



CHORLEY HELP THE HOMELESS TRUSTEE RECRUITMENT PACK

Chorley Help The Homeless is seeking additional Trustees to direct and guide the future strategic development of the Charity, especially in the light of our recent acquisition of significant additional premises on Friday Street.

ABOUT CHORLEY HELP THE HOMELESS

Mission

- To help people in the community of Chorley who are homeless or threatened with homelessness and to seek to prevent homelessness.
- To act as an advocate on their behalf to ensure they get the support they need; to be a catalyst for change to improve their lives for the better.
- As an organisation, Chorley Help the Homeless aims to uphold the following values: to be credible, collaborative, accessible and responsive to those who seek our help.
- As individuals we personally will uphold the following values: to be respectful, inclusive, dedicated, fair and humane to those who need our help.

History

Founded in 1995, Chorley Help The Homeless celebrated its 25th birthday in 2020, having been created by an informal group of people from various local churches. One of the founders, Dorothy Griffiths, helped lead and support the charity throughout this time, until very sadly passing away in 2019. Our building on Clifford Street is named after her.

From that time there has been an unbroken period until the present day of providing practical help, advice and assistance to those experiencing or threatened by homelessness.

Our work is as important today as it was 25 years ago. So much so that we have acquired additional larger premises to give even greater support to those who look to us for assistance but also to provide space to other groups in the community that want to work with us to help make people's lives better. Located on Friday Street, close to the town

centre, we have named these premises The Gateway to help show that all who need help are welcome there.

Current Operations

Our current services include:

- Advice – helping clients with issues over benefits, landlord / tenant disputes etc.
- Foodbank – providing our visitors with food parcels when they need them
- Provision of food vouchers to our visitors enabling them to purchase fresh food of their choice from designated traders on Chorley Market.
- Clothing bank – provision of warm items, waterproofs, shoes etc.
- Household items to help those finding a home to equip it with basic essentials
- A place to talk with our volunteers over a hot drink
- Liaising with the local authority on housing need and provision for the homeless

Further Information

Website: chth.org.uk

Facebook: www.facebook.com/ChorleyHTH

THE ROLE AND RESPONSIBILITIES OF TRUSTEES AT CHORLEY HELP THE HOMELESS

Trustees role

Trustees are expected to:

- Provide leadership and strategic direction
- Ensure that financial and other resources are well-managed and used effectively
- To give guidance and support to the Manager and staff and support their ongoing training and development needs
- Ensure that the Charity meets all its legal obligations and maintains appropriate policies and procedures
- Use their skills, knowledge, experience and contacts to help support the development of the organisation and raise the profile of the Charity and its events
- Commit appropriate time to the role, attending meetings, and contribute to the work of the Board's committees and working groups
- Support the work of the organisation by attending events

Trustees will normally be also appointed as unpaid Directors of the associated registered company.

Skills and Experience

Chorley Help The Homeless currently has four Trustees. We are looking for a limited number of additional Trustees to strengthen the range of skills and experience on the Board of Trustees and to ensure the future sustainability of the Charity.

Current Board Members have a wide range of skills and experiences but we would welcome applications for additional Trustees who have skills and experience in **business development, financial management, fund raising, charity governance, housing policy and digital and social media management.**

Equity and Diversity

The Charity is committed to promoting equal opportunities and inclusivity, and to ensuring the Board of Trustees is representative of the people of the wider community of Chorley. The Charity encourages applications regardless of age, disability, gender, race, religion or belief and sexual orientation and from communities or groups that are under-represented in the governance of charities like ourselves.

If the role-holder is disabled, every effort will be made to supply all necessary equipment or support to allow them to carry out the duties of the role.

Qualities

A national training organisation* has recently promoted 'the top ten traits of a good Trustee'. These include:

- **Having relevant knowledge, networks and experiences.**
- **Generosity with their skills and support.**
- **Commitment to their own development.**
- **Willingness to learn about charity governance**
- **Passion about the mission**
- **Be able to challenge with good intent.**
- **Able to listen, be open to challenge and be able to change their minds.**

*Getting On Board

FURTHER INFORMATION

Board Meetings

Board meetings are held every two months, typically starting at 5.30pm at The Gateway in the centre of Chorley, but held digitally by Zoom if social distancing restrictions are in place. We expect Trustees to be fully prepared for meetings which will entail reading written reports in advance.

Expenses

Trustees are volunteers and are not financially remunerated, though reasonable expenses to enable attendance at meetings may be claimed back. These include travel, accommodation, postage, phone calls, childcare or care of other dependents while attending meetings.

Length of Service

Trustees will normally serve a three-year term to be eligible for re-appointment for one additional term.

Eligibility

Candidates must be at least 16 years of age and be legally eligible to become a Board Member/Chair or Trustee of a charity. You must **not**:

- Have an unspent conviction for an offence involving dishonesty or deception (such as fraud or be declared bankrupt or be subject to bankruptcy restrictions)
- Have an individual voluntary arrangement (IVA) with a creditor
- Been removed or disqualified as a company director or charity trustee because of wrongdoing
- Be disqualified or barred from acting as a trustee under the Safeguarding Vulnerable Groups Act 2006

Please see further information here:

<https://www.gov.uk/guidance/charity-trustee-whats-involved#before-you-start---make-sure-you-are-eligible> Applicants may be required to undergo a DBS check.

HOW TO APPLY

To apply to become a Trustee, please complete the CHTH Trustee application form which is available on our website or can be emailed or posted to you.

Applications should be addressed to: The Chair of the Trustees and posted to the Charity or emailed to ken.phillips@chth.org.uk

If you would like an informal conversation before applying, please email the Chair of Trustees, as above.

Once applications have been assessed, we will invite suitable candidates to an interview and arrange an informal opportunity for them to meet other Trustees and core staff.

Further Reading

- The role of Board Members and Trustees - The Charity Commission: <https://www.gov.uk/topic/running-charity/trustee-role-board>
- The Essential Trustee - The Charity Commission: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Thank you for your interest in Chorley Help The Homeless

Office: Dorothy House

45 Clifford Street
Chorley
PR7 1SE

Drop-in Centre: The Gateway

Matrix House, Friday St
Chorley
PR6 0AA

Tel: 01257 220077

Email: reception@chth.org.uk

Web: www.chth.org.uk