

Trustee Recruitment 2021

Our Purpose

Centre4 exists primarily to serve the local community by providing a range of activities and facilities to promote increased opportunities for the residents of the surrounding area. It is committed to helping individuals and families to enrich their lives by enabling them to achieve their potential and play a full part in the local and wider community by providing high quality facilities, locally based services, training and learning opportunities.

Message from the Chair

Having been Chair of Centre4 for the last four years, I feel very privileged to have worked with such a fantastic team of managers, staff and trustees, all of whom have had the vision, commitment and determination to develop Centre4 so that it is now considered an absolute centre of excellence for the community of North East Lincolnshire.

We first took over our current building in 2014 and, as a derelict school in the heart of Nunsthorpe, the work required to bring it up to the standard it is today was daunting, to say the least. However, nothing proved impossible and so, with a great deal of hard work, loyal partners and a supportive community we now have a thriving hub which is not only welcoming to everyone, but is bursting with services, opportunities and activities for all.

Each year brings new challenges and opportunities. Hopefully you will be as enthused as we are with this exceptional local charity so that you too will want to become part of the next phase in our growth. If you feel that you have the skills, drive and passion to help us continue to grow and make our community a better place, we would love to hear from you.

Anne Hames

A Brief History ... Centre4 was established in 1995 and took occupancy of the Wootton Road site in July 2014, boasting a beautifully refurbished hall, a range of rooms for hire all tastefully decorated with a fresh modern look. The Centre offers Free wireless broadband, full disabled facilities, free parking and dedicated support from the friendly, professional Centre4 team.

Our Vision

- Listening
- Understanding
- Doing & Delivering
- Something for Everyone
- Home from Home
- Serving the Community

Our Mission

We do what it takes to make our community the best it can be by providing high quality facilities, locally based services, training and learning opportunities in the heart of the community

Our Values

- Community Based
- Friendly
- Helpful
- Supportive
- Informative
- Honest

Our Aims

- Financially Sustainable Community Business
- Improving Health & Wellbeing of Individuals and Communities
- Increasing Life Chances
- Delivering Quality services

Specific Duties of our Trustees

Vision, Values & Direction

- ◆ To contribute actively to the board of trustees' role in giving firm strategic direction to Centre4, setting a vision, goals, policy and plans, and targets and key performance indicators.
- ◆ To ensure breadth and diversity in the vision, values, policy and strategy of Centre4.
- ◆ To ensure that Centre4 seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy.
- ◆ To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, Centre4's vision and values.

Good Governance

- ◆ To comply at all times with the Trustee Board Code of Conduct and other Trustee policies.
- ◆ To uphold the principles and practice of good governance.
- ◆ To participate in Trustee development and training as appropriate.
- ◆ To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making.
- ◆ To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity.

Performance Management

- ◆ To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders.
- ◆ To appoint the Chief Executive and monitor his/her performance.
- ◆ To safeguard the good name and values of Centre4.

Management of Assets

- ◆ To ensure the financial stability of Centre4 through creation of an effective fundraising strategy.
- ◆ To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management.

Compliance

- ◆ To ensure that Centre4 complies with all legal and regulatory requirements.
- ◆ To ensure that key risks to Centre4 are identified and effectively managed and that professional advice is sought and considered where appropriate.



Statutory Duties of a Trustee

Main Duty

Under charity law Centre4 Trustees have and must accept the ultimate responsibility for directing the affairs of Centre4, and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up. In law trustees of Centre4 have three particular duties — care, compliance and prudence — which are set out below following the wording given by the Charity Commission.

Duty of Care

Trustees Must:

- ◆ Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that Centre4 is well-run and efficient.
- ◆ Consider getting external professional advice on all matters where there may be material risk to Centre4, or where the trustees may be in breach of their duties.

Duty of Compliance

Trustees Must:

- ◆ Ensure that Centre4 complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- ◆ Ensure that Centre4 does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- ◆ Comply with the requirements of other legislation and other regulators which govern the activities of Centre4.
- ◆ Act with integrity, and avoid any personal conflicts of interest or misuse of Centre4 funds or assets.

Duty of Prudence

Trustees Must:

- ◆ Ensure that Centre4 is and will remain solvent.
- ◆ Use Centre4's funds and assets reasonably, and only in furtherance of Centre4's objects.
- ◆ Avoid undertaking activities that might place Centre4's endowment, funds, assets or reputation at undue risk.
- ◆ Take special care when investing Centre4's funds, or borrowing funds for Centre4 to use.



Trustee Person Specification

Centre4 works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. Centre4 Board vacancies are normally advertised. Application is normally by written application, followed by interview. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

Personal Competencies

Centre4 Trustees are expected to demonstrate the following personal competencies:

Essential

Commitment

- ◆ Ability to understand and accept the duties and liabilities of being a charity Trustee.
- ◆ Empathy with the vision, mission and aims of Centre4.
- ◆ A willingness and ability to devote the necessary time and effort.

Focus

- ◆ Ability to think and apply knowledge strategically.
- ◆ Ability to think creatively.
- ◆ Ability to keep mission-focused.
- ◆ Ability to analyse and evaluate management information and other evidence.
- ◆ Willingness to listen and learn.

Communication & Teamwork

- ◆ Ability to communicate clearly and sensitively and to take an active part in discussions.
- ◆ Ability to influence and engage.
- ◆ Ability to work effectively in a group.
- ◆ Willing to express their own opinion in a reasoned way, while also listening to the views of others.
- ◆ Ability to challenge constructively and ask questions appropriately.

Accountability

- ◆ Ability to exercise sound and independent judgement.
- ◆ Willingness to make and stand by collective decisions, including those which may be unpopular.
- ◆ Ability to manage difficult and/or challenging situations.
- ◆ Ability to maintain confidentiality on confidential and/or sensitive information.



Skills and Experience

Centre4 wishes to see the following knowledge, skills and experience represented on its Board. All Trustees will be expected to meet at least one of these criteria. During a particular recruitment one or more of the following may be identified as priorities, depending on the needs of the Board at the time as identified through a skills audit.

Desirable

- ◆ Senior level strategic management experience within a third, commercial or public sector organisation
- ◆ Recent experience (within the last 5 years) of fundraising for, or in, a third sector organisation
- ◆ Experience at senior level of financial management
- ◆ Experience at senior level of strategic human resources or organisational development
- ◆ A professional qualification and significant practitioner experience in an area of relevance to Centre4 such as accountancy, charity law, and project or programme management
- ◆ Knowledge and experience of public policy formulation and influencing techniques across local, regional or national government
- ◆ Knowledge and experience of marketing or public relations in the third sector
- ◆ Experience as a trustee in a similar size or larger organisation, together with implementation of best practice in corporate governance
- ◆ Experience at a senior level of Early Years.

How to Apply

Thank you for your interest in Centre4. We would love to chat to you about this exciting voluntary opportunity.

Please contact Paula on **01472 236688**

To apply please send your CV with a covering note to paula.maskill@centre4.org.uk

* Please note that this role requires an enhanced DBS and Ofsted checks.

