



Upper Horfield Community Trust

Serving Upper Horfield since 1999

Trustee Recruitment Pack

February 2021

Welcome

Thank you for your interest in the Upper Horfield Community Trust (UHCT) and becoming a Trustee. This pack contains an overview of the organisation, the role and information on how you can apply.

The organisation, founded in 1999, is a Charity based in Upper Horfield, Bristol. UHCT exists to represent and support residents in Upper Horfield to come together through the provision of facilities, activities and as a focal point for the community.

We're governed by a board of up to twelve Trustees, who work alongside our staff and volunteers to develop a thriving and active organisation that is truly rooted in its community and reflects its needs and interests.

The charity is well established and has recently undergone a review of how it is operating to ensure its work can carry on long into the future. We are now looking for trustees to join the board to support the organisation in a new phase of its journey.

This is a fantastic opportunity to take on an essential role in a developing charity committed to changing lives and we look forward to receiving your application.

The Opportunity

As with all organisations with charitable status, UHCT needs to be overseen by a Board of Trustees. This is a developing board and brings together our trustees from the membership and independent trustees to oversee our governance and strategy.

This is an opportunity to become an active participant in the monthly meetings of the board that will take place each year, as well as being on hand to take decisions between meetings when the need arises. There are not any sub-committees of the board in operation at this time, however this may change.

The Board of Trustees reviews the finances of the organisation, receives updates from the sub-committees (if established), as well as discussing and making executive decisions on any matters that have arisen. The hope is that the trustee board will be forward thinking and support the development of UHCT.

The Board of Trustees

UHCT's Board of Trustees is the highest decision-making body in the organisation responsible for the overall governance and strategic direction of the organisation. This includes responsibility for its financial well-being, strategic direction and legal compliance. It is also responsible for developing the strategic and business plan for the organisation.

Who Are We Looking For?

The individuals appointed as trustees will need to be sympathetic to the aims of the organisation and more generally share a commitment to improving the lives of those in Upper Horfield.

The role requires a careful balance: trustees need to respect the democratic will of the membership where possible but also be willing to think creativity and highlight potential risk in any proposals. An eye for detail to ensure UHCT is well governed and the ability to see future opportunities are vital.

Commitment Required

Attendance

- The key requirement is being willing and able to attend and contribute to the meetings of the board.
- The board will have monthly meetings and an annual general meeting (AGM).
- Board members may also be invited to consider sitting on committees that have been delegated authority by the Board in different areas.
- Board members will also need to be available to approve decisions via email between meetings as required.
- Each meeting will have some reading and preparation work to do beforehand.
- Applicants should ensure they are able to commit approximately one day a month to the role.

Terms of Office

We are recruiting up to four trustees at this time, to begin serving on the board from April 2021. At least three of the trustees we recruit must live in the Upper Horfield area.

The length of time a trustee typically serves is three years with the option to serve a further term.

Training

We utilise the support that is available from the Charity Commission and other key organisations to ensure all trustees are fully informed of the responsibilities associated with being a charity trustee. Individual and board level training needs will be reviewed on a regular basis.

Upper Horfield Community Trust (UHCT) is a registered charity and company (charity number – 1093226; company number - 3876616), whose registered office is at Eden Grove, Horfield, Bristol BS7 0PQ.

Wider Involvement

We welcome trustees who wish to take a wider interest in what is going on within the organisation in addition to their formal duties. We aim to send the news of what is going on in each area of our activity to trustees on a regular basis.

How to Apply?

To apply, please send a CV and a covering letter to info@uhct.co.uk.

Interviews to further assess suitability will take place following a review of the application. Please ensure you tell us about any dates that you cannot do when submitting your application.

For an informal conversation about the role or organisation, please email Tom Renhard on info@uhct.co.uk.

We would especially welcome applications from those with qualifications or extensive experience in any of the following areas:

- Community development
- Fundraising and business development
- Marketing / Public relations

Charity Trustee Role Description

Key Responsibilities

All Trustees

Trustees are accountable for delivering the responsibilities detailed in the Charity Constitution and supporting documents. Notwithstanding this all Trustees have a duty to:

- To ensure that UHCT and its representatives (including, but not limited to, trustees, management committee members, branch committee members, additional support (volunteers and paid individuals), individual members and member groups) function within relevant legal and regulatory frameworks and our governing documents, continually striving for best practice in organisational governance.
- To determine the overall direction and development of UHCT through good governance and strategic planning.
- Providing relevant professional advice and support, in line with prior experience and appropriate qualifications (such as: HR, payroll, finance, fundraising, bid writing, legal).

