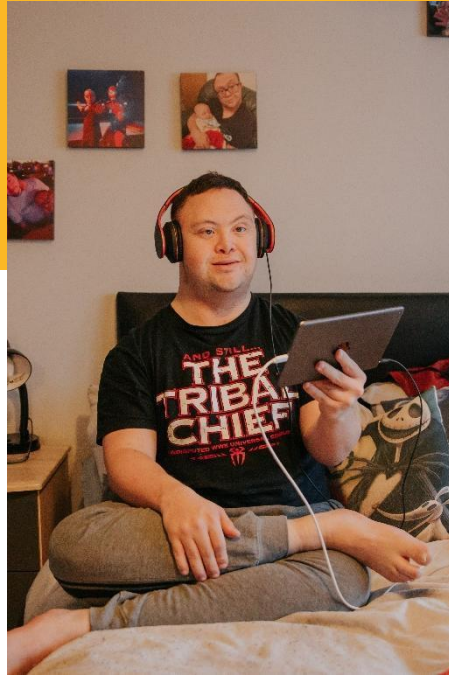




Recruitment Pack

Non-Executive Directors
September 2026

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Your Application

Thank you for your interest in the position of Non-Executive Director with Bolton Cares Group.

On the following pages, you will find details of the roles and the selection process to assist you in completing and tailoring your application.

You will no doubt do your own due diligence but please read this pack carefully as it will provide you with an overview of Bolton Cares Group and the roles.

In order to apply you should submit:

- **A CV.** Make sure this confirms your current/most recent roles (you can sum up earlier roles, say before the last 15 years), tell us about your achievements so we get a picture of your skills and experience, and try to keep it to two pages or three at the most;
- **A supporting statement.** We want to hear about your motivation, why this role and why Bolton Cares Group, detailing how you are a good candidate for this post and how you fulfil the person specification – we recommend that this is no longer than three pages; and
- **The declaration form**, which is accessible via the role page on our website and includes space to indicate if you cannot attend any of the interview dates.

Please submit your completed application documents using the online form, which is accessible via our jobs page: www.campbelltickell.com/jobs. You will receive an email confirmation and see an onscreen confirmation message after submitting your application, but if you have any issues, you can call 020 3434 0990.

The role closes on **Thursday 8th October 2026 (9am)**

Please ensure we receive your application in good time.

Please do contact me if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards

Kelly Shaw

Kelly Shaw | Senior Associate Consultant

Kelly.shaw@campbelltickell.com | 07900 363803

Welcome from the Chair

Dear Candidate,

Thank you for your interest in joining the Board of Bolton Cares as a Non-Executive Director.

This is an exciting time to become involved with our organisation. We are embarking on a new strategic period, supported by a refreshed Board and a shared ambition to strengthen and grow our impact across the communities we serve. As we look to the future, we are seeking passionate and committed individuals who share our values and our determination to improve the lives of the people we support.

Bolton Cares is a purpose-driven organisation that exists to make a genuine difference. Every day, our colleagues work alongside people with care and support needs, helping them to live fulfilled, independent and connected lives. The services we provide have a profound impact on individuals, families and communities, and we are proud of the positive contribution we make across Bolton.

As a Board, we recognise the importance of strong governance, strategic leadership and diverse perspectives in helping us achieve our ambitions. We are therefore seeking to appoint two new Non-Executive Directors who will bring specialist expertise and fresh insight to our Board.

The first role will Chair our newly established Audit and Risk Assurance Committee. We are looking for an individual with significant experience in audit, risk management and financial oversight, who can provide assurance, challenge and guidance to support effective governance and risk management across the organisation.

The second role is aimed at an individual with expertise in organisational development, human resources and workforce planning. As we continue to invest in our people and strengthen our organisational capability, this perspective will be invaluable in helping us shape a workforce that is skilled, engaged and equipped to meet future challenges.

Both appointments offer a unique opportunity to contribute to an organisation with a clear social purpose, strong values and ambitious plans for the future. While the skills and experience we are seeking are important, we are equally interested in candidates who are committed to our mission, bring sound judgement, and are motivated by the opportunity to create positive change for the people and communities we serve.

