

Vibrant Communities Stronger Futures

COMMUNITY
FIRST

Patron: Her Majesty The Queen

President: Dame Sarah Troughton (DVCO), HM Lord-Lieutenant of Wiltshire

Community First Trustee Information Pack



Details

Deadline for applications:	31st August 2026
Appointment length:	Initial co-option, followed by a 3-year term and up to 2 consecutive terms
Time commitment:	Approximately 10-20 days a year
Remuneration:	This is an unpaid, voluntary role but travel expenses can be claimed

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 two 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).

Tackling Disadvantage and Building Resilience

Community First works tirelessly to help people overcome challenges and build resilience in their lives. We support young people through our national award-winning 'youth arm' Youth Action Wiltshire, including Youth Action Wiltshire Young Carers Service, Splash and youth club support. Many of our activities for young people take place at our dedicated outdoor education centres at Oxenwood and Linkenholt.

Community First is the managing partner for the Building Bridges Programme which aims to improve wellbeing and help people overcome their barriers to employment and education. The programme is funded by the The National Lottery Community Fund.

We also support unpaid Carers (including Parent Carers and Young Adult Carers) through the Carers Together Wiltshire partnership which is led by Age UK Wiltshire.

Connecting Communities

We offer rural support and community development through advisory services for village halls and local councils. We manage projects to support people and places including community transport, community led housing and community engagement. We administer grants through the Landfill Communities Fund, Bradenstoke Solar Park Community Benefit Fund and the Household Support Fund. These grant funding programmes help enhance community facilities, offer cost-of-living support, reduce fuel poverty and support sustainability and environmental priorities.

Trading Services

Our trading services provide tailored support and value to schools, groups and organisations. This includes Community Insurance for village halls, local councils and playing fields and Minibus Driver Awareness (MiDAS) training. Surplus from trading services is reinvested into our charitable work which directly benefits local communities.

Strengthening Voice, Advocacy and Sector Leadership

We are recognised as a leading local charity in the management and development of partnership working across the Voluntary, Community and Social Enterprise (VCSE) Sector. We work with partner organisations to ensure communities and the voluntary sector are heard, represented and involved in decisions that affect them.

Find Us Online

Our website:

www.communityfirst.org.uk

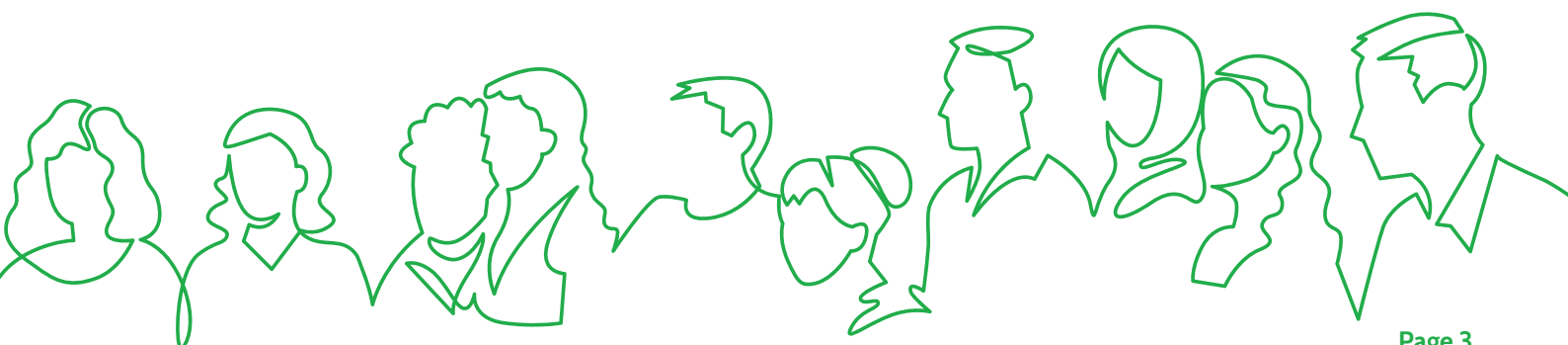
Social media:

X: CommFirstWilts

Facebook: CommunityFirstWiltshire

Instagram: CommunityFirstWiltshire

LinkedIn: uk.linkedin.com/company/community-first



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 support local communities and assist them in developing

and maximising the opportunities available to them.

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.

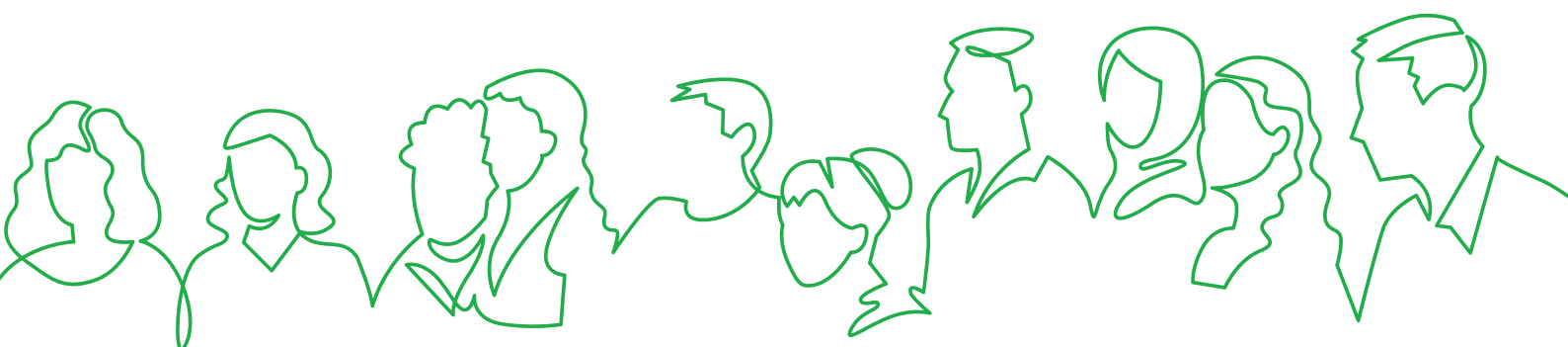
You can find out more about the roles and responsibilities of Trustees on the gov.uk website guide called: [The Essential Trustee](#).

