

# Non-Executive Director Information Pack

SEND Sensation CIC



# Hello!

We're really excited that you're thinking about joining the board of SEND Sensation. We are always looking for people who are passionate about helping SEND children and families.

We want to work with people who have a wide range of skills and lived experience, and we're very happy to help you pick up any board-type skills you need.

Don't be shy – we're a very welcoming and diverse group of people who would love to meet you!

Read on to discover all you need to know about joining us...

**Nicky Moxey**  
**SEND Sensation**



# Company overview

## How is started

In 2022 Essex County Council opened the Short Breaks Community Clubs and Activities 2023-2026 application and asked providers how they would respond to the recommended improvements. Locally trusted organisations started to work together on a combined partnership and a new model. Applications were evaluated by Short Breaks Commissioners, Essex Family Forum, and 24 parent carers of children and young people with special educational needs and disabilities.

In 2023 SEND Sensation were awarded contracts to start introducing the new model from 1st April 2023. The partnership was formed to provide Short Breaks Community Clubs and Activities in Mid Essex and North Essex. SEND Sensation CIC was incorporated on 16 February 2023 as a community interest company limited by guarantee (company number 14666610) and registered in England and Wales.

The company's activities are to provide benefits to children, young people and adults with Special Educational Needs or Disabilities as well as their families.

Through our impact partnership of local providers, we tackle health and social inequalities by inviting our members to join a club or engage in a structured activity. We want our members to have enjoyable life enhancing experiences that increase their independence, build self-esteem, confidence and improve their overall wellbeing.

The Board does not currently have non-executive directors or committees members. Both executive and non-executive directors will be expected to take a role on a committee in future.

## Why it's needed

SEND Sensation has come together to provide venue-based clubs and community-based activities with specialist staff and facilities to support children and young people. We support people with learning disabilities and autism, physical and sensory impairments, and special educational needs and disabilities.

Our model is based on a centrally managed delivery programme that combines professional experience with lived experience to dynamically evolve service. Through co-production, co-operation and a combined effort we aim to change the landscape of community clubs and activities for children and young people with special educational needs and disabilities.

Our collective aims are to engage with individuals and families for:

- **#LocalAccess** to community clubs with a choice of locations, times and age-specific activities that encourage social, independent and safe environments,
- **#AccessibleNavigation** of family journeys with easy registration, advice and peer support that encourages friendly, informed and positive relationships,
- **#PositiveChange** to mainstream providers through awareness, training and partnership that encourages adaptive, confident and inclusive communities.



# Our Vision, Mission and Values

## Our vision

We envisage a future where every person is recognised, valued and supported to achieve their potential.

## Our mission

To bring together communities to offer SEND families choice and empower children and young people to access opportunities.

## Our values

### Respect

- Everyone has a voice and should be able to contribute.
- We actively listen to each other and seek to understand different viewpoints.
- We ask for clarification and allow time for reflection before responding.
- We respect group decisions – it's not personal.
- We practice good chairing and inclusive decision-making.

### Transparency

- We make information accessible to all directors.
- We are clear about what can be shared and what must remain confidential.

### Integrity

- We are committed to acting with integrity.
- We periodically reflect on how we are living our values.

### Loyalty and Commitment

- We get to know each other's organisations, including through visits.
- We are committed to long-term sustainability – we are more than an economic partnership.
- We express our views honestly but do not force them on others.

# Our Board and Committees

## Executive Directors



**Abigail  
Saxon**



**Heather  
Hill**



**Nicky  
Moxey**



**Vickie  
Perkins**



**Chair  
TBC**

## Non-Executive Directors



**Non-Executive  
Director**



**Non-Executive  
Director**



**Non-Executive  
Director**



**Non-Executive  
Director**

## Committees



**Governance  
and Risk  
Committee**



**Finance and  
Audit  
Committee**



**Business and  
Funding  
Committee**

# What we're looking for

Our partnership structure requires a board composition with diverse skill sets and lived experiences to drive and grow our current business model, working together to direct innovative and inclusive partnerships and programmes.

We are keen to recruit non-executive directors with strategic expertise and motivation to lead SEND Sensation CIC into a new era of partnership and further growth.

Key Skills and Expertise we are seeking:

- Legal expertise
- HR
- Accountancy
- Public sector procurement
- Fundraising
- Commercial organisation management
- Information Technology
- Lived Experience of SEND/SEND Parenting
- NHS engagement
- Relationship builders and networkers

## Benefits to you

As a non-executive director, we will offer you the opportunity to shape the direction of a ground breaking organisation!

Working with a dynamic team, you will contribute to how SEND services are developed and offered in Essex.

Board members will be able to join SEND Sensation events and training.

The role will give fantastic experience of board Management and can be a productive step in career progression.

These type of appointments can support the Corporate Social Responsibility ambitions of wider organisations.

## Time Commitment

We hold quarterly board meeting per annum and each one lasts 3 hours. There are a series of quarterly committee meetings whose frequency matches that of the board and each one lasts 2 hours.

Non-executive directors will be expected to sit on at least one of these committees. There will be additional work in between and across the year, depending on the business needs.

We believe there is a minimum of 1 to 2 days a month for non-executive directors and the roles are un-remunerated. Expenses can be covered for any travel.

In addition to your time, we also ask for a commitment to Nolan's seven principles of public life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership



# Role Description

## Role Duties

Ensuring that SEND Sensation CIC pursues its stated objectives (purposes) defined in its governing document. Directors will help develop and agree a long-term strategy to achieve this, by working in the best interests of SEND Sensation CIC rather than any other organisation or objectives.

Ensuring that the organisation complies with its governing document. For example, constitution or memorandum and articles of association.

Ensuring SEND Sensation CIC complies with company law and any other relevant legislation or regulations.

Ensuring that SEND Sensation CIC only uses its resources for its charitable objectives. SEND Sensation must not spend money on activities that are not included in its objectives, even if the activities are considered worthwhile or charitable.

Ensuring that SEND Sensation CIC defines its goals and evaluates performance against agreed targets.

Safeguarding the good name and values of SEND Sensation CIC.

Ensuring the effective and efficient administration of SEND Sensation CIC. This includes having appropriate policies and procedures in place.

Ensuring the financial stability of SEND Sensation CIC.

Protecting and managing the property of SEND Sensation CIC and ensuring that funds are invested properly.

As well as the statutory duties here, each director should use their specific skills, knowledge and experience to help the board reach sound decisions.

This may involve:

- Attending meetings
- Reviewing board papers
- Leading discussions
- Focusing on key issues
- Providing advice and guidance on new initiatives
- Advising on any issues where the trustee has special expertise.

## Person specification

A commitment to SEND Sensation CIC.

A willingness to devote the necessary time and effort.  
Strategic vision.

Good, independent judgement.  
An ability to think creatively.

A willingness to speak their mind.  
An understanding and acceptance of the legal duties, responsibilities and liabilities of directorship.

An ability to work effectively as a member of a team.

## How to apply

We would love to hear from you!

Please email your CV to [essexshortbreaks@sendsensation.co.uk](mailto:essexshortbreaks@sendsensation.co.uk)

If you would like to have a chat, please call us on 033 30 50 90 97



**#Local #Accessible #Positive**

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**send sensation.co.uk**

SEND Sensation CIC Number: 14666610

**April 2026**