Thank you for considering this opportunity. I hope that having reviewed this recruitment pack, you will be inspired to apply and join us in shaping the next chapter of Bolton Cares' journey.

I look forward to hearing from you.

Yours sincerely,

Jane McCall

Chair | Bolton Cares

About Bolton Cares

Bolton Cares is an innovative person-centred care and support provider.

We are a Local Authority Trading Company (LATCo), owned by Bolton Council and we work across Bolton, Salford and Wigan, providing high quality adult social care for the people we support.

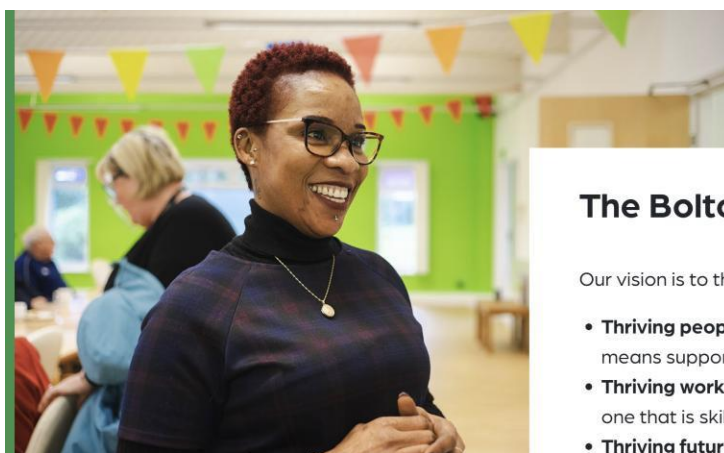
Our focus is on helping people to achieve their goals, grow in confidence and become more independent. We promote social connection and are rooted in our local communities.

We are Bolton's biggest provider of adult social care with a strong ethos to operate a "do with, not for" approach that engages, empowers and supports people to become more independent.

At Bolton Cares, we see every day as an opportunity to make a difference to people's lives.

Our Vision is to support people to live the life they want, their way

Our mission defines our purpose and how we provide our services.



The Bolton Cares Vision

Our vision is to thrive and to secure

- **Thriving people** – we want everyone we support to THRIVE, this means supporting to live the life they want their way.
- **Thriving workforce** – we want a THRIVING workforce, this means one that is skilled, passionate, rewarded and proud to care.
- **Thriving future** – we want a positive future, an organisation built to THRIVE, this means being bold, trying new things, developing our services and growing our organisation.

Our THRIVE vision guides our daily decisions and actions and gives us a focus for the work that we do. See our Corporate Plan [here](#).

For further details visit <https://boltoncares.org.uk/>

To meet our teams then visit [here](#)

Job Description

Role:	Non-Executive Director
Role Overview	
The Bolton Cares Board (which is the Board of Bolton Cares Limited, Bolton Cares (A) Limited and Bolton Cares (B) Limited, collectively referred to as ‘the companies’) is formed of the Managing Director, a Council representative, and several Non-Executive Directors. The collective responsibility of all Board Directors is to ensure the success of the companies, defined in terms of the expectations of their sole shareholder, Bolton Council. The responsibilities of individual Non-Executive Directors are set out below and the Board’s collective responsibilities in its terms of reference. As a Non-Executive Director, your primary responsibilities include: • Providing strategic guidance to the Executive Team and Chair, offering creative and informed insights to help advance the business's priorities. • Encouraging partnerships and connections to support the growth, development, and strategic objectives of the Bolton Cares Group of companies. • Serving as an ambassador, representing the company externally to build and strengthen its reputation. • Ensuring robust financial controls and a strong, defensible system of risk management. This role is pivotal in championing the company’s objectives within the social care sector, maintaining active relationships with key stakeholders across public and private sectors, while providing dedicated support to the company and its mission. Non-Executive Directors must contribute effectively to the good conduct of the Bolton Cares Board, the delivery of its responsibilities, and uphold the values of the companies. All Non-Executive Directors share the same legal status, with equal responsibilities, and are expected to bring their individual skills and experience to contribute to an effective Board.	
Main Duties	
Non-Executive Directors (NEDs) are expected to: • Act in the best interests of the companies by through effective governance, decision-making and management of risk. • Prepare for and attend all company Board meetings and away days except under exceptional circumstances. • Make an active contribution to discussions and decision-making, including by bringing your skills and expertise to bear.	

