and its beneficiaries, whether as a member of the Board or any of its committees, sub-committees,
- To reflect the organisation's vision and principles, strategy, and major policies at all times.

Governance

- To follow the Orchardville Board Code of Conduct alongside other guidance such as the "Code of Good Governance"
- To attend and contribute to meetings of the trustees and the AGM and be an active member of the trustee body in exercising its responsibilities and functions.
- Ensuring a high standard of corporate governance is applied; evaluating Board effectiveness and undertaking, as a board and as individuals, training, and development activities to further enhance effectiveness
- Ensuring that the purposes, vision, mission, and values of the charity remain appropriate and that the requirements for the Charity Commission NI (CCNI) are satisfied

Risk Management

- Agreeing the organisation's risk strategy, setting out its appetite for, and approach to, risk; assessing the risks associated with activities and practice and ensuring there are appropriate processes in place to manage these

Financial Planning

- Ensuring adequate resources are in place to deliver the organisation's mission, agreeing the annual budget and any substantive variations in same
- Satisfying itself that financial control systems, including regular reviews of performance against budget, are in place

Strategic Plan 2024 - 2027

opportunity
employment
support

Orchardville



Our Stakeholders

To develop and provide innovative services that empower people and fulfil their potential

Strategic Priority 1

Services that respond to the changing needs of our service users

- Surveying exercise of current service users.
- Review and mapping exercise of all current day opportunity, employment and training services offered.
- Mapping exercise of service user journey through each service.

Strategic Priority 2

Meaningful partnerships that enrich and support Orchardville's work

- Analysis of current partnerships looking at efficacy, alignment and potential for growth. Stakeholder mapping for potential new partners.
- Departmental and individual outreach plans to target new partners.

Strategic Priority 3

Deliver effective marketing and communications campaigns to increase awareness of us, our work and its impact on those we serve

- Case study templates to tell service users stories.
- Marketing training delivered across appropriate roles in teams.
- Content planning schedule to include engagement with service users as to what they would like to see.



Our People

A value-led culture where staff & volunteers are supported, developed, recognised and rewarded

Strategic Priority 1

Development of a People Action Plan

- Development of staff satisfaction surveys to gauge what matters most.
- Establish People Action Plan.
- Investigation into Staff and Volunteer Charters to communicate clearly our commitment to each group.

Strategic Priority 2

Clear development and growth opportunities

- Career pathway creation across the organisation.
- Review of all current job descriptions.
- Introduce mechanisms to increase accountability.

Strategic Priority 3

Improved Communication

- SharePoint to be introduced across the organisation.
- Refresh of managers forum and accessible networking opportunities for teams and individuals.
- Annual Staff Development Day.



Our Finances & Resources

Ensure Orchardville has the financial resources to achieve its priorities

Strategic Priority 1

Effective planning and management of resources

- Timely presentation of all relevant financial information.
- Regular structured reviews of forecast against actual with necessary action taken before/at each review.
- Review of financial systems and processes to ensure efficacy and maximisation of resources

Strategic Priority 2

Development and implementation of an effective income generation plan

- Creation of strategy to include KPI's and deadlines.
- Introduction of customer feedback mechanisms across all SE's.
- Design of fundraising plan.

Strategic Priority 3

Systems and Structural Review

- Internal Structural Review.
- Audit of all premises held.
- IT Audit.



Our Processes & Operations

Best use of all of our resources to promote and maintain a stable, sustainable and well-governed organisation

Strategic Priority 1

Development of internal communications mechanisms, strategies and plans

- Plan to be developed ensuring effective internal comms which keep staff informed and engaged.
- Further development of Orchardville website.
- Introduction of SharePoint across the organisation.

Strategic Priority 2

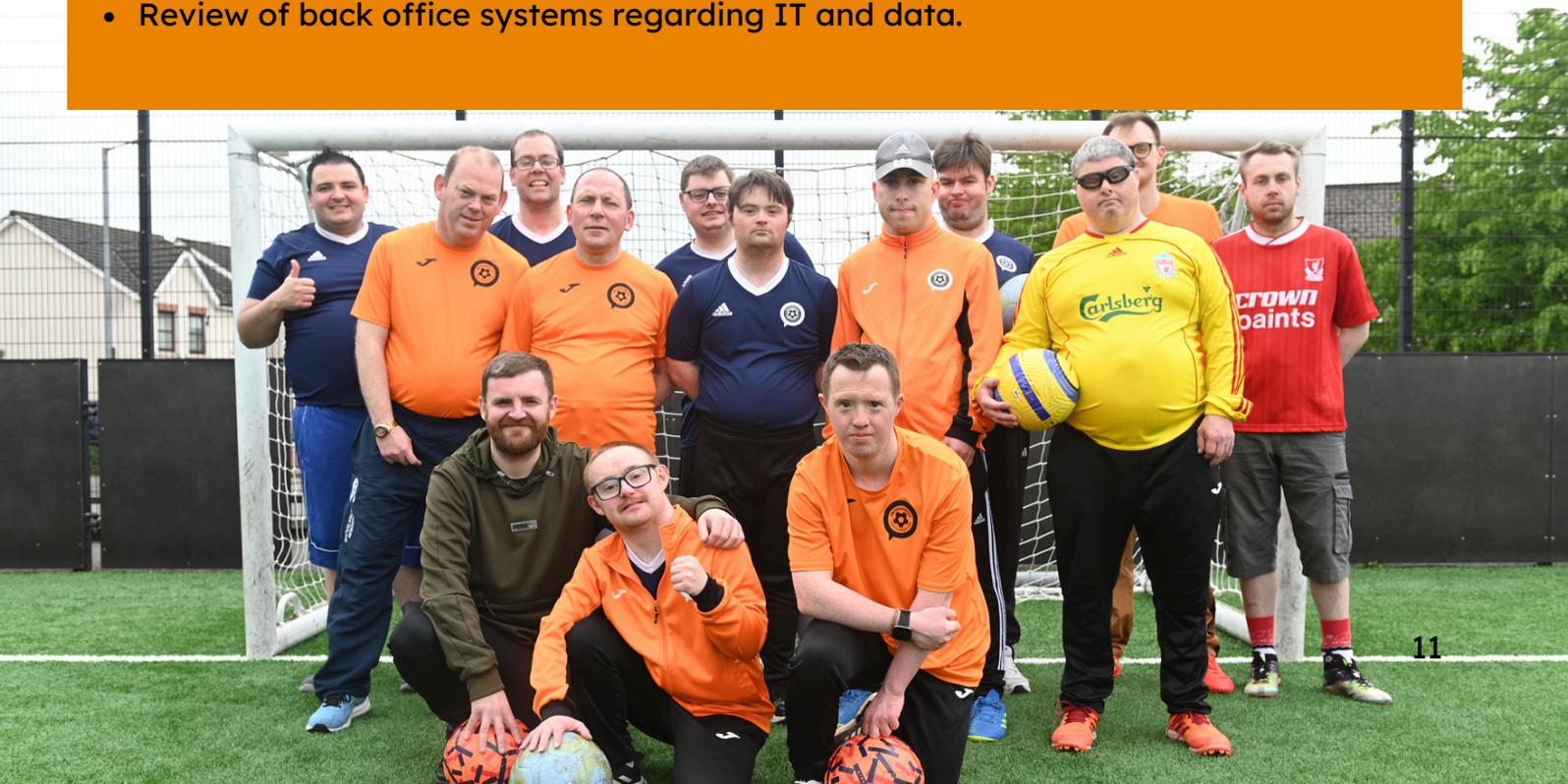
Ensure excellence in governance

- Review of committee structure and terms of reference for same.
- Board skills audit and annual reviews for board members.
- Board training and development plan to include governance away day.

Strategic Priority 3

Recognition and management of risk

- Ongoing monitoring of risk using organisational risk register.
- Development of necessary contingency plans following review of risks.
- Review of back office systems regarding IT and data.



Voices of Our Community

Every comment, every piece of feedback, every shared experience helps shape who we are. These are the voices that guide us, encourage us, and remind us why Orchardville matters.

Orchardville is a lifeline to us

Parent of a person accessing day opportunities in Lisburn

Orchardville is a great place for our young people to interact with each other, learn new skills and become confident/independent and more aware of life skills in general.

Parent of a person accessing day opportunity services at Orchardville Lisburn

With the support from Orchardville, our son has learned to get on a bus, pay his fare and get off at the right stop. This is not something we ever thought would be possible. That has given our son, and us confidence for his future.

Parents of a person accessing travel training skills development at North Down.

The best thing about working at Orchardville is helping the people who access our services

Staff Member

Working with a diverse and highly talented group of Trustees enables us to build on the Charity's incredible track record and ensure its longer term sustainability. **Trustee**

Working with the talented and friendly staff team to make sure we support participants to develop their skills is the best part of working at Orchardville.

Staff Member

I like coming to Orchardville as I love the company.

Participant

Orchardville is a friendly place and we do lots of activities. There's always someone to talk to if you're not feeling the best.

Participant

Helping people achieve their goals is the why for me.

Staff Member

Orchardville Impact

2025

Focus Group Highlights

94%

of parents/carers surveyed would recommend Orchardville's programmes to others.

93%

of participants surveyed stated they were very happy with the service they get from Orchardville.

54%

of those accessing services at Orchardville have a learning disability.

19%

of those accessing Orchardville services have autism.

24%

of those accessing Orchardville services have both a learning disability and autism.

90%

of parents/carers surveyed are happy with the support they get from Orchardville.

Your Time Commitment



Board members are expected to actively engage in preparation activity for each board meeting as well as attendance of the meeting. They are also asked to participate in one subcommittee, and a board work plan which includes training and development opportunities as well as governance planning days and engagement opportunities with staff and service users.

We estimate this will be in/around 12 days per year.

Term of Appointment Initial three year term, renewable by agreement to a maximum of 4 terms.

Induction

The induction process will be tailored to best meet the skills/experience of each new board member but we would ask new board members to prepare for approximately 1-2 days to be spent on their induction.

This time will be spent meeting with the CEO and Chair, visiting an Orchardville site to meet staff and service users and meeting other board members.

Board Meetings

Board meetings are hosted at Orchardville HQ in Belfast although this may on occasion be alternated across other sites.

Board meetings are in person and last 2-2.5 hours once per quarter on a Tuesday afternoon from 4pm.

Committee Meetings

Committee Meetings Currently quarterly, online, 1.5 hours duration.

Trustees will be expected to participate in a committee which best complements their skills/experience and can, should they wish to observe both committees before committing to one. Current committee structure noted below:

- Audit & Risk Committee
- Governance and People Committee



How to Apply

Please submit a CV and short cover letter (1 side of an a4 page) supporting your application, for the attention of Cara Cash-Marley (CEO) before COP on 16th February 2026 to leanne.gouck@orchardville.com

Your CV will be considered by nominated trustees who will invite you to a conversation with purpose.

Please note that there is no remuneration for these roles but out of pocket expenses can be remunerated.



Thank you for your interest. We look forward to hearing from you.

Further information
www.orchardville.com