



Trustee

Recruitment Pack

September 2023



Welcome

Dear candidate

Thank you for your interest in joining the Board of Trustees at Exeter Community Initiatives in the role of Trustee or Treasurer.

This year, we celebrate ECI's 30th anniversary. In the late 1980s a coalition of central Exeter Churches were concerned about how to address the growing homelessness issue and the challenges faced by people with complex lives. They created the Palace Gate Project which, within a few years, became formalised as Exeter Community Initiatives.

Over its history, ECI has been a trusted charity with a proud reputation for innovating programmes that address unmet needs. Some of these initiatives have been spun off as notable charities dealing with homelessness and related issues. These include independent organisations such as St Petrock's Centre, Turntable Furniture and St Sidwells, as well as local children's centres that are now a part of Action4Children.

Today, ECI continues find ways to help where it matters most. We are absolutely focused the need for vibrant, engaged, inclusive communities in Exeter and beyond, where people can live fulfilling and healthy lives. At any one time, we have seven or eight key projects that work alongside individuals, families and communities to build connections, develop capacity, improve wellbeing and support each other.

ECI is a dynamic organization that provides a robust platform to address these challenges. It has many friends and partnerships across our community. I do hope you will be inspired to learn more about us and, in turn to apply for this role. If you do, you will find an exciting and rewarding opportunity with a progressive and forward-thinking organisation.

I encourage you to visit our website and read our most recent Annual Impact Review (2021-2022) to learn more about ECI.

Best wishes,
Tim Goodwin (Chair of Trustees)



What we do

We want to see our communities become stronger, more resilient and ready for the future.

We help people get back on track by improving their mental, emotional and physical wellbeing; increasing their sense of belonging; learning and developing the skills to succeed in life.

We value partnership and work with other organisations where this can create greater impact.

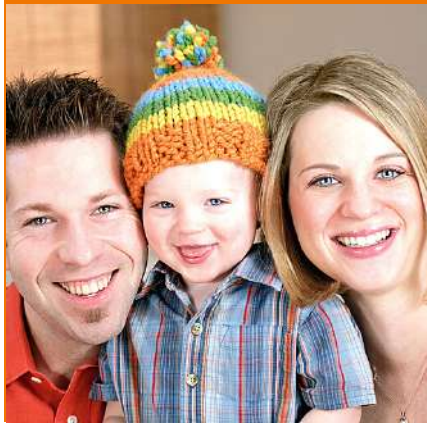
We believe in the power of community, mutual responsibility, support and understanding.

Three key areas

People



Families



Community



Charity Governance

ECI is governed by its Trustees. Trustees conduct their business at Quarterly Council meetings. The Council meeting is the overarching leadership and decision making body of the charity, responsible for ensuring governance, setting the Trust's strategic direction and policies, and ensuring compliance with all relevant statutory and regulatory requirements, including the Charities Act and Companies Act. The rules and regulations to which the Council of trustees is accountable are set out in ECI's Memorandum and Articles of Association.

Two sub-committees of the Board, the Business and Resources Committee (BRC) and the Strategy, Projects and Relationships (SPRC) Committee also meet quarterly in order to provide another level of scrutiny, and to act as a sounding board for the CEO. The Chair of ECI and the chairs of the sub-committees will meet with the CEO (the Chairs' Group) as and when necessary in order to discuss urgent business between meetings of the Council.



Trustee Role Description

Overview

To take overall responsibility (shared collectively with other Trustees) for the governance of the organisation, its strategic direction, management and policy-making; and to ensure that the charity pursues its mission and fulfils its charitable objectives and legal responsibilities.

Key Responsibilities

- To ensure that the organisation pursues its objects as set out in the governing document, and acts at all times in the interests of its beneficiaries.
- To ensure that the organisation fulfils its legal and best practice responsibilities as an employer (e.g. in respect of Health and Safety, Insurance, Equal Opportunities, etc) and as a charitable company.
- To ensure that all money and assets are prudently managed and used in pursuit of the objects of the organisation.
- To ensure that the organisation accounts for its activities to its key stakeholders.
- To work jointly with other trustees, and act in accordance with ECI's Trustee Code of Practice and other organisational policies and procedures.
- To ensure that the organisation manages its affairs reasonably and properly, taking account of the risks it faces.
- To work in the interests of the organisation, and not for personal gain.
- To ensure that Trustees take proper professional advice on matters in which they do not have competence.

