

Vibrant Communities
Brighter Futures

COMMUNITY
FIRST

Community First

Trustee Information Pack



Practical Details

Deadline for applications:	22nd March 2021
Appointment Length:	Initial co-option, followed by a 3-year term and up to 2 consecutive terms
Time Commitment:	Approximately 5 to 10 days a year
Remuneration:	This is an unpaid, voluntary role. Travel expenses are paid

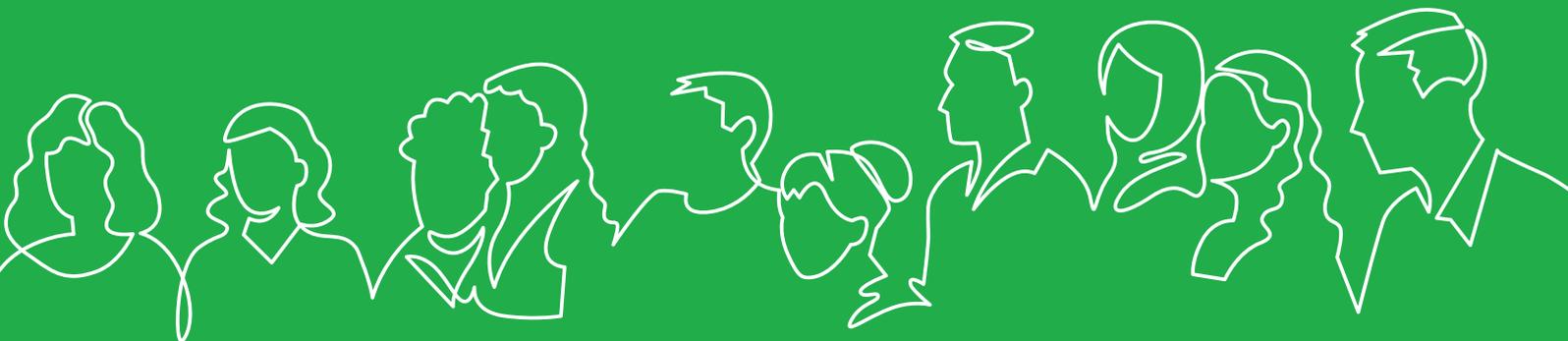
Introduction

Community First is a leading charity at the heart of communities in Wiltshire and Swindon, our work has a real and lasting impact on the lives of people across the county and the need for our service has never been greater.

We have exciting opportunities for up to four new Trustees to join our Board and help us support growth, innovation and development.

We are committed to equal opportunities and we looking for Trustees with a variety of different skills, life experience and backgrounds. We are particularly interested in applications from people with business or Voluntary, Community and Social Enterprise (VCSE) sector experience.

We have created this information pack as a guide to our work and the role Trustees play in our charity.



About Us

Community First is a registered charity (288117) based in Devizes and a member of Action with Communities in Rural England (ACRE).

We support rural communities across Wiltshire and Swindon through advisory services for Village Halls and Local Councils. We envisage, create and manage projects to support people and places including community transport schemes, community led housing, community organising and volunteering services.

Vibrant Communities

We are passionate about helping people work together to identify and find solutions to things that matter to them. From championing local grassroots causes to managing multi-million-pound projects, we are proud to support people and places in the vibrant communities we have served for over 50 years.

Brighter Futures

Community First works tirelessly to help people overcome challenges in their lives and we are passionate about brighter futures for young and old alike. We support young people through our national award-winning 'youth arm' Youth Action Wiltshire, including Wiltshire Young Carers, Splash, Project Inspire and youth club support.

As the managing partner for the Building Bridges programme, jointly funded by the Big Lottery Fund

and the European Social Fund, Community First is leading an ambitious partnership of 40 organisations in Swindon and Wiltshire, who are working together to help overcome barriers to employment and education.

Inspiring Ideas

As a champion for local enterprise, we love fresh ideas that make local communities better places to live and work. We think outside the box to develop bold and exciting ideas through consultancy and creative services.

Community First helps people in off-mains gas areas save money each year through our community oil buying scheme and distributes hundreds of thousands of pounds of funding for new initiatives and community projects, through grants and funding programmes.