- Uphold the requirements of any codes of governance and conduct adopted by the companies from time to time, and display high standards of integrity and probity.
- Uphold and adhere to the values and core policies of the companies.
- Visit the companies' offices and services from time to time, in arrangement with the Chief Executive.
- Participate in task and finish or project groups from time to time where required to achieve the Board's objectives.
- Sit on any committee of the Board as requested by the Chair.
- Participate in induction, appraisal, development and training activities as requested by the Chair.
- Represent the organisation as required, acting as an ambassador and upholding the companies' reputations, for example with external stakeholders, people we support, and the Regulator CQC.
- Stay up to date with sector matters.

Competencies and Knowledge

The core competencies expected of all NEDs are:

- Understanding of the role of Non-Executive Director.
- A genuine interest in and commitment to the provision of social care services in the communities Bolton Cares operates within.
- The ability to challenge constructively, think flexibly and independently, and to contribute to strategic debate
- General knowledge of the operating environment and appreciation of the risks facing Bolton Cares.
- Commitment to the principles of Equality Diversity and Inclusion.
- Understanding of Bolton Cares's finances.
- Specific skills, knowledge or experience as sought by the Board at the point of recruitment.

Appraisal and Performance Review

NEDs will participate in an annual performance appraisal conducted by the Board Chair.

Person Specification

Core Competencies

Strategic thinking

- Ability to think strategically and contribute to the long-term direction of Bolton Cares.
- Ability to understand the wider operating environment and identify opportunities, risks and emerging issues.
- Capacity to balance commercial, governance and social value considerations when making decisions

Governance and Accountability

- Understanding of the principles of good governance and the role of a Non-Executive Director.
- Ability to provide independent judgement, constructive support and effective challenge.
- Commitment to maintaining high standards of accountability, integrity and stewardship.

Communication and Influence

- Strong interpersonal and communication skills.
- Ability to build productive relationships with fellow Board members, executives and stakeholders.
- Personal credibility and confidence to act as an ambassador for Bolton Cares.

Working Collaboratively

- Ability to work effectively as part of a diverse Board.
- Commitment to fostering a positive, inclusive and respectful culture.
- Ability to contribute constructively to Board discussions and decision-making.

Values and Corporate Citizenship

- Commitment to the purpose and values of Bolton Cares.
- Demonstrable commitment to equality, diversity and inclusion.
- High standards of ethics, integrity and professionalism.
- Passion for improving outcomes for people who access care and support services.



Key Terms & Conditions

Remuneration

- Chair of Audit, Risk & Assurance Committee £7K per annum
- Non-Executive Director £5K per annum
- Reasonable expenses will be paid.

Commitment

- Chair of Audit, Risk & Assurance Committee are asked to commit 16 days per year.
- Non- Executive Directors are asked to commit 10 days per year.

Attendance at six board meetings per year, one to two strategic planning events, visits to services and other relevant meetings where appropriate.

Term of Office

A maximum of six years, comprising of up to three terms of two years. The first term is two years, subject to appraisal. A second term will be agreed subject to skills requirements and appraisal. A third term will be appropriate in some exceptional circumstances.

Development and Induction

Training in Board governance and full induction into the business will be provided and any areas of development supported with appropriate guidance and training.

Location

All our meetings are held in person, at our offices in Bolton, Salford and Wigan, or at one of our service sites. Away days may be held elsewhere.

Meeting Dates (2027-2028)

The Board will hold six in-person meetings each year, scheduled bi-monthly in the odd-numbered months. In addition, two shorter online sessions will be held in February and August to review the Q1 and Q3 performance and finance reports once available. These sessions are intended to bridge the timing gap between the bi-monthly meeting cycle and quarterly reporting. They will be scheduled at the start of the working day and expected to last no more than 90 minutes. In person meetings usually commence late morning.