Specific Tasks

- To attend quarterly meetings of the ECI Council (the Board of Trustees), and an Annual General Meeting, read papers in advance of meetings, and contribute to decisions made at these meetings.
- Hold membership at one of the Trustee sub-committees and attend quarterly meetings.
- To work with other Trustees and Senior Staff to oversee the strategic direction of the organisation.
- To oversee the appointment of the Chief Executive, and be involved in the appointment of other Senior Staff as appropriate.
- To work collaboratively with other Trustees to form an effective governing body.
- To represent the organisation at particular occasions.
- To keep informed about the activities of the organisation and wider issues which affect its work.
- To participate in other tasks as arise from time to time.

Skills, Knowledge and Experience Required

Essential

- Committed to the aims, ethos and policies of the organisation, and uphold the standards embodied in Nolan's Seven Principles of Public Life: selflessness, integrity, objectivity, openness, honesty and leadership.
- Experience of taking strategic decisions in other areas of life.
- Ability to communicate clearly and effectively.
- Previous experience of working with Committees and/or team working.
- Ability to support and encourage other trustees, staff and volunteers, and work effectively with a range of people.
- Ability to maintain appropriate confidentiality.
- Skills, knowledge and experience in at least one of the following areas:
- Trustees responsibilities (e.g. finance, human resources, learning and development, marketing, strategic development, legal, chairing, etc).
- Specific areas of the organisations' work (e.g. housing, children and families, social inclusion, community work, project development, etc).
- That which comes from being part of and able to represent the wider interests of a particular group with whom ECI works (e.g. local faith groups, Black and Minority Ethnic communities, etc).

Desirable

- Knowledge of legal and charity commission requirements of charities.
- Previous experience of the voluntary sector at Committee or staffing level.
- Positively influences others, creating acceptance and support for ideas
- Lead, develop and motivate volunteers in providing an effective service based around trust and a positive attitude to performance and customer needs.
- Is able to delegate tasks appropriately.
- Varies language and content to ensure understanding of diverse audience
- Engages effectively with range of stakeholders to understand needs and aspirations.
- Facilitates understanding of complex issues through using examples, summaries and explanations.
- Challenges inappropriate behaviour.
- Sensitive to specific needs or cultural norms of different groups/individuals and can adapt approach or service accordingly.
- Can present opposing views in a diplomatic and calm manner.

Eligibility

All Trustees are expected to make the following declaration that they are eligible to serve before they take up their role:

- I am over age 18.
- I am not an undischarged bankrupt
- I have not previously been removed from trusteeship of a charity by a court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent)
- I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- I undertake to fulfil my responsibilities and duties as a trustee of Exeter Community Initiatives in good faith and in accordance with the law and within Exeter Community Initiatives' objectives/mission.
- I do not have any financial or other interests in conflict with those of Exeter Community Initiatives (either in person or through family or business connections) except those I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and will not vote on it.

Time Commitment Involved

Trustees should expect an average minimum of about 2 to 3 hours per month, although the work-load will not be evenly distributed throughout the year.

Expenses

All reasonable travel and other associated expenses will be reimbursed in line with ECI's travel allowance policy.



How to apply

Potential new Trustees are invited to submit a CV, with a short explanation (no more than 500 words) of why they are interested in becoming a Trustee or the Treasurer, by email to Tim Goodwin, Board Chair: tim@sustain-lead.com – please use “Trustee Application” in the subject line of your email.

Applications will be reviewed by the Chairs' Group. The Group will consider how applicants meet the Person Specification, any specific skills a candidate may have and the need to ensure that the Council of trustees is inclusive and representative.

The Chairs' Group will make a recommendation to Council Trustee members for decision by email and will notify shortlisted candidates accordingly.

New Trustees are able to take up their position as soon as their appointment has been approved by the Trustees.

If you would like to find out more before applying, you are welcome to contact CEO, Carole Pilley; Carole.pilley@eci.org.uk or Chair of Trustees, Tim Goodwin; tim@sustain-lead.com

Candidates are encouraged to visit ECI's website for further information about the charity.

