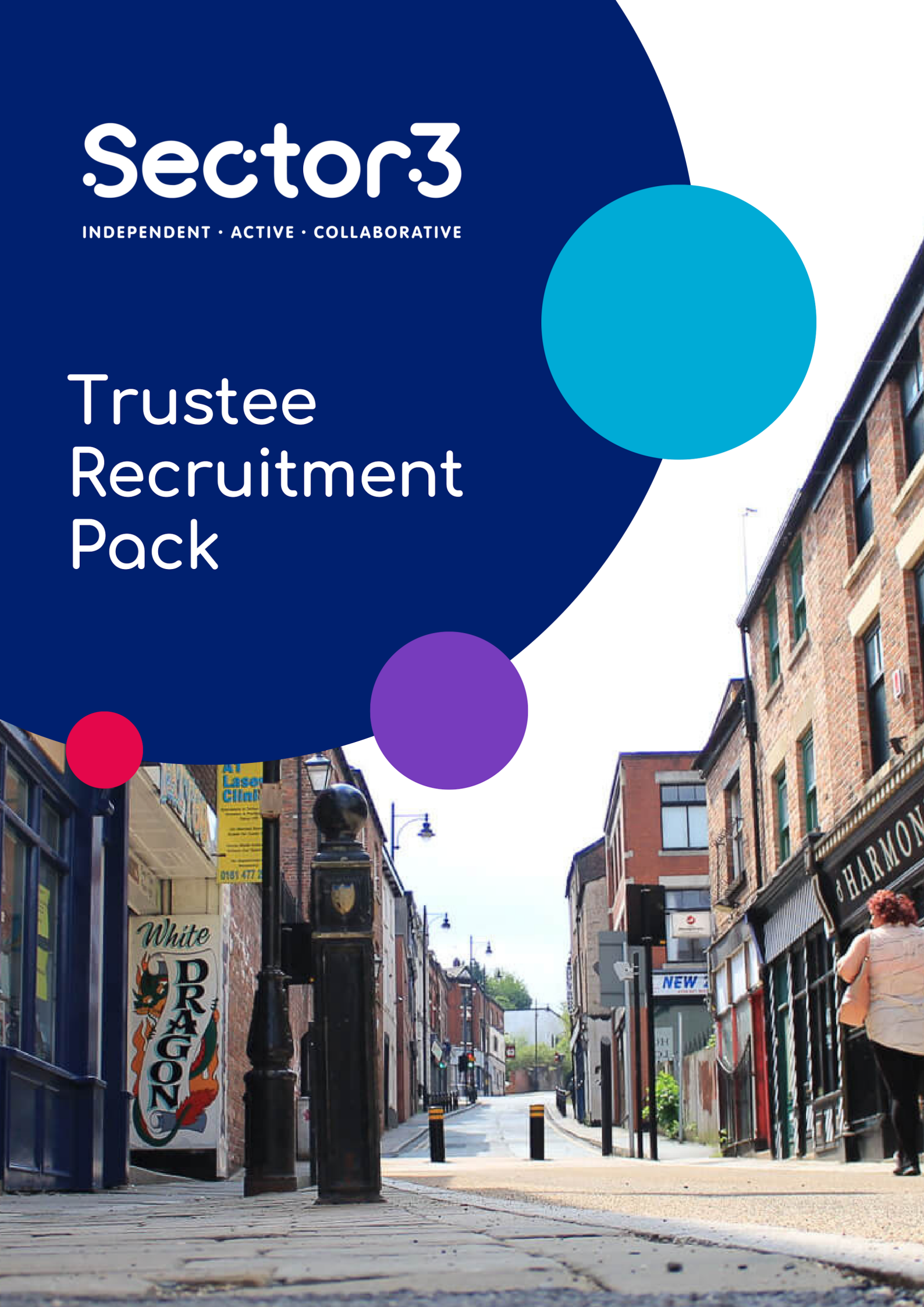


Sector3

INDEPENDENT · ACTIVE · COLLABORATIVE

Trustee Recruitment Pack



Sector3 is seeking up to four new trustees to join its board

Sector3 is the charity infrastructure support network for voluntary, community and faith-based groups, social enterprises and charitable organisations in Stockport. The charity works to protect a prosperous environment for the VCFSE sector to excel in, so that it can continue to do what it does best, support our communities to thrive.

A period of rapid growth over the past two to three years has seen the strengthening of governance structures and increases in budget and operational staff.

Following the appointment of a new Chair, Dr Paul Jarvis, Business Development Director at St Ann's Hospice and Chair of Stockport Talking Newspaper Association; the next stage will be to embed this growth for future development and leverage the skills and talents of the Board for the benefit of the sector.

The Board of Trustees is a mix of people with local interests. Each member has various influences from their other roles and member groups but come together as a collective to bring strength in their skills and objectivity to the governance of Sector3.

The Board shares a clear commitment to the positive development of a strong third sector. The diversity of Trustees assists the Board to be fully inclusive of the wide, varied and rich scope of the third sector in Stockport.

