

TRUSTEE RECRUITMENT PACK



In this trustee recruitment pack you will find:

- Introduction to Wycombe Homeless Connection (WHC) including our faith foundation, vision, mission and values
- The current trustee role vacancies
- The role of the board of trustees
- Trustee role description
- How to apply
- Useful links

Wycombe Homeless Connection is a Christian-led charity that serves people who are homeless or at risk of homelessness in south Buckinghamshire. We work within our faith foundation to bring about God's love in action to end homelessness in our community.

Our faith foundation

Our faith foundation drives our vision, mission and values, below, which in turn influence the way we work and interact with everyone we come into contact with.

We serve our community out of a biblical mandate. We are happy to explain our faith but we do not promote religion nor evangelise. We serve and work with people of all faiths and none and respect the diversity of people we serve. Among our wide range of supporters, we rely on close relationships with many local churches who provide premises, financial support and many of our volunteers.

Our vision

That south Buckinghamshire is transformed into a place where no one loses their home and that there is suitable housing and housing security for all – because we believe that is what God wants for our community.

Our mission

To help people who are homeless or facing homelessness by:

- Preventing homelessness before it starts
- Reducing harm for people who are homeless
- Helping house people who are homeless
- Defending the rights of people who are homeless or facing homelessness

Our values

Our Christian faith guides everything we do and inspires our four core values.

Compassion

We treat every person with compassion, caring for the whole person, taking account of an individual's physical, emotional and spiritual needs, especially those who have been harmed by homelessness, or are facing homelessness.

Respect

We respect and value every person as created in God's image and will treat them with love, dignity and kindness.

Trust

We build trust acting responsibly and with integrity in all we do, committing to achieve the best outcomes for every person we encounter and work with. We trust God will, through our supporters and community, provide all we need to do our work.

Teamwork

We achieve more when we learn from and collaborate with others including the people we serve, our partners, our supporters, our staff and our volunteers.

The current trustee role vacancies

We are looking for enthusiastic, dedicated and skilled people to join our board of trustees to help us tackle homelessness in our community and guide the development of the charity.

We need people with a wide range of professional skills and applicants should have a strong belief in, and attraction to, our cause.

Because of the nature and context of the role, there is a requirement that the role-holder must be a Christian.

Trustees take overall responsibility for the strategic direction of the charity and its ability to fulfil its mission to reduce homelessness, and the harms of homelessness.

We are seeking trustees that have experience in the following areas:

- Homelessness and housing
- Fundraising and marketing
- Statutory sector experience

If you have experience in any other area we would still like to hear from you.

The role of the board of trustees

The board exists to ensure we carry out the purposes for which the charity was set up, that it complies with the governing document and charity law, manages its resources responsibly and upholds the ethos of the organisation.

The statutory responsibilities of all trustees

- To ensure that the organisation complies with its governing document, charity law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public.
- To contribute 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.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
- To ensure the financial stability of the organisation and to protect and manage the assets of the charity and to ensure the proper investment of the charity's funds.
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
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Specific responsibilities

- To use any specific skills, knowledge or experience they have to help the board of trustees reach quick and sound decision by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.
- To work with fellow trustees to shape, drive and monitor our strategy.
- To prepare for and participate fully in board meetings.
- To act reasonably in decision making and leadership of the organisation.
- To ensure the proper management and administration of the charity.
- To participate in sub-committees as required.
- To manage risks with a considered, proportionate and balanced approach.
- To support WHC's chief executive.
- To participate in other tasks that arise from time to time e.g. interviewing new staff or helping with fundraising and to promote our work.
- To keep informed about the activities of WHC and wider issues which affect its work.
- To abide by WHC's trustee code of conduct.
- To seek the guidance of the Holy Spirit and apply the Christian faith to issues that may arise and to pray for our ongoing work.
- To conduct the duties of a trustee in accordance with Christian teaching[#].
- To contribute to the collective promotion of Christian standards in WHC's work and working relationships and contribute to an environment of mutual Christian encouragement.

Our board handbook is available on request.

Trustee role description

Role type: Trustee positions are voluntary with reasonable expenses paid.

Location: Our office is in High Wycombe, Buckinghamshire. In-person board meetings will usually be in High Wycombe but may also take place locally or online if needed.

Time commitment: Minimum of three hours a month plus any other commitments the role holder takes on. The board meets approximately 11 times a year. Individual trustees may be asked to join a subcommittee and/or take on additional responsibilities.

Term of office: Terms are for three years and any eligible trustee can be reappointed.

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Person specification

Wycombe Homeless Connection seeks to appoint trustees who demonstrate the following essential, desirable and specific skills:

Essential skills

Commitment

- Willingness to understand and accept the duties and liabilities of being a charity trustee.
- Willingness to uphold the vision, mission, ethos and aims of WHC.
- Willingness and ability to devote the necessary time and effort.
- Willingness to bring Christian spiritual resources to the role, praying for the work and seeking guidance from the Holy Spirit in decisions they make.

Focus

- Ability to think and apply knowledge strategically.
- Ability to think creatively.
- Ability to keep mission-focused.
- Ability to analyse and evaluate management information and other evidence.
- Ability to listen and learn.

Communication and team working

- Ability to communicate clearly and sensitively and to take an active part in discussions.
- Ability to influence and engage.
- Ability to work effectively in a group.
- Ability to express their own opinion in a reasoned way, while also listening to the views of others.
- Ability to challenge constructively and ask questions appropriately.

Accountability

- Ability to exercise sound and independent judgement.
- Ability and willingness to make and stand by collective decisions, including those which may be unpopular.
- Ability to manage difficult and/or challenging situations.
- Ability to maintain confidentiality on confidential and/or sensitive information.

Desirable skills

- Understanding of homelessness and the types of work undertaken by WHC.
- Previous wider involvement with the voluntary sector.
- Experience of committee work.
- Experience of charity finance and/or charity fundraising.
- Previous management/board experience.

Specific skills

The specific areas of expertise and skill that are of particular interest for the current trustee vacancies are specified in the advert and above.

Our trustee code of conduct is available on request.

How to apply

If you would like a conversation about the role of a trustee with our chair, please contact Dr Sheena Dykes Sheena.Dykes@wyhoc.org.uk.

Please visit <https://wyhoc.org.uk/trustee-recruitment> to find the application form and skills audit.

Please return your application form, skills audit and your CV to to Dr Sheena Dykes: Sheena.Dykes@wyhoc.org.uk or by post c/o Wycombe Homeless Connection, Oakley Hall, 8 Castle Street, High Wycombe, HP13 6RF.

Useful links

Our website: www.wyhoc.org.uk

Our annual review 2021-2022: www.wyhoc.org.uk/annual-review

Trustee recruitment documents: www.wyhoc.org.uk/trustee-recruitment

Facebook: www.facebook.com/WycombeHomelessConnection

Twitter: www.twitter.com/WycombeHomeless

Instagram: www.instagram.com/wycombehomesconnection/

#Relevant biblical references are: John 14:15; Hebrews 12:14; 1 Peter 3:15; Colossians 3:22-24; Matthew 5:13-16; Ephesians 6:18; Matthew 18:15-17; Psalm 133*