

Reaching People



*Commitment to
Lasting Change*

**CHAIR & TRUSTEE
RECRUITMENT
PACK**



1st First Floor, 42 Tower St, Leicester LE1 6WT



0116 255 2071



www.reachingpeople.co.uk

Dear Colleague,

Thank you for your interest in becoming a Trustee or Chair for Reaching People.

In this pack we hope you will find the information you need about Reaching People, the role and expectations:

Page 2	The full advertisement
Page 3	The Trustee role description
Page 6	The Chair role description
Page 9	Reaching People strategy
Page 10	The eligibility criteria

Please also refer to our annual accounts and our articles of association, which can be found on our website.

If you would like to know more and to have an informal discussion with myself as the Chair please email admin@reachingpeople.co.uk and I will be in touch.

If you wish to be considered for the opportunity, please consider the eligibility criteria and send your curriculum vitae and a statement, of no more than 500 words, explaining why you are interested in the role and what you would bring to it. Please note that in order to be appointed to the Board you would need to sign a declaration of eligibility.

Please send your application to admin@reachingpeople.co.uk The closing date in the first instance, is 31st March 2024.

I look forward to hearing from you.

Mandy Wardle-McLeish FFPH, FRSPH, FRSA

Chair of Reaching People

Reaching People



Commitment to
Lasting Change

Chair and Trustee vacancies



Reaching People is a well - established and respected charity working across Leicester, Leicestershire and Rutland and is the trading name of the Leicestershire Voluntary Sector Resource Agency.

We exist to optimise the effectiveness and impact of the VCSE sector to create positive lasting change for local people in need and experiencing inequalities. Believing we are stronger and more effective together, we support the VCSE sector to work collaboratively and effectively across local services, building capacity and capability; sharing expertise and targeting resources. Reaching People is a membership organisation with over 30 VCSE sector organisations, currently.

We have a strong track record of making a difference, most recently through our partnership projects such as Moneywise Plus, Health Plus and our Leadership programme.

We are looking for additional Trustees and Chair to join an experienced and committed Board.

With a new CEO and recently reviewed strategy, it's an exciting time to join the Board to share and build your skills and experience to strengthen Reaching People, the VCSE sector and ultimately the people we serve.

The information pack can be found on our website here
[Reaching People Trustee and Chair](#)

For an informal discussion with the current Chair please email
admin@reachingpeople.co.uk

To apply, please send your curriculum vitae and supporting statement (500 words maximum) outlining why you are interested and what you would bring to the role, to admin@reachingpeople.co.uk

Closing date for applications, in the first instance is 31st March 2024.

Please note that in order to be appointed to the Board you would need to sign a declaration of eligibility. If you are from a Reaching People member organisation and would be interested in becoming a Trustee, please discuss it with your organisation in the first instance to ensure their support.

Trustee Role Description

Background

Reaching People is a well - established and respected charity working across Leicester, Leicestershire and Rutland and is the trading name of the Leicestershire Voluntary Sector Resource Agency.

We exist to optimise the effectiveness and impact of the VCSE sector to create positive lasting change for local people in need and experiencing inequalities. Believing we are stronger and more effective together, we support the VCSE sector to work collaboratively and effectively across local services, building capacity and capability; sharing expertise and targeting resources. Reaching People is a membership organisation with over 30 VCSE sector organisations currently.

We have a strong track record of making a difference, most recently through our partnership projects such as Moneywise Plus, Health Plus and our Leadership programme.

Role of a Trustee at Reaching People:

Reaching People is a membership organisation, and our members are central to our work. Our Board reflects this and is made up of both member organisations representatives and independent Trustees.

Trustees play a vital role in the strategic leadership of Reaching People making sure that Reaching People achieves its core purpose. They oversee the overall management and governance of the charity. They also ensure that Reaching People has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the CEO to enable Reaching People to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that Trustees always act as a group and not as individuals. So, once a discussion and where appropriate, a vote has been held, Trustees are expected to support that decision.

