



**Centre for ADHD
& Autism Support**

Trustee Candidate Pack

Support • Educate • Empower



@adhdandautism



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Welcome from our existing Chair of Trustee Board

Dear Prospective Candidate,

There comes a stage in life where the desire to contribute to a cause transforms from a quiet aspiration into a conscious choice. It is a point where we look for a vehicle of purpose - a place where our professional know-how, lived experience, and capacity can be directed toward building something fundamentally better. If you have arrived at this stage, I invite you to read on.

We are recruiting a new Trustee to join our Board at the Centre for ADHD & Autism Support (CAAS). We are looking for an individual who is deeply aligned with a single, non-negotiable belief: how much better the future would look if neurodiversity were truly understood, embraced, and included in every stage and place of a person's life. We want a world where ADHD and autistic individuals can fully offer their unique talents to society and live happy, fulfilling lives.

Let's be honest: we are currently far from that state. To bridge this gap, we do not need passive observers; we need mindful, enthusiastic co-creators who are ready to engage.

Stepping into a voluntary Trustee role is an act of deliberate giving. It means putting yourself into a position that shapes governance, anchors long-term strategy, and supports our Senior Leadership Team in running a prudent, resilient organisation. It takes a specific kind of courage to embrace this role - the courage to lean into constant learning, to build a sharp awareness of how to best play the trustee part, and to recognise exactly where your professional background can inject real value. It requires the willingness to activate your own networks and expertise to achieve tangible outcomes for others.

Contributing to our work is about allocating real capacity. Unlike the rigid, often rhetorical compliance frameworks we see in much of the corporate world, capacity here is an active choice. You do this at the expense of your time for work and your personal side of life. It requires planning and a genuine, unwavering commitment - which is exactly why I am bringing this transparency into my welcome message.

But let me assure you: it is immensely rewarding. The concrete impact this charity makes in the lives of children, adults, and families every single day makes every ounce of effort entirely worth it.

As we open this recruitment, I am inviting potential applicants to join our journey and bring their whole selves to our team. We do not just want your resume; we want your energy, your joy, your candid views, and your work power. We need a peer who will sit with us and ask the powerful, open questions that challenge assumptions, demonstrate healthy curiosity, and push our mission forward.

If you are ready to bring your professional edge, your authentic self, and your capacity to a team that cares deeply and acts decisively, we look forward to receiving your application.

Warm regards,

Gabriella Eberhardt
Existing Chair of Trustee Board



Welcome from Our Chief Executive Officer

Dear Prospective Candidate,

Thank you for your interest in becoming a Trustee at the Centre for ADHD & Autism Support (CAAS). We are delighted you are taking the time to learn more about our charity, our purpose, and the values that guide our work.

CAAS exists for one clear reason: to support, educate, and empower ADHD and autistic individuals, their families, and the wider community. Everything we do is rooted in listening - truly listening - to ADHD and autistic people and shaping our services, strategy, and advocacy in response, with compassion, integrity, and practical impact.

Our strength lies in the depth and authenticity of our experience. Alongside more than 25 years of professional expertise, we draw heavily on lived experience. Many of our trustees, staff, and leaders are parents, partners, or family members of ADHD or autistic individuals, or are neurodivergent themselves. This perspective keeps us grounded, challenges us to do better, and ensures we remain focused on what matters most to the people we serve.

The organisation began in 1996, when a small group of parents - supported by a local CAMHS consultant - came together to respond to significant unmet need. Since then, CAAS has grown and evolved alongside its community, broadening our services and developing into a centre that recognises the significant overlap and shared experiences between ADHD and autism. While our scale and reach have changed, our purpose has not: to challenge barriers, influence attitudes, and help create inclusive communities where people can thrive.

As a Trustee, you will play an important role in supporting the governance and strategic direction of CAAS. Working collaboratively with fellow trustees and the senior leadership team, you will help ensure the charity remains well-governed, financially sustainable, and aligned with its mission and values. You will provide oversight, constructive input, and support, contributing to collective decision-making and helping the organisation to maximise its impact.

