

Could you help govern Heeley Trust into the future?

Heeley Trust is a Community Anchor; a successful charity founded 27 years ago to deliver community regeneration in and around Heeley and Sheffield. Charity number: 1067567

This is an opportunity to bring your knowledge and expertise to our friendly, inclusive board of trustees, to contribute to the direction of our organisation and help in the board's decision-making. It's also a great opportunity to gain experience at board level, enhance your CV and for your personal / professional development.

If you have skills and knowledge that you would like to bring to Heeley Trust, if you maintain the highest levels of integrity and are passionate about regenerating our communities, and if you are keen to be part of an organisation that works for the common good, then we look forward to hearing from you.

Heeley Trust is the neighborhood's Community Anchor, working to regenerate land, assets and prospects for our community, providing services that genuinely improve local lives and prospects.

We are based around a beautiful and well-loved community park in the heart of Heeley that we designed, and which we now continually develop and manage. Today, our projects and our impact have grown to support a network of community led projects across South Yorkshire, generating an annual turnover of £1.4 million:

- We run a thriving specialist bicycle shop and workshop that supports a wide range of community active-travel schemes.
- We deliver community services across Heeley and Gleadless Valley including social prescribing.
- We have restored one of three beautiful Grade II-listed Victorian School Board buildings, which won several architectural awards and is now let as managed office spaces. Funding is being sought to transform the other buildings into a dynamic mix of arts, business and community spaces.

Some founder members of the Trust have remained active and committed since 1996, while some new Trustees have joined the board over the years. **We are now seeking to recruit some new trustees, and to replace retiring board members.**

We are particularly interested in recruiting board members:

- with experience in managing heritage buildings
- with HR experience, particularly in the charity sector
- representative of our diverse local community.
- **to take on key roles:** the Chair, Secretary and the honorary Treasurer (more details about these roles appear on the next pages).

If you would be interested in becoming a trustee, and/or in taking on one of the key roles on the board, please email us at recruitment@heeleytrust.com with the subject line 'Trustee recruitment'. You can ask for an informal conversation with a trustee or with a member of staff of the trust, before making a formal application by sending your summary CV and a covering letter based on the role description, stating why you wish to be a trustee and what you could bring to the role. All personal data will be protected in accordance with the Data Protection Act (GDPR 2018) and the Privacy and Electronic Communications Regulation (PECR).

We will send you a pack of information including the Trust's latest accounts and business plan, and the Charity Commission's summary guidance 'The Essential Trustee'.

You may then be invited to meet the Trust Manager and one of two of the trustees for an informal discussion about the role, either in person or online. This discussion will focus on how your experience and skills meet the role description.

About the trust.

Heeley Trust was founded as a Development Trust and retains these core characteristics:

- community owned and led
- cultivating enterprise
- developing community assets
- transforming our communities for good

Our Board members play a vital role in ensuring we remain rooted in this community, delivering projects that make a difference. Trustees are local champions and critical friends: they scrutinise the work of the Trust, ensuring that it complies with its articles of association, charity law, company law and other relevant legislation or regulations. The trustees ensure that Heeley Trust pursues its charitable aims as defined in its articles of association, and carries them out only for public benefit, using its resources exclusively to pursue its charitable aims.

The Board adheres to the Charity Governance Code on good governance:
<https://www.charitygovernancecode.org/en/front-page>

Desirable Attributes in all Trustees

We are looking for trustees who have recent experience:

- at a senior level within a successful private, public, community or voluntary organisation.
- of formulating and delivering effective objectives, strategies and policies,
- of contributing to multi-disciplinary teams to deliver collaborative results
- of dealing with organisational and cultural change
- of engaging effectively with the environment, community and equality of opportunity.

You will have the ability to:

- make well-balanced, sound judgements
- operate at a strategic level, maintaining an overview of issues affecting the Trust
- contribute constructively to, and to operate within, a committee environment
- work effectively with, and command the confidence of, a broad range of stakeholders
- analyse complex situations ethically, with sensitivity and confidentiality
- develop relationships at a range of levels within the Trust
- listen to and empathise with the Trust's stakeholders at all levels.

You will have:

- a good understanding of, and sensitivity to, the issues facing the Trust's service users, customers, and communities
- a good reputation and personal credibility within the business sector and/or general community and/or environment sector
- integrity and the ability to reach well-balanced, sound judgements

You will be passionate about maintaining and developing excellence in all Heeley Trust's activities and maximising regeneration opportunities in Heeley.

Remuneration

Charity Trustees cannot be remunerated but can be fully reimbursed for their expenses.

Time Commitment

The Full Board meets every two months and at the AGM. Some Board members are also on committees which meet from time to time. The time commitment for Board Members will include these meetings, other formal discussions and any necessary preparation. It is anticipated that the overall time commitment will average out at 1 day per month.

Duration of Appointment

Three years initially with the possibility of further terms.

Heeley Trust will:

- Provide induction and opportunities for training and development to enable Trustees to carry out their role as effectively as possible;
- Give adequate notice of relevant dates and events;
- Provide reports and papers in advance of meetings;
- Respond to information requests and Governance queries.

