



# TOGETHER FOR CHANGE COVENTRY AND WARWICKSHIRE<sup>+</sup>

## Trustee Recruitment



## About us

Together for Change works in partnership with churches, charities and local agencies to develop projects that will bring positive change to their communities.

Our focus is to work in deprived communities and support creative and innovative projects to alleviate poverty. We work closely with the Diocese of Coventry and the Together Network (part of Church Urban Fund).

TFC seeks to facilitate social enterprises and local projects that will support sustainable community transformation and tackle issues of systemic poverty. Such projects include;

- Fresh Start; an initiative pioneered by TFC, working with churches and other organisations around Coventry to offer a warm and welcoming environment to refugees, asylum seekers and migrants.
- Saints Nuneaton; a project initiated by TFC with the aim to breathe new life into Nuneaton. Located in the old Conservative Club building, the project is supported by a group of Nuneaton Churches, other Christian Organisations, and local authorities who want to see positive change in their communities.
- Good Neighbours; a project which provides friendship opportunities and activities for older people within Coventry and Bedworth, and reaches out to isolated and lonely older people to help them engage with their communities and maintain their independence.
- Transforming Communities Together Warwick: a partnership project between the Anglican Churches of Warwick and Together for Change. The project is also funded by the King Henry VIII Endowed Trust which provides income for the Warwick Anglican Churches and is for the benefit of people living in CV34.
- The Message Bus; an initiative with Warwick & Budbrooke Team Churches, involving converting a double-decker bus into a mobile youth centre.
- Emergency Food; supplying food hampers to hungry families, particularly during the COVID-19 pandemic
- Warm Spaces; a project which supports vulnerable groups in our most deprived parishes with the aim to keep our communities fed, connected and warm in the winter months.
- Support to parish churches: support churches to reach vulnerable members of their communities through fundraising support, advice on community projects and project management where required.

TFC also seeks to work in a strategic and coordinated manner with existing projects, sharing information and best practice.

Our current board of seven trustees is chaired by April Gold, the Diocesan Director of Education. Together for Change has a small, dynamic staff team of 12 employees, led by CEO Jet Jones.

## Trustee Recruitment

Together for Change Coventry and Warwickshire became a Company Limited by Guarantee in November 2013 and registered charity afterwards. The Board of Trustees is responsible for the overall governance and strategic direction of Together for Change Coventry and Warwickshire, developing the charity's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. Governing document, [TOGETHER FOR CHANGE COVENTRY AND WARWICKSHIRE – 1160133, Register of Charities – The Charity Commission](#).

We are looking to expand our expertise and diversify this Board of Trustees. There are two vacancies. These are voluntary positions. The expected overall time commitment for a trustee is on average 1 day per month.

Our Board currently meets up to 6 times a year for approx. 1.5 hours, with trustees required to do preparation prior to meetings. These meetings are usually held at the Diocesan Offices in central Coventry, Saints Nuneaton, Diocesan Board of Education in Rugby or by ZOOM.

The address of the Diocesan Offices is:

1 Hill Top,  
Coventry  
CV1 5AB

## Timeframe and Process

Applications need to be sent to the CEO of Together for Change, Jet Jones, by email on [Jet.Jones@Coventry.Anglican.org](mailto:Jet.Jones@Coventry.Anglican.org) Friday 3rd March 2023.

Please send a CV and expression of interest (maximum of 500 words) as to why you would like to join the Together for Change Board of Trustees/Directors.

In the alternative, please contact our Chair of the Board, April Gold, by email on [april.gold@coventrydbe.org](mailto:april.gold@coventrydbe.org)

Trustees will consider all applications and may invite some applicants to meet with them to explore their application and to enable the applicant to meet with members of the Together for Change trustees to explore the role further and for both parties to decide on their suitability for the role.

## Main Trustee Responsibilities

- Ensuring TFC complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensuring the effective and efficient administration of TFC and its resources, striving for best practice in good governance, acting in the best interest of the charity, beneficiaries and future beneficiaries at all times
- Contributing actively to the board of trustees role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Promoting and developing TFC in order for it to grow and maintain its relevance to society. This includes involvement in campaigning and fundraising activities
- Promoting and safeguarding the good name and values of the organisation
- Maintaining sound financial management of TFC's resources and to ensure the proper investment of the charity's funds ensuring expenditure is in line with the organisations objects and investment policies
- Interviewing, appointing and monitoring the work and activities of the senior paid staff.
- Acting as a counter-signatory on charity cheques and any applications for funds, as appropriate
- Maintaining absolute confidentiality about all sensitive, confidential information received in the course of trustee's responsibilities to TFC.

In addition, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may include:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

## Accountability

As the Board is responsible and liable for the governance and functioning of the charity, it is accountable in varying degrees to a variety of stakeholders, including: Members, Funders, the Charity Commission and Companies House.

## Term of Office

Trustees are appointed for a term of five years, with the potential to be reappointed for a second term.

## Personal Specification

- Passionate about working in deprived communities and support creative and innovative projects to alleviate poverty and bring about positive change.
- Committed to the aims of Together for Change and the approach, development and delivery of the TFC projects.
- Committed to working with people of all faiths and none
- Able and willing to devote the necessary time and effort to this role
- Committed to equality, diversity and inclusion
- Good, independent judgement, willingness to speak your mind, solution focused and resilient
- Able to think creatively, and strategically
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Able to work effectively as a member of a team

Together for Change are particularly looking for applications from people with knowledge or expertise in the following areas:

- Fundraising
- An ability to provide a strategic overview of financial resources
- At least one of our core themes, including; refugees and asylum seekers, elderly, family work and reaching deprived communities.

We would also like to expand our spheres of influence, and the diversity of the Board. We are under-represented by minority groups and by young people. We would particularly welcome applications from anyone in those groups.

## Qualifying Factors

Trustees must be:

- Aged 18 or over
- Willing to sign a self-declaration of eligibility

Trustees may not:

- Be an undischarged bankrupt.
- Have been removed from trusteeship of a charity by a Court or the Charity Commission.
- Under a disqualification order under the Company Directors' Disqualification Act 1986.
- Convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- Disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- Have any financial conflicts of interests with any of our projects or initiatives (either in person or through family or business connections) which have not been formally notified in a conflict of interest statement. Trustees should specifically notify any such interest at any meeting where trustees are required to make a decision which affects personal interests, and will be absent entirely from any decision on the matter and not vote on it.