Reaching People



*Commitment to
Lasting Change*

Key duties

- Contribute to the strategic leadership of Reaching People, supporting and providing advice on Reaching People's purpose, vision, goals and activities.
- Contribute to and approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Reaching People's financial plans and budgets and monitor and evaluate progress.
- Review and approve Reaching People's financial statements.
- Support the meeting of Annual reporting requirements to the Charity Commission and Companies House.
- Represent Reaching People and act as a spokesperson as appropriate, engaging with partners, decision makers, funders and commissioners.
- Ensure the effective and efficient overall administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Provide support and challenge to Reaching People's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Reaching People's operating environment and the implications of this for Reaching People.
- Contribute to regular reviews of Reaching People's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions by having read Board papers.
- Use independent judgment, acting legally and in good faith to promote and protect Reaching People's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Reaching People's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the Trustees will have opportunities to be actively involved beyond Board meetings. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the Trustee has special interest /expertise.

Reaching People



*Commitment to
Lasting Change*

What we are looking for

Personal skills and qualities:

- An enthusiasm for our vision and mission.
- A commitment to and experience of effective partnership working.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a Board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Ability to lead according to Reaching People's values and principles.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment:

Terms of office

- Trustees are appointed for a 3-year term of office, which may be renewed for a further period by agreement. However, Trustees may if they wish, serve for a shorter period.
- This is a voluntary position, but reasonable expenses are reimbursed.

Regular time commitment

- Attending 4 Board meetings annually. Currently meetings are held in person and online.
- Attending our AGM and any agreed strategy days

Committee membership

- Ad hoc and occasional support through working groups and / or support to the CEO/Board.

Reaching People



Commitment to
Lasting Change

Chair Role Description

Background

Reaching People is a well - established and respected charity working across Leicester, Leicestershire and Rutland and is the trading name of the Leicestershire Voluntary Sector Resource Agency.

We exist to optimise the effectiveness and impact of the VCSE sector to create positive lasting change for local people in need and experiencing inequalities. Believing we are stronger and more effective together, we support the VCSE sector to work together collaboratively and effectively across local services, building capacity and capability; sharing expertise and targeting resources. Reaching People is a membership organisation with over 30 VCSE sector organisations currently.

We have a strong track record of making a difference, most recently through our partnership projects such as Moneywise Plus, Health Plus and our Leadership programme.

Role of the Chair at Reaching People:

The Chair leads the Board, ensuring that it governs the charity effectively, in service of the charity's vision and mission. The Chair leads in an inclusive way, supporting the Board to work together well, and providing support and challenge to the Chief Executive.

Key duties

- Undertake the responsibilities of a Trustee (as outlined in the 'Trustee Role description' document).
- Provide strategic leadership to the charity and the Board, ensuring that Reaching People achieves its mission.
- Management responsibility for the CEO.
- Work in partnership with the Chief Executive and team to achieve our mission.
- Lead the Board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Optimise the relationship between the Board and Reaching People's staff and volunteers.
- Plan and chair the Board meetings and the AGM, with others as appropriate.
- Be an ambassador for the charity and act as a spokesperson and figurehead for Reaching People.

Reaching People



Commitment to
Lasting Change

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board. We are also looking for people who want to make a difference to the VCSE in LLR and to the people we serve. We are particularly keen to hear from people who have experience/expertise in some of the areas where we want to strengthen the Boards skills, for example around Communication and marketing, legal and HR.

Personal skills and qualities:

In addition to the requirements of the Trustee role (outlined in the Trustee Role description document) we are looking for the following for the Chair:

- Experience of being a Trustee, though you do not need to have been a Chair before.
- A keen sense of strategic purpose.
- An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively. You are comfortable with challenge and debate and are able to encourage that in others whilst fostering a collaborative Board environment.
- The ability to advocate - be able and willing to champion Reaching Peoples work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- Be available and responsive (within reason). As a small charity at times, the Chair may need to advise, support or provide consent as necessary.