The proposed cycle will generally aim for the third Wednesday of the month where possible, with the revised structure formally commencing from April 2027.

Monday 8 th February 2027	Wednesday 15 th September 2027
Wednesday 17 th March 2027	Tuesday 16 th November 2027
Tuesday 18 th May 2027	Wednesday 19 th January 2028
Wednesday 21 st July 2027	Wednesday 16 th February 2028 – ONLINE
Wednesday 18 th August 2027 – ONLINE	Wednesday 15 th March 2028
Note that while these dates are intended to remain stable, further adjustments may be required and will be communicated in advance	

Key Dates & Selection Process

Closing date:

Thursday 8th October 2026 (9am)

The client meeting to agree longlisted candidates will take place on **Wednesday 14th October 2026**. All candidates will be informed later that day, and unsuccessful candidates will be offered feedback by Campbell Tickell.

First Interviews:

Monday 26th or Tuesday 27th October 2026

Longlisted candidates will be interviewed by a Campbell Tickell panel.

Shortlisting:

The client meeting to agree shortlisted candidates will take place on **Tuesday 3rd November 2026**. All candidates will be informed later that day, and unsuccessful candidates will be offered feedback by Campbell Tickell.

Prior to the final interviews, there will be the opportunity for shortlisted candidates to have a conversation with the Chair.

Final Interviews:

Monday 23rd November 2026

There will be an opportunity to meet with a range of stakeholders on the same day.

The interview panel will include:

- **Chair of Audit, Risk & Assurance** – Jane McCall (Bolton Cares Chair), Graeme Wilson, Borough Treasurer, Bolton Council (Council Director), Kelly Shaw (Campbell Tickell Advisor).
- **Non-Executive Director** - Jane McCall (Bolton Cares Chair), Dr Kim Johnston, Bolton Cares NED), Kelly Shaw (Campbell Tickell Advisor).

Interviews will be held at **Bolton Cares, Thicketford House, Thicketford Road, Bolton, BL2 2LW**



Non-Executive Directors (x2)

Chair of Audit, Risk & Assurance | £7,000 per annum

Non-Executive Director (People & Organisational Development) | £5,000 per annum

Greater Manchester

At Bolton Cares, we believe everyone deserves the opportunity to live a fulfilled, independent and meaningful life. As one of the borough's leading providers of care and support services, we make a difference to thousands of people every day, helping them to achieve their goals, maximise their independence and remain connected to their communities.

We are now seeking two outstanding Non-Executive Directors to join our Board and help shape the next chapter of our journey. Wholly owned by Bolton Council, Bolton Cares combines a strong social purpose with an ambitious vision for the future. As we continue to evolve and grow, these appointments offer a unique opportunity to influence the strategic direction of an organisation that places people, inclusion and innovation at the heart of everything it does.

One role will Chair our Audit, Risk & Assurance Committee and is suited to an experienced leader with expertise in audit, finance, governance, risk or compliance, ideally with a professional accountancy qualification. The second role will be of particular interest to an experienced non-executive with a background in organisational development, human resources, workforce planning, culture or leadership.

You will bring sound judgement, strategic insight and the confidence to provide constructive challenge and support. Most importantly, you will share our commitment to delivering high-quality services and improving outcomes for the people and communities we serve.

These are rewarding opportunities to contribute your expertise, work

alongside a committed Board and Executive Team, and help ensure Bolton Cares continues to thrive as an innovative and values-led organisation.

We are committed to building a diverse and inclusive Board that reflects the communities we serve and warmly welcome applications from candidates of all backgrounds, particularly those currently underrepresented at Board level.

To find out more, please contact **Kelly Shaw** at kelly.shaw@campbelltickell.com or call **07900 363803**. You can also download a recruitment pack at: www.campbelltickell.com/jobs

Closing date | **Thursday 8th October 2026 (9am)**

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Bolton
Cares
Group