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 the 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

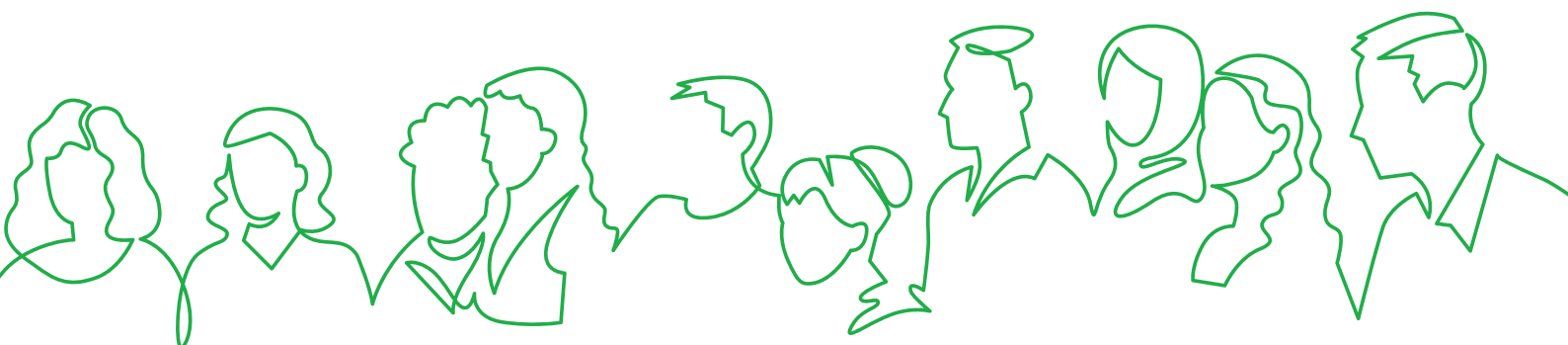
Essential

- ✓ 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
- The Voluntary, Community and Social Enterprise (VCSE) sector
- 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 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 (on page 5) to Nicky Theobald.

Email: ntheobald@communityfirst.org.uk.

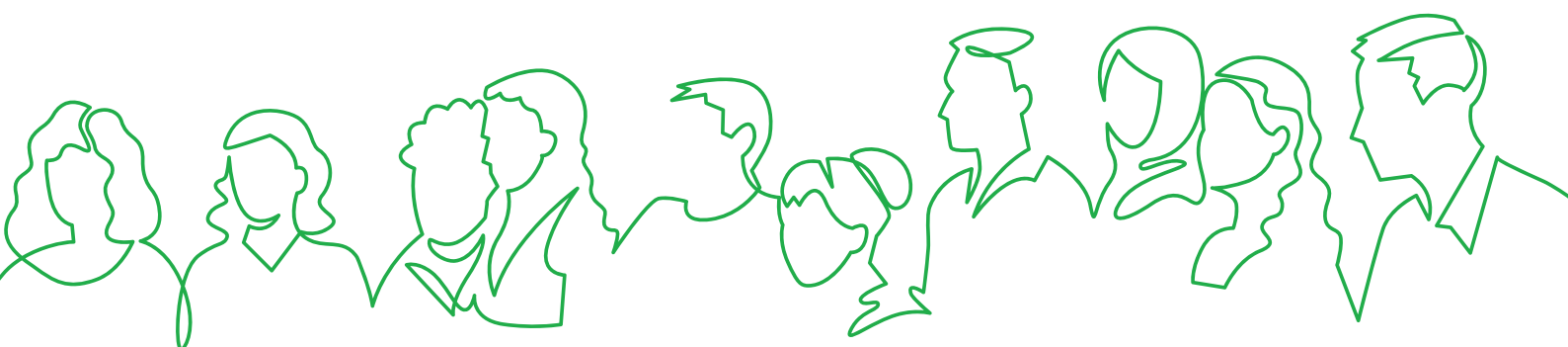
The deadline for applications is 31st August 2026.

Interviews will take place at the Community First office in Devizes or by video call. We intend to interview

prospective candidates in Autumn 2026. 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.

For more information about the role, please contact Lynn Gibson (Chief Executive)

lgibson@communityfirst.org.uk



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Community First Trustee Information 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](https://www.facebook.com/CommunityFirstWiltshire)

X: [@CommFirstWilts](https://twitter.com/CommFirstWilts)

Instagram: [@CommunityFirstWiltshire](https://www.instagram.com/CommunityFirstWiltshire)

LinkedIn: uk.linkedin.com/company/community-first

