



Trustee Recruitment Information Pack

Introduction

Thank you for requesting this information pack and for your interest in becoming a trustee for Hope at Home. To help you make your decision about whether you want to proceed, here is a little more information about us as a charity and our expectations of trustees. We have tried to outline everything that you may need to know but please do not hesitate to get in touch if you have any other questions.

Background

At Hope at Home, we believe that survivors of modern-day slavery and human trafficking deserve nurturing and supporting in order to find dignity and rebuild their lives. Supportive hosts and a stable home are a perfect setting for developing independence and resilience. We work with referral agencies and hosts to facilitate voluntary, adult to adult living arrangements between hosts and survivors exiting safe houses. We work in partnership with agencies that support our guests and Hope at Home supports our growing number of awesome hosts around the UK. We believe that everyone deserves the chance to find a hope and a future.

Our **vision** is that by 2030, we will ensure that every survivor of modern slavery in the UK has a safe place to live.

Our **mission** is to see an end to the cycle of human trafficking in the UK, restoring dignity to and helping to rebuild the lives of survivors.

For additional information please review our website at www.hopeathome.org.uk

What are we looking for?

Hope at Home understand the positive contribution a board of trustees from differing backgrounds and experiences bring to an organisation. We are a young organisation and are looking for people who are willing to assist us not only with our overall governance, strategy and finance but also individuals who are able to assist us operationally as we work to develop the organisation and deliver services. Experience of people management, leadership and development would be beneficial.

We want people who care about our sector, understand and commit to Hope at Home's role in supporting it and can work with a small leadership team to deliver our objectives. We are currently looking to recruit at least three new trustees to our board. We are seeking to improve, amongst other things, the skill set and competencies of the board, the visible diversity of the board to ensure we more accurately reflect the make-up of the people that we serve.

Trustees are required to attend a minimum of four meetings annually. These meetings take place at the weekends and require a whole day. Ahead of the meetings trustees will be expected to prepare for meeting and to complete any tasks or actions assigned from the meetings.

They are also expected to contribute to operational tasks on an ad hoc basis and as agreed take a lead on issues facing the charity.

Trustee Role Description

Introduction:

Our Trustee board wants to make sure there are a range of opinions when we make decisions about our work and are keen to find new trustees with differing perspectives and experience.

We are open-minded to skilled, enthusiastic, useful people whatever their background.

Criteria

You need to demonstrate how you fulfil the following criteria;

1. Experience of working, volunteering or using the services of small charities.
2. Experience of leadership in any sector, with strong financial acumen and a commercial mindset.
3. Experience of serving as a trustee for a charity.
4. Sympathetic to the Christian ethos and values of Hope at Home.

Key Duties

- Trustees must read, understand and enact their responsibilities in relation to Governance by keeping up to date with Charity Commission guidance <https://www.charitygovernancecode.org/en> and https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/842041/CC3_may18.pdf
- Trustees should act fairly and in accordance with best practice principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration/reimbursement of expenditure and discipline of trustees and other volunteers.
- Trustees must, with the help of the Chief Executive and the Leadership Team, formulate and review regularly Hope at Home's vision, strategic objectives and plans.
- Trustees must ensure, with professional advice where appropriate, that Hope at Home complies with all regulatory and statutory requirements and must exercise overall control over Hope at Home's financial affairs.
- Trustees must be familiar with, and regularly review, the rules and constitution of Hope at Home.
- Trustees must annually review Hope at Home's performance against its vision and objectives.

Key Responsibilities

- To ensure that Hope at Home has a clear vision, strategic objectives and plans to achieve them.
- To ensure that Hope at Home performs according to its strategic objectives.
- To ensure that Hope at Home complies with all legal and statutory requirements.
- To ensure that Hope at Home policies and procedures reflect best practice.
- To ensure Hope at Home has approaches to financial management and use of resources appropriately.
- An understanding of the issues facing the voluntary sector, especially small charities.
- A commitment to campaigning on behalf of the sector.

Personal characteristics:

- The ability to work strategically to set the direction and manage the directors without getting unnecessarily stuck on small details.
- The ability to communicate clearly and take an active role in discussions, challenging sensitively and constructively and maintain a level head in difficult situations.
- Focus and enthusiasm to deliver on Hope at Home's vision and mission.

Board Responsibilities to Staff

- Trustees must ensure there is a clear understanding of the scope of the authority delegated to the Chief Executive.
- Policies and strategies agreed by the Board should be clear and explicit and come from the Board as a whole.
- Trustees should act fairly and in accordance with best practice principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of the Chief Executive and other staff.
- Trustees must understand and accept the difference in roles between the Board, The Chief Executive Officer and the Chair of Trustees.
- Trustees should ensure that they do not act to undermine the Chief Executive.
- If a trustee has concerns about the performance of a member of staff, including the Chief Executive, this should be taken up with the Chair.
- If a Trustee has a concern about financial irregularities this should be addressed to the Chair who will act upon the information appropriately and in accordance with agreed procedures.

Hope at Home will:

- Provide the trustees with timely and relevant information in order to allow the Board to govern well.
- Provide the Board with the appropriate advice to make effective decisions and when necessary ensure that external professional advisors are available as and when needed.
- Work in partnership with the Board to ensure that it fulfils all its statutory and legal responsibilities.
- Invest time, money and other resources in order to help support and further develop good governance.
- Provide the Board with the necessary administrative and other support that they will need to govern well.
- Reimburse Trustees out-of-pocket expenses incurred in the course of their duties as trustees.

Trustee Meetings

- Trustees must attend all meetings regularly.
- Trustees should bring a fair and open-minded view to all discussions and should ensure that all decisions made are in Hope at Home's best interests and in service of its charitable objects and beneficiaries.
- Trustees must aim to foresee and avoid any conflict of interest. Where one arises, the trustee must declare it and absent him / herself from the meeting.
- Confidential information or material provided to or discussed at a trustee meeting must remain confidential, within the confines of the meeting and be managed according to relevant legislation. Papers submitted to the Board are to be kept secure and confidential.
- Trustees should be as open as possible about the decisions they take, giving reasons where appropriate and restricting information only when wider interests require it.
- Trustees have a responsibility to develop and ensure the maintenance of a properly constituted, balanced and competent Board, including clear procedures for selection, training, retirement and, if necessary, removal of trustees and to ensure arrangements are followed for recruiting the Chair and members of sub-committees.

Trustee application process:

We are assuming if you have requested this pack you are interested in becoming a trustee, which is great. Application (via email or letter) and should demonstrate how you meet the following requirements:

1. Experience of working, volunteering or using the services of small charities.
2. Experience of leadership in any sector, with strong financial acumen and a commercial mindset.
3. Experience of serving as a trustee for a charity.
4. Sympathetic to the Christian ethos and values of Hope at Home.

Send this information to: trustees@hopeathome.org.uk.

Once we have received and considered your application, we will then schedule a call with you and the Chair of Trustees and / or the CEO as appropriate.

If this is all successful, we will invite you to join us for a trustee meeting to meet the rest of the team and see how things work.

We have tried to streamline the application process as much as possible but please do let us know if there is anything, we can do to make the application more accessible.

Trustee dates for 2020: 25th January / 4th April / 11th July / 24th October.

Application deadline: January 2020.