Everything we do is guided by our core values: integrity, valuing difference, collaboration, trust, respect, and passion. We are proudly neuro-affirmative, strengths-based, and impact-led. We work alongside ADHD and autistic people to amplify their voices, never to speak for them. Diversity of thought, background, and experience strengthens our Board and our organisation, and effective governance depends on openness, curiosity, and shared responsibility.

Just as importantly, we believe people are our greatest asset. We are committed to fostering a healthy, values-led culture in which wellbeing is prioritised, relationships are built on respect, and everyone is supported to contribute their best. Strong governance is as much about how we work together as what we achieve.

If you choose to apply, you will be joining a committed Board and supporting a charity that makes a meaningful difference every day to children, adults, and families. Above all, you will become part of a community that cares deeply, learns constantly, and is ambitious for the future.

Thank you again for your interest. We look forward to learning more about you and what you would bring to CAAS as a Trustee.

Steve Parkinson
Chief Executive Officer



Trustee Skills and Experience

The ideal candidate may not have any previous trustee experience but will be looking to make a meaningful contribution to a cause they care about while developing governance and leadership skills. We're looking for people who are passionate about inclusion, mental wellbeing, and building a more neuro-affirming community and what matters most is your commitment to our mission and your willingness to contribute to thoughtful, inclusive decision-making.

Our Vision

Our mission is to support, educate and empower individuals diagnosed with ADHD or who are autistic, their families and the community. Through raising awareness we change perceptions and break down barriers.

Support

CAAS aims to provide support and understanding in a safe and non-judgemental environment. Those who use our services feel a sense of belonging when they access the centre. We provide a comprehensive service that supports people wherever they are on their diagnosis journey.

Educate

Understanding, increased awareness, and acceptance come through education. CAAS provides training and other educational sessions using skilled staff, tried and tested resources, and informed by lived experience, ensuring a variety of meaningful learning opportunities that drive positive change.

Empower

Through our work, CAAS empowers those who use our services to be more confident and independent, enabling them to advocate for what they need, and feel more positive about the future.

Our History

ADHD Support Harrow was founded in 1996 by a small group of parents at the suggestion of a local CAMHS consultant. In 2000 the group became a registered charity and in 2002 moved to premises and began delivering services to meet increasing demand from parents of children with ADHD. We widened our objectives in 2010 and took over the support work of the former Harrow branch of the National Autistic Society to become ADHD & Autism Support Harrow, now Centre for ADHD & Autism Support. The aim of the merged charity is to allow ADHD/Autistic individuals and their parents/carers to benefit from the significant overlaps in need between the two conditions by bringing a range of knowledge and experience under one umbrella.

About our Board of Trustees

8 Trustees
(including the Chair)

6 Board meetings per year – typically held bi-monthly, from 4:00pm to 6:00pm (virtual)

Annual Board Strategy Day in October
(in-person)

AGM in November
(virtual)

Informal CEO catch-ups – 3 times per year (in-person or virtual)

All Trustees are volunteer roles
(including the Chair)





Our Values

Integrity: We are honest, professional, and consistent. We deliver to the best of our abilities, listening and learning to continually improve what we do.

Valuing Difference: We believe that diversity makes us stronger. We are neuro-affirmative in all our work.

Passion: We are driven to achieve positive impact for ADHD and autistic people, and to create inclusive communities where people can thrive.

Collaboration: We work with ADHD/autistic people to amplify their voices. We never aim to speak for them. We work with each other, our funders, our partners, and our community, to achieve our mission.

Trust and Respect: We always treat others with the utmost respect. Our services are impact and client-led. We can be relied upon.

Safeguarding

Having a culture of respect, care and compassion is at the core of all we do, and that involves having extremely robust policies in place to ensure our clients, their families and our staff and volunteers are effectively safeguarded. We have strict guidelines in place about the clients we are able to support, and strong procedures to follow should any risk arise. We also have clear expectations of our clients when they are attending services that we offer.

CAAS recognises that:

- the welfare of the service users is paramount in the work that we do and in all the decisions we take
- all users, regardless of age, disability, gender/reassignment, race, religion or belief, sex, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- some service users are identified as additionally vulnerable due to previous experiences, level of dependency, communication needs or other issues, and extra safeguards may be needed to keep those service users safe
- working in partnership with service users, their parents, carers and other agencies is essential in promoting their welfare.