Find Us Online

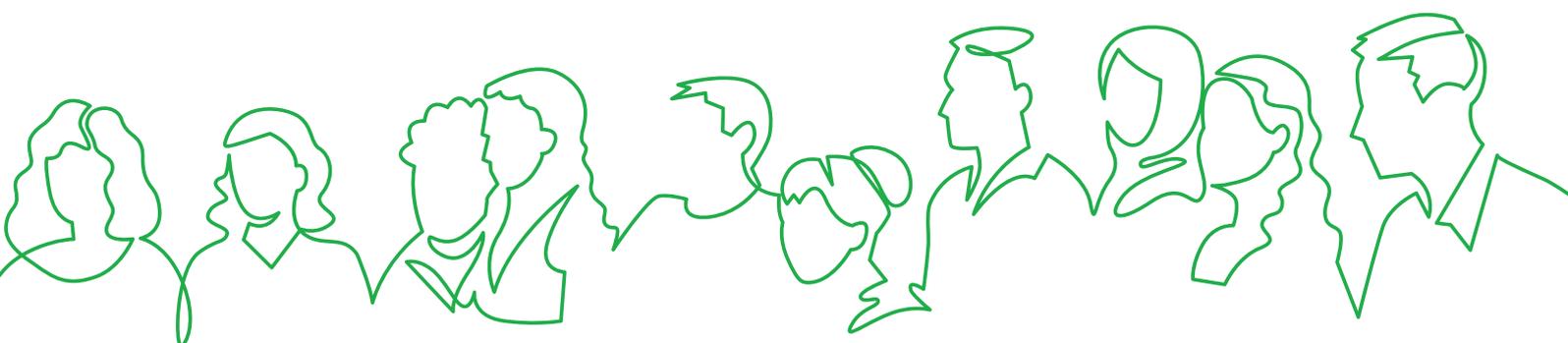
Our website:

www.communityfirst.org.uk

Social media:

Twitter @CommFirstWilts

Facebook: @CommunityFirstWiltshire



The Role

We're looking for leaders with vision and a passion for communities.

Trustees play a very important role at Community First. Decisions made by the Board of Trustees help set the direction of our charity, play essential role in decision-making and have a major influence on the success of our work. Becoming a trustee is a fantastic way to make a difference for our organisation and its vital work in local communities.

Trustees are responsible for the overall governance and strategic direction for Community First and for developing the organisation's aims, objectives and goals in accordance with governing documents as well as financial, legal and regulatory guidelines.

You can find out more about the roles and responsibilities of Trustees on the gov.uk website guide called: [The Essential Trustee](#).

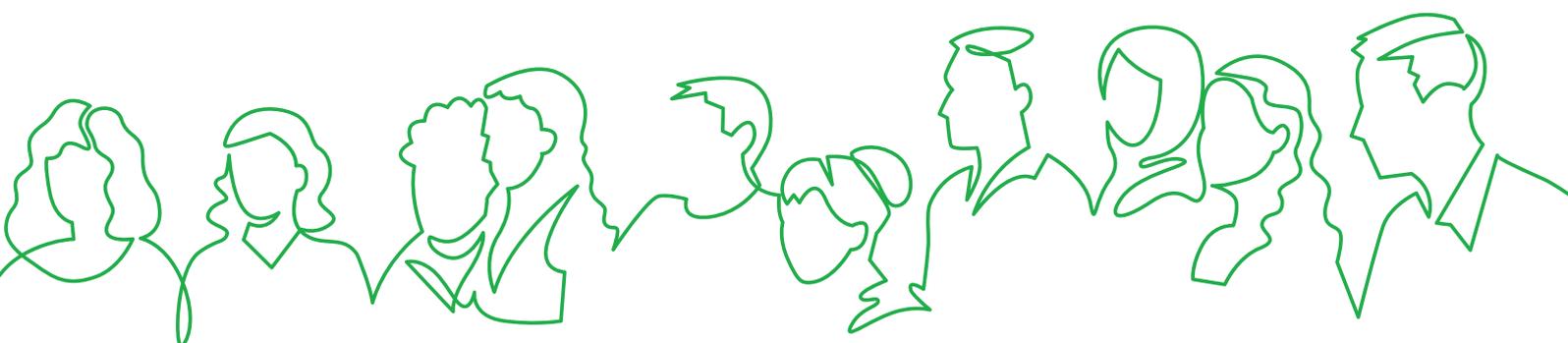
Role Specification

Community First Trustees have the following responsibilities:

- ✓ To ensure we comply with our governing document, charity law, company law and any other relevant legislation or regulations.
- ✓ To ensure we pursue the objectives outlined in our governing documents.
- ✓ To ensure that we apply our resources only in pursuance of our objectives and do not expend funds on activities which are not included, no matter how worthwhile or charitable these objectives may be.
- ✓ To contribute actively to the Board of Trustees' role in supporting the CEO and Leadership team to set the strategic direction, agree overall policy, defining goals and monitoring targets.

- ✓ To monitor and evaluate our performance against agreed objectives.
- ✓ To safeguard and uphold the good name and values of Community First.
- ✓ To ensure the effective and efficient administration of our charity and to ensure financial stability.
- ✓ To protect and manage property of our charity and to ensure proper investment of funds.
- ✓ To appoint a Chief Executive Officer and monitor performance and reward.

In addition to the above statutory duties, each Trustee will have strategic oversight of activities appropriate to their interests, skills, knowledge and experience.