In our search for the right people, we are sharing this brief with networks across Stockport. We would ask that you extend this by circulating to your networks as well.

If you are interested in joining us, please contact us at trustees@sector3sk.org to let us know something of your experience and how you would be able to contribute. We are particularly looking to strengthen governance in the area of finance, ideally appointing one trustee with the skills and experience to lead our finance committee.

Role and Person Specification

The Charities Act 2011 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. Under charity law, the Board of Trustees holds the ultimate responsibility for directing the affairs of Sector3, and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. The below outlines the key responsibilities of the trustees and provides clarity on the personal skills and experience required to successfully fulfil the role.



Role Description

- Ensure that the organisation pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel
- Ensure that operational plans and budgets support the vision and strategy
- Ensure that the views of stakeholders (individual members, member organisations, healthcare professionals, staff and associated personnel) are regularly sought and considered
- Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances)
- Ensure that the organisation complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects
- Ensure that the organisation defines its goals and evaluates performance against agreed targets
- Uphold the good name and values of the organisation
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensure the financial stability of the organisation
- Protect and manage the property of the organisation and ensure the proper investment of its funds
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive
- Hold the chief executive to account for the management and administration of the charity
- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties
- Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees
- Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks

- Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders
- Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme
- Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation
- Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein



Person Specification

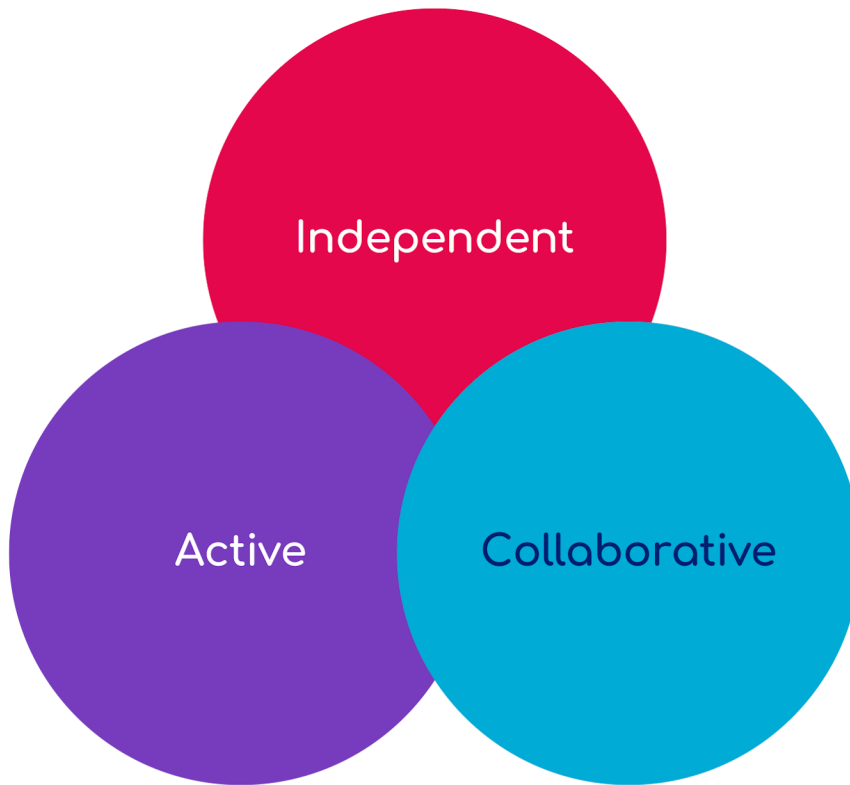
- A commitment to the organisation
- A commitment to equal opportunities and the promotion of diversity
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner in order to drive best practise
- Ability to evaluate and interpret management information and other data/evidence
- Ability and commitment to drive best practice in Charity Governance
- A facilitative approach, committed to collaboration and co-production
- Experience in effective and positive relationships with the Chief Executive Officer
- A demonstrable commitment to inclusivity
- A track record within VCFSE sector leadership, understanding of the complexities of the sector and lived experience that will inspire confidence in sector members and partners
- Financial experience in a charity setting
- Ability to spare 2 -4 hours on a monthly basis

How to apply

If you are interested in joining us, please contact us at trustees@sector3sk.org to let us know something of your experience and how you would be able to contribute.

Applications close **Wednesday 31 January**

Working with Sector3



The Sector3 team are vital in achieving the charities purpose - to maximise opportunities to create positive social change, promote social justice and harness social benefit; and to strengthen the voluntary, community, faith and social enterprise sector. Sector3's values underpin all our activities.

Our values should resonate with the perception and reality of working with, and for, us as an organisation.

As an organisation we are:

- **Independent** - we are a trusted source, driven by data and insight
- **Active** - we take a bold and creative approach
- **Collaborative** - we are proud to be part of the sector and what it can collectively achieve.

For more information on the work that we do please visit www.sector3sk.org



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