

the



project

Trustee Recruitment Information Pack and Application Form

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Trustee Role Description

The THOMAS Project

Remuneration: The role of Trustee is not accompanied by any financial remuneration – this is a voluntary role, although expenses for travel may be claimed.

The team at the THOMAS Project are seeking additional trustees to become part of our small friendly team. We need your help to develop and realise an ambitious strategy. Previous experience of being a trustee or working in the charitable sector would be desirable.

We are looking for people who will contribute to strengthening the overall governance and strategic direction of the project, our financial health and developing our aims, objectives and goals.

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that The THOMAS Project fulfils its duty to its beneficiaries as set out in our Trust Deed and delivers on our vision, mission and values.

Role Summary:

1. To assist the Board of trustees to develop and execute an ambitious strategy for the charity.
2. To ensure the charity is of the highest standard within a robust governance framework that meets all relevant legislation.
3. Support trustees and staff to broaden awareness of the charity's values, priorities and impact to contribute to the sustainability of the charity.
4. Plan towards a sustainable future for the charity and that financial resources meet its current and future needs.

For full details on the statutory duties of a trustee please refer to page 7 – Trustee Duties

Time Commitment

- The board meets once a month in the evenings (currently the meetings are via Zoom). Approximately up to 5 hours per month are required to prep for meetings, attend meetings, and complete required actions from the meetings.
- It is desirable that trustees are able to make visits to staff, volunteers and projects from time to time and to represent the THOMAS Project at external functions, fundraising events as needed.
- In addition to trustee meetings, other contact – usually electronic or by telephone – will be necessary.
- On an ad hoc basis, to work with the Chair of Trustees and the Project Manager outside of the trustee meetings, to support and develop the charity's strategy.
- Liaising with staff and volunteer to plan, promote activities such as fundraisers.

About The THOMAS Project

Established in 2010 THE THOMAS PROJECT is the working name for the charity Family Guidance and Community Welfare, which has been serving the community of Aldridge and surrounding area for over 30 years. The charity has a strong Christian ethos

Our aim is to make an impact in the area of Aldridge and surrounding areas. Our motto is “listening and responding to the needs of the Leighswood estate and beyond”. We are involved in several different activities including a twice weekly foodbank which we believe make a difference in our area. The Project continues to love and serve the people who live on the Leighswood estate but attracts visitors from across the Borough of Walsall.

We are seeking people with a variety of skills and experience to enrich the board, including charity finance and governance, human resources, marketing or fundraising.

The THOMAS Project has undergone significant changes since 2019, in most part due to the pandemic. A new Chair of Trustees and a newly formed leadership team are now in place to start on a new phase of sustainable development, delivering more of the services we have become known for as well as deepening our reach into those communities who may be harder to reach.

Our Trustee team is a diverse group in terms of age, ethnicity, gender. We would like our board to reflect the diversity of the communities we live in, but importantly we seek people who can offer freshthinking and bring their talent to THE THOMAS PROJECT.

For more information please visit our website [here](#) and the Charity commission website [here](#)

Or feel free to give our Chair of Trustees, Nikki-Dee Haddleton a call on 07584 038878

Board Overview

The THOMAS Project is a charity which is governed by a Board comprised of Trustees. The Board has overall responsibility for the work of the organisation, and has the following role:

- To oversee the charity's governance
- To establish strategy
- To performance manage the achievement of the strategy
- To contribute to the leadership of the charity

The current Trustees are:

- Nikki-Dee Haddleton (Chair)
- Keith Capp (Treasurer)
- Peter Brentnall (Minutes Secretary)
- Marlene Bradburn

In practical terms, the THOMAS project delegates to the management team. This enables the charity to draw on both trustee and officer skills and knowledge to maximise the quality of governance and leadership provided to the organisation.

The Trustees work closely with the Project Manager to deliver The THOMAS Project's mission and aims and to develop its future direction.

Although it is not it is not an occupational requirement under the terms of the Equality Act 2010 for our trustees to be Christians. The Trustees will be committed to prayer in determining strategy and decision-making and its members must be at home in this culture.

TRUSTEE DUTIES

Before you start - make sure you are eligible to be a charity Trustee You must be at least 16 years old to be a trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 years old to be a trustee of any other charity.

The rules regarding automatic disqualification for trustees changed on 1 August 2018. In particular, more reasons to disqualify an individual from acting as a trustee have been added and the new rules also apply to certain senior manager positions within charities. In summary, charities should avoid appointing or retaining trustees or senior managers who are disqualified, unless the Charity Commission has given a waiver. In this regard, it is important to understand these changes and the steps that charities should take to avoid falling foul of the rules.

The new rules widen the list of circumstances in which individuals are automatically disqualified from acting as charity trustees or senior managers, including being on the sex offenders register, and certain unspent convictions (such as for terrorism or money laundering).