Terms of appointment:

Terms of office

- Trustees are appointed for a 3-year term of office, which may be renewed for a further period by agreement. However, Trustees may if they wish would serve for a shorter period.
- This is a voluntary position, but reasonable expenses are reimbursed.

Regular time commitment

- Attending 4 Board meetings annually. Currently meetings are held in person and online.
- Attending our AGM and any agreed strategy days

Committee membership

- Ad hoc and occasional support through working groups and / or support to the CEO/ Board.

Reaching People



Commitment to
Lasting Change

Reaching People Strategy

Context

Leicester, Leicestershire and Rutland has a vibrant and diverse voluntary community and social enterprise sector. Each organisation makes its own vital contribution to the sector whether it influences policy, advocates for its beneficiaries, carries out research, builds capacity or provides direct support, to ultimately achieve the best outcomes for local individuals and communities.

Reaching People believes that through cooperation, collaboration and partnership we can create a sector that is 'greater than the sum of its parts', maximising its effectiveness and impact by:

- Accessing, pooling and targeting resources
- Minimising duplication and maximising reach
- Influencing decision makers and agenda setting
- Being creative and responsive
- Sharing learning, expertise, knowledge and skills

Our Vision

A connected and collaborative VCSE sector responding effectively to the needs of our community.

Our Mission

To optimise the effectiveness and impact of the VCSE sector to create positive lasting change for local people.

Our Goals

Encourage, initiate, facilitate, coordinate and manage collaboration and partnership working.

Build the capacity and capability of individuals, communities and VCSE organisations.

Support the VCSE sector to have a voice and influence wider change.

Our Values

Underpinning and guiding all we do and our relationships with stakeholders:

Cooperation, collaboration and partnership We work with others to deliver our mission.

Commitment We are passionate about overcoming barriers and seeking effective solutions.

Respect We are professional and act with integrity, trust and mutual respect.

Equity and Inclusion We promote equity, fairness and diversity.

Informed Our work is evidence based and demonstrates best practice.

Listen and Learn We listen to understand, learn and respond.

Transparent We are open, honest and clear.

Reaching People



Commitment to
Lasting Change

Eligibility

You will be asked to sign a 'declaration of eligibility' before appointment to the Board. Please consider the following before submitting your application.

To be a Trustee or Chair you need to be fully aware of the following sections of the Charity Commission Booklet 'CC3 Responsibilities of Charity Trustees' regarding eligibility:

- ✓ No-one under the age of 18 can be appointed either as a charity trustee or as a nominee (except that a person under the age of 18 can be the director of a charitable company).
- ✓ Some people are disqualified by law from acting as charity trustees or nominees, including anyone described in section 72(1) of the 1993 Act. This includes:
 - Anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent;
 - Anyone who is an undischarged bankrupt;
 - Anyone who has previously been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
 - Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.

- ✓ It is normally an offence to act either as a charity trustee or as a nominee while disqualified unless we (The Charity Commission) have given a waiver under section 72(4) of the 1993 Act (there are some special provisions applying to the administration of charitable companies).

- ✓ In addition to the disqualifications listed above, the governing document of a charity might also contain a provision which would disqualify certain people from acting as charity trustees. If the governing document does contain such a provision, we (The Charity Commission) could not give a waiver under section 72(4) of the 1993 Act, as these powers cannot override the provisions in a governing document.

- ✓ In addition to the disqualifications detailed in section 72(1) of the 1993 Act, which apply to trustees of all types of charities, the Criminal Justice and Court Services Act 2000 disqualifies certain individuals from holding a range of positions in children's charities, including charity trusteeship. This ban covers, for example, anyone who commits one of a number of serious offences against children and who is subject to a disqualification order made by the Court under that Act. It is also a criminal offence for a disqualified person to knowingly seek appointment to any position covered by this ban including charity trusteeship of a children's charity. It is also an offence for someone to knowingly appoint a disqualified person to such a post.

Reaching People



Commitment to
Lasting Change