You can read our full safeguarding policy on our website:

<https://adhdandautism.org/about-us/policies-and-information/>

Equity, Diversity, and Inclusion

CAAS has a deeply held and genuine commitment to EDI, and has included EDI considerations specifically within our strategic aims. This commitment includes, but is not limited to:

- Developing an **inclusive internal culture**, which has a diverse, equitable and inclusive workplace and community at its heart, that encourages individuals to develop and achieve their full potential and that ensures that everyone feels trusted and valued.
- Ensuring **accessible recruitment** approaches and promotion opportunities
- Treating all individuals with whom we have contact **fairly and responsibly**
- Complying with the law, to ensure we do not unlawfully discriminate, both generally, and specifically in respect of the **Equality Act 2010** protected characteristics
- Having a workplace that is **free from harassment, victimisation and bullying**.
- Promoting equality, diversity and inclusion through our policies, strategies, procedures and action plans, for everyone in our employment, be they temporary, permanent, part time or full time

Our Strategy

CAAS will be a strong, thriving, mission-driven organisation if it is:

- **Committed to Quality:** CAAS offers a broad range of accessible and inclusive services, for clients of all ages and stages of diagnosis.
- **Client-Led:** CAAS has an excellent reputation for quality services and resources, and we are trusted by clients, partners and other service providers.
- **Creating Change:** CAAS raises awareness and understanding of ADHD and autism and shares best practice to drive positive changes for our community.
- **Comprehensive and Inclusive:** CAAS delivers the impact-driven services that our clients need.

You can read our full EDI policy and strategy on our website:

<https://adhdandautism.org/about-us/policies-and-information/>

Board Information

Clear Purpose and Strategic Direction:

A charity board exists first and foremost to protect and advance the charity's purpose. The board must:

- Be clear about the charitable objects and public benefit
- Set and regularly review the strategic direction
- Ensure activities remain aligned to mission, values, and beneficiary needs
- Focus on long-term impact rather than day-to-day operations

Effective Governance and Legal Compliance:

The board is collectively responsible for ensuring the charity is properly governed and compliant. This includes:

- Meeting Charity Commission and legal obligations
- Ensuring the charity acts in its best interests at all times
- Managing conflicts of interest
- Ensuring appropriate policies and controls are in place

Financial Oversight and Sustainability:

Boards must safeguard the charity's assets and ensure financial resilience. Responsibilities include:

- Approving budgets and monitoring financial performance
- Understanding income streams and financial risks
- Ensuring reserves are adequate and used appropriately
- Supporting sustainable growth and diversification where needed

The Right People Around the Table:

An effective board has the right mix of skills, experience, and perspectives. This means:

- Trustees who understand governance (not operational control)
- A balance of skills (e.g. finance, safeguarding, strategy, lived experience)
- Diversity of thought, background, and lived experience
- Clear role descriptions and expectations

Board Information (cont.)

Clear Roles, Relationships, and Accountability:

The relationship between the board, Chair, and CEO is critical. The board must:

- Clearly separate governance from management
- Support and hold the CEO to account
- Ensure the Chair provides leadership, not dominance
- Foster a culture of trust, openness, and challenge

Risk Management and Safeguarding:

Boards must ensure the charity is safe, ethical, and resilient. This includes:

- Identifying and managing strategic and operational risks
- Ensuring safeguarding responsibilities are fully met
- Responding effectively to risks, incidents, and crises
- Protecting the charity's reputation and beneficiaries

Performance, Impact, and Learning:

A good board focuses on impact as well as activity. Trustees should:

- Understand who the charity serves and why
- Use evidence and feedback to assess effectiveness
- Encourage learning, reflection, and improvement
- Hold the organisation accountable for outcomes

Board Effectiveness and Continuous Improvement:

Boards must reflect on how well they are working. This involves:

- Regular board and trustee evaluations
- Honest reflection on culture and dynamics
- Ongoing development and support for trustees
- Willingness to change how the board operates

Role of A Trustee

Purpose and Strategic Direction

How the Trustee contributes:

- Shares collective responsibility for ensuring the charity stays true to its mission, values, and purpose
- Contributes to shaping and agreeing the organisation's strategy
- Brings insight, perspective, and constructive challenge to strategic discussions