More details concerning the role and expectations of Trustees can be found in the Trustees' Handbook, which will be provided to all new Trustees on successful election.

Trustees with specific roles

Chair

The Chair of Trustees is the key external contact for the Trust, and has oversight of the Trust's activities, through liaison with the Trust manager. The chair requires a sound understanding of governance, and the ability to lead a team in a constructive way, conducive to good working relations in a cohesive board, and with considered collective decision-making.

The chair provides leadership to the board with prime responsibility for ensuring it has agreed priorities, appropriate structures, processes and a productive culture and has trustees and senior staff who are able to govern well and add value to the charity.

The Trust recommends the Association of Chairs' 'chair's compass' for guidance: <https://associationofchairs.org.uk/resources/chairs-compass/>

Principal Responsibilities

- Supporting the rest of the Board and Trust Manager in the formulation of strategies for the Trust.
- Represent the Board in dealings with stakeholders and key partners and contribute to the development of sustainable working relationships
- Contribute to the guidance and support of the Trust's manager

Principal Tasks

- Chair Board meetings on a regular basis and be fully conversant with the business of the Trust
- In liaison with the Trust Manager, set agendas for meetings, and monitor minutes of meetings
- Attend projects and events organised by the Trust
- Advocate the work of the Trust and represent its interests in a variety of situations
- Provide specialist knowledge and experience to key staff in the role of advisor or mentor
- Contribute to appropriate sub-committees or working parties as required

Background and Experience

- Proven experience in chairing an established, complex organisation
- Rigorously self-reflective, open to feedback and committed to learning
- Ready to invest time and attention to understanding the diversity of activities that the Trust is engaged in
- Willing to learn how best to account for the rational and emotional responses of the board, by getting to know board members and enabling them to apply their skills and knowledge to best effect

- Ready to tackle challenges by working effectively with board members and Trust staff where necessary

Honorary Treasurer

The board of Trustees of Heeley Trust requires an Honorary Treasurer to monitor the financial administration of the charity and report to the Board of trustees at regular intervals on its state of financial health, in line with best current practice, and in compliance with the Trust's governing document and legal requirements. This includes financial commitments to various grant bodies.

The Trust works with a wide range of funders and contracting organisations, each of whom has their own reporting and contracting demands. The Trust also runs a specialist bike retail business, meaning that the finances are varied and relatively complex. If you have experience of finance in the charity sector, that would be a distinct advantage.

The Honorary Treasurer will work closely with the Trust's Finance Director, and will be involved in the appointment of any new Finance staff of the Trust.

Principal Responsibilities

- overseeing budgets, internal management accounts and annual financial statements and supporting the Trust's Finance Director in presenting these to the board of trustees;
- leading in the Board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- maintaining oversight of the development and implementation of financial reserves, cost-management and investment policies;
- chairing the Finance committee in line with its terms of reference, and reporting back to the full Board of trustees;
- monitoring and advising on the financial viability of the charity;
- overseeing the implementation of and monitoring specific financial controls and adherence to systems;
- advising on the financial implications of the charity's strategic plan;
- overseeing the charity's financial risk-management process;
- acting as a signatory on charity cheques and important applications to funders; and
- Board-level liaison with the Trust's external auditors on specific issues such as the Auditors' Management Letter and the related Board representations.

Principal Tasks

- Attend Board meetings on a regular basis and be fully conversant with the business of the Trust
- Liaise with the Finance Director on a regular basis
- Attend relevant projects and events organised by the Trust
- Advocate the work of the Trust and represent its interests in a variety of situations

- Provide specialist knowledge and experience to key staff in the role of advisor or mentor
- Contribute to appropriate sub-committees or working parties as required

Background and Experience

- Qualification in accounting in public or private sector
- Experience of charity finance is desirable
- Ability to work constructively with the Trust's Manager and Finance Director to keep oversight of Trust finances
- Ability to work creatively within the bounds of responsible finance to ensure the success of the trust
- Experience of successful grant-funding management would be an advantage

Secretary to the Board of Trustees

The secretary supports the Chair of the board by calling meetings, distributing the agenda, and taking and correcting minutes of meetings. The secretary should attend all meetings or arrange for another board member to deputise if they are unavoidably absent.

Principal Responsibilities

- Compile meeting agendas in liaison with the Chair and Trust Director, including regular board meetings and AGM. Where necessary, also to support any emergency meetings that may be called.
- Maintain accurate minutes of meetings and refer minutes promptly to the Chair for correction, ensuring that meetings are appropriately stored and accessible to the board.
- Maintain a calendar of meetings and ensure all board members are informed about meeting dates and locations in good time
- Maintain a register of meeting attendees

Principal Tasks

- Attend Board meetings on a regular basis and be fully conversant with the business of the Trust
- Attend projects and events organised by the Trust
- Advocate the work of the Trust and to represent its interests in a variety of situations
- Provide specialist knowledge and experience to key staff in the role of advisor or mentor
- Contribute to appropriate sub-committees or working parties as required

Background and Experience

- Excellent written and other communication skills
- Orderly approach to maintaining records
- Ability to work well with a Chair and Trust Manager and to ensure that meetings are planned in a timely and transparent way

- Prior experience serving on a board would be an advantage.