Person Specification

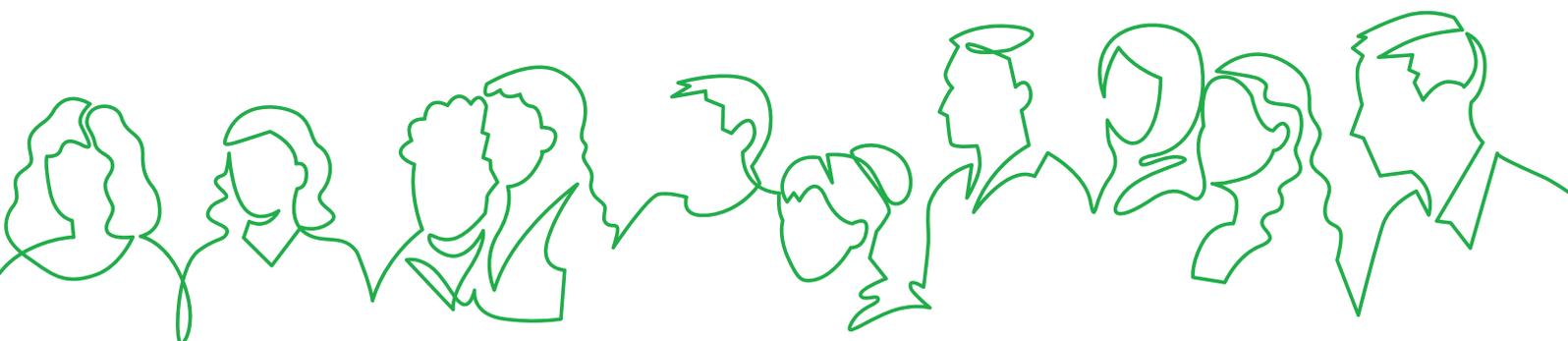
Essential

- ✓ A commitment to the organisation
- ✓ 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 trusteeship
- ✓ An ability to work effectively as a member of a team
- ✓ A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Desirable

As part of our Trustee recruitment process, we would particularly welcome applications from people with experience of:

- Business and financial management
- Legal/regulatory
- Charity governance
- Fundraising



Terms of Appointment

Appointment Length

We understand that becoming a Trustee is a big responsibility and we want to ensure Trustees feel supported and have time to grow into their roles and to reflect on whether the organisation meets their expectations.

New Trustees are initially co-opted and following the initial co-option, Trustees can then be elected at the next AGM to serve a 3 year term. They can be re-elected for two further 3 year terms.

Time commitment

Trustees are expected to attend a minimum of 4 out of 6 Trustee meetings which are held annually as well as the Annual General Meeting (AGM) which is usually held in the Autumn.

In addition, Trustees are expected to devote time outside meetings in preparation for Board and other related meetings.

Payments to Trustees

This is an unpaid, voluntary role. Trustees may claim expenses for travel, childcare while at Board meetings or special support needed due to a disability.

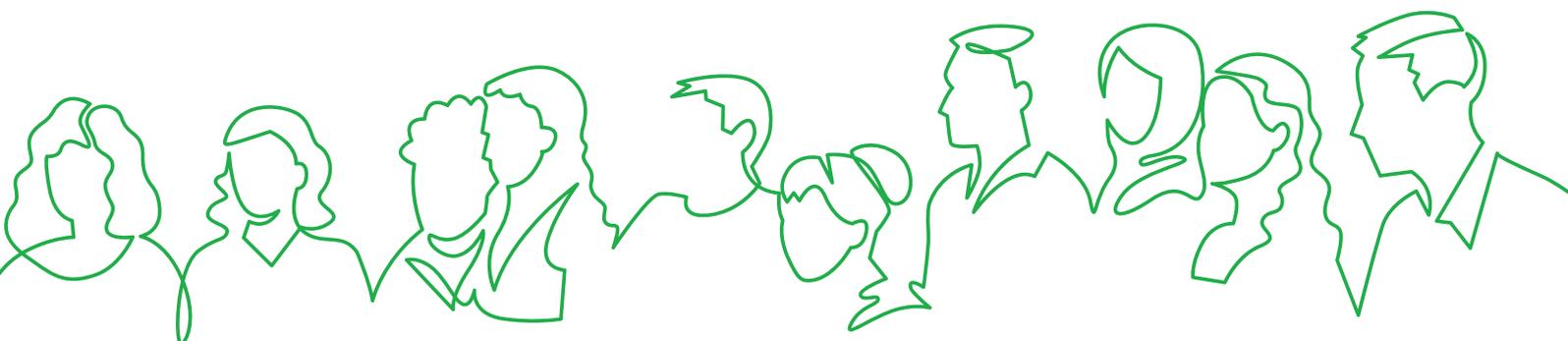
How to Apply

To apply for a Trustee role, please send a short statement and CV addressing the person specification to Bernadette Lowe.

Email: blowe@communityfirst.org.uk.

The deadline for applications is 22nd March 2021.

Due to Covid-19 restrictions, interviews will take place by video call. We intend to interview prospective candidates in early April 2021. The interview also offers an opportunity for prospective Trustees to ask questions, discuss their views on joining our Board and how their role could reflect their interests and experience.



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Community First Trustee Recruitment Pack

Contact Us:

Community First
Unit C2, Beacon Business Centre
Hopton Park, Devizes
SN10 2EY

01380 722475
enquiries@communityfirst.org.uk

Find us Online:

Our website:
www.communityfirst.org.uk

Social media:
Facebook: @CommunityFirstWiltshire
Twitter: @CommFirstWilts