Trustee in practice:

- Engages actively in strategy development and review
- Tests whether proposals align with the charity's purpose and beneficiary needs
- Thinks long-term, beyond immediate operational pressures

Financial Oversight and Sustainability

How the Trustee contributes:

- Shares responsibility for safeguarding the charity's finances
- Ensures financial decisions are sustainable and responsible
- Provides appropriate scrutiny of financial information

Trustee in practice:

- Reviews budgets, accounts, and forecasts with care
- Asks informed questions to understand financial performance
- Supports long-term financial planning and resilience

Governance and Legal Compliance

How the Trustee contributes:

- Upholds their legal duties as a trustee
- Ensures decisions are made in the best interests of the charity
- Maintains high standards of integrity and accountability

Trustee in practice:

- Prepares for and participates fully in board meetings
- Declares and manages conflicts of interest
- Supports compliant, well-documented decision-making

Board Composition and Capability

How the Trustee contributes:

- Brings their own skills, experience, and perspective to the board
- Supports recruitment and development of other trustees
- Contributes to a diverse and balanced board

Trustee in practice:

- Actively participates and adds value in discussions
- Supports new trustees through induction and inclusion
- Reflects on their own skills and development needs

The Role of the Chair (cont.)

Relationships, Roles, and Accountability

How the Trustee contributes:

- Respects the distinction between governance (board) and management (executive)
- Supports and constructively challenges the CEO and senior team
- Works collaboratively with fellow trustees

Trustee in practice:

- Avoids involvement in day-to-day operations
- Engages positively and respectfully with differing viewpoints
- Holds the executive to account through appropriate channels

Performance, Impact, and Learning

How the Trustee contributes:

- Focuses on the impact and effectiveness of the charity's work
- Uses evidence, data, and stakeholder insight to inform decisions
- Encourages learning and continuous improvement

Trustee in practice:

- Engages with impact reporting and asks meaningful questions
- Keeps the needs and voices of beneficiaries central
- Supports evidence-based decision-making

Risk Management and Safeguarding

How the Trustee contributes:

- Ensures risks are identified, understood, and appropriately managed
- Maintains oversight of safeguarding and organisational integrity
- Supports a culture of openness and accountability

Trustee in practice:

- Reviews and questions the risk register
- Takes safeguarding responsibilities seriously
- Responds appropriately to risks or concerns raised

Board Effectiveness and Culture

How the Trustee contributes:

- Helps create a positive, inclusive, and respectful board culture
- Contributes to collective reflection and improvement
- Demonstrates the charity's values in behaviour and decision-making

Trustee in practice:

- Participates openly and constructively in discussions
- Respects confidentiality and builds trust
- Engages in board evaluations and development activities

What Our Staff Say

"I have worked at CAAS for two years, and it is the first place where I have felt genuinely valued and encouraged from day one. We are consistently supported to put our clients first, and the work I do feels meaningful and impactful. At the same time, I feel well supported in maintaining a healthy balance with my life outside of CAAS."

Helen, Youth Team

"I think CAAS is a fantastic charity and a fantastic place to work."

Toby, Youth Team

"One of the things I value so much from initially setting up and working at CAAS is that during its humble beginnings, the culture was always one of kindness and respect. Even though the charity has grown significantly over the last few years, it has maintained its personal feel without losing its focus and care. Recruitment has always been important and team fit with qualities as those mentioned above have been paramount and what make CAAS such a great charity to be part of."

Therese, Services Team

"CAAS is a genuinely lovely place to work, you really feel a sense of being part of a team as everyone is so supportive of one another and staff wellbeing is really at the core of everything that CAAS does!"

Emma, Adult Team

Where We Are



Address:

CAAS Centre,
2nd Floor,
Television House
269 Field End Road,
Eastcote
HA4 9XA



What 3 Words
reveal.plants.upon

In Summary: The Trustee's Contribution

An effective Trustee:

- Acts collectively with the board, not individually
- Brings independent judgement and constructive challenge
- Focuses on purpose, impact, and sustainability
- Maintains appropriate oversight without operational involvement
- Contributes to a strong, values-led board culture

Gallery