Main Duties

- Ensure that UHCT acts in accordance with its charitable objects, constitution and other guiding documents and in particular remains true to its mission, vision and values.
- Ensure that UHCT complies with all relevant legislation and regulations, including relevant charity acts.
- Ensure that the organisation does not undertake activities that put its financial stability, members or reputation at undue risk.
- Act as a positive ambassador for the organisation in all settings and work with other Trustees, staff and volunteers in a constructive manner and for the greater good of the organisation.
- Maintaining strategic oversight of fiscal management and resources, ensuring all expenditure is in line with UHCT's objects and all investment activities meet accepted standards.
- Use personal skills and experience to ensure effective and efficient administration of the charity and its resources.
- Providing relevant professional advice and support, in line with past experiences and appropriate qualifications (such as: HR, payroll, finance, fundraising, bid writing, legal).
- Participate fully in Board of Trustees meetings.
- Seek external professional advice where there may be material risk to the organisation or where the Trustees may be in breach of their duties or at any other appropriate moment.
- Add value to the Trustee Board and the organisation through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

Expectations

Trustees should be:

- Committed to the purpose, charity objects and values of UHCT.
- Constructive about other Trustees' opinions in discussions and in response to staff members' contributions at meetings.
- Able to act reasonably and responsibly when undertaking Trustee Board responsibilities.
- Able to maintain strict confidentiality.
- Understand the importance and purpose of Trustee Board and committee meetings and be committed to preparing for them adequately and attending them regularly.
- Able to analyse information and when necessary challenge constructively.
- Able to make collective decisions and stand by them.
- Able to respect boundaries between management and governance functions.
- Excellent role models who promote the highest standards of probity and integrity.
- Firm supporters of equality of opportunity and committed to promoting diversity.

Eligibility

All appointed and elected trustees are required to sign a Trustee Declaration Form. To be eligible to be a Trustee and by applying for this role you declare that you:

- Are willing to act as a trustee of Upper Horfield Community Trust.
- Understand the organisation's purposes (objects) and rules set out in its governing document.
- Are not prevented from acting as a trustee because you:
 - Have an unspent conviction for an offence involving dishonesty or deception;
 - Are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order);
 - Have an individual voluntary arrangement (IVA) to pay off debts with creditors;
 - Are disqualified from being a company director;
 - Are subject to an order made under section 429(2) of the Insolvency Act 1986;
 - Have previously been removed as a trustee by the Charity Commission, the Scottish charity regulator or the High Court due to misconduct or mismanagement;
 - Have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation);
 - Are disqualified from being a Trustee by an order of the Charity Commission under section 181A of the Charities Act 2011.

For more information, please visit: <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

Factor	Description
Knowledge, Training and Experience	<p>Essential</p> <ul style="list-style-type: none"> ➤ An understanding of and commitment to improving the lives of the residents of Upper Horfield. ➤ An understanding of and sympathy with the aims of UHCT. ➤ A commitment to act in accordance with the Nolan principles for ethical conduct in public service. <p>Desirable - we do not expect applicants to have all of these, but please do indicate as part of your application if you have any experience of the following:</p> <ul style="list-style-type: none"> ➤ Experience of developing strategy and evaluating performance. ➤ Experience of campaigning. ➤ Experience of human resources development. ➤ Experience of providing financial management and oversight. ➤ Experience of fundraising and/or bid writing. ➤ Experience of advocacy and/or complaints handling. ➤ Experience of public relations and/or stakeholder management. ➤ An understanding of charity law and its implications for trustees. ➤ An understanding of business management. ➤ Experience of the charitable sector.
Communication	<p>Essential</p> <ul style="list-style-type: none"> ➤ Excellent communication skills. ➤ The ability to work well as part of a team. ➤ Ability to analyse information and consider different points of view with an open mind. ➤ An ability to communicate clearly with diverse audiences in multiple forms, including written and verbal. <p>Desirable</p> <ul style="list-style-type: none"> ➤ Ability to inspire and motivate others. ➤ Ability to communicate a vision to others. ➤ An ability to communicate on complex and difficult situations, requiring use of conflict management and influencing techniques.
General	<p>Essential</p> <ul style="list-style-type: none"> ➤ Adaptability, flexibility and ability to cope with uncertainty and change. ➤ Willing and able to commit to attend all Trustee meetings as a minimum requirement. ➤ A willingness to think independently and contribute in an open and clear way. ➤ An acceptance of the responsibilities associated with being a Charity Trustee (including legal responsibilities and liabilities of Trusteeship under Charity Law). ➤ Understanding of and commitment to equality of opportunity and good working relationships.