A summary of the disqualifying reasons is set out below and more information can be obtained from the commission's website (www.gov.uk/government/organisations/charity-commission)

An individual will be automatically disqualified if they have an unspent conviction for certain offences, e.g., a dishonesty or deception offence, particular terrorism and money laundering offences, and bribery offences.

Individuals are also disqualified if they:

- are subject to notification requirements under sexual offences legislation.
- are currently declared bankrupt or are subject to bankruptcy restrictions or an interim order, including an individual voluntary arrangement (limited exceptions apply).
- are subject to a debt relief order under the Insolvency Act 1986, or a debt relief restrictions order, or interim order, under that Act.
- are disqualified from being a company director (limited exceptions apply).
- have previously been removed as a trustee, officer, agent, or employee of a charity by either the Charity Commission or the High Court due to misconduct or mismanagement.
- have previously been removed from a position of management or control of a charity in Scotland for mismanagement or misconduct.
- have been found to be in contempt of court for making a false statement; or
- are a designated person under anti-terrorism legislation.

As Trustees we must

Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- Ensure you understand the charity's purposes as set out in its governing document. □ Plan what your charity will do, and what you want it to achieve.
- Be able to explain how all the charity's activities are intended to further or support its purposes
- Understand how the charity benefits the public by carrying out its purposes.
- Spending charity funds on the wrong purposes is a serious matter; in some cases, trustees may have to reimburse the charity personally.

Comply with your charity's governing document and the law. You and your co-trustees must:

- Make sure that the charity complies with its governing document.
- Comply with charity law requirements and other laws that apply to your charity.
- You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Act in your charity's best interests You must:

- Do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- With your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- Avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body

- Not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests: this also includes anyone who is financially connected to you, such as a partner, dependent child, or business partner

Manage your charity's resources responsibly.

You must act responsibly, reasonably, and honestly. This is sometimes called the duty of

prudence. □ Prudence is about exercising sound judgement. □ You and your co-trustees must:

- Make sure the charity's assets are only used to support or carry out its purposes.
- Avoid exposing the charity's assets, beneficiaries, or reputation to undue risk not over-commit the charity.
- Take special care when investing or borrowing.
- Comply with any restrictions on spending funds or selling land.
- You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise, you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

Ensure your charity is accountable.

You and your co-trustees must comply with statutory accounting and reporting requirements.

You should also:

- Be able to demonstrate that your charity is complying with the law, well run and effective.
- Ensure appropriate accountability to members if your charity has a membership separate from the trustees.
- Ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers.

USEFUL LINKS TO INFORMATION FOR PROSPECTIVE TRUSTEES

The essential trustee: what you need to know, what you need to do – The Charity Commission

<http://www.charitycommission.gov.uk/media/94159/cc3text.pdf>

The hallmarks of an effective charity – The Charity Commission

<http://www.charitycommission.gov.uk/media/93827/cc10text.pdf>

Conflicts of interest: a guide for charity trustees – The Charity Commission

<http://www.charitycommission.gov.uk/media/605880/cc29.pdf>

The Essential guide to being a Trustee.

[CC3 feb20.pdf \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

HOW TO APPLY

Please:

- Complete the Personal Information form
- Complete the Equal Opportunity Information form
- Submit a CV outlining your employment history and a summary of main duties and responsibilities.
- Submit a Personal Statement about why you would like to become a Trustee of The THOMAS project (not to exceed 500 words)

Please email your completed application, together with a copy of your CV and Personal Statement, to chair@thethomasproject.co.uk

Shortlisted candidates will be invited to attend a Trustees meeting and a staff meeting prior to interview. This will provide potential trustees with the opportunity to meet the team and gain some further insight into the role and organisation.

Interviews will be conducted by trustees

Interview will either be held online or face to face.

If you are shortlisted for interview, you will be asked to provide us with names and addresses of two people to provide references.

Please note: Applicants are required to declare any unspent criminal convictions. All trustees require enhanced DBS checks.

The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity trustees.

**The THOMAS Project
Personal Information Form**

Please print in **BLOCK LETTERS**

Personal details

Surname or family name:

First name(s):

Name you would like to be known by:

Address:

Email address:

Telephone Number :

I confirm that all information given in this application is accurate. I understand that failure to provide accurate information as required will invalidate my appointment.

I certify that I am not disqualified from acting as a Trustee of The THOMAS project under any of the legal provisions listed in the Person Specification.

Signed:

Date:

The THOMAS Project wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

If returning by post please return the completed form in the envelope marked 'Strictly confidential' to ***The THOMAS Project 196H Walsall Wood Rd, Aldridge, Walsall WS9 8HB***

Gender Man ☐ Woman ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐ If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes ☐ No ☐ Prefer not to say ☐

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐
50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐
British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐ Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐ Any other mixed background, please write in:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐ Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐

Prefer not to say ☐ If you prefer to use your own term, please specify here

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What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐

Muslim ☐ Sikh ☐ Prefer not to say ☐ If other religion or belief, please write in:
