

Southern Brooks Community Partnerships

Trustee Information Pack

Strong Communities Powered by People



Charity number
1157061

The Partnership Every Community Needs

www.engagevisually.co.uk

Trustee Appointments

Dear Candidates

This is an exciting opportunity to help shape a charity that is one of the leading providers of practical support for communities across South Gloucestershire, with a reputation for understanding local strengths and needs and working alongside local people.

Southern Brooks Community Partnerships is recognised as an anchor organisation with an outstanding reputation for working with all groups across the region. In recent years, its income has grown to over £1m, with more than 50 staff and approximately 100 volunteers.

We regularly review the Board and maintain a diverse and relevant membership. Joining this committed and enthusiastic team will give you an opportunity to help shape the future of the charity, as we move into a new post-pandemic world.

If you share our values and vision and have the time and commitment to join us at this exciting, if challenging time, we would love to hear from you.



Jules Moore
Chair

Our vision is to create
“Strong Communities
Powered by People”.



Who we are?

Southern Brooks Community Partnerships is a community development organisation, which brings people together to build strong communities.

We are a charity who works with the community to deliver a wide range of services across South Gloucestershire.

Some of the projects we run include wellbeing support, youth clubs and employment coaching. Working with one of our partners, Developing Health and Independence, we provide social prescribing to all GP practices in South Gloucestershire and are also working closely with Second Step Mental Health .

What does Southern Brooks Community Partnerships do?

We work with communities to understand local aspirations, and bring people together to find ways of realising their ambitions.

We provide practical support to help people get on in their lives, from training courses to job clubs to one-to-one support.

We run a youth centre, where young people can connect, try new things and get support to make changes in their lives and communities.

We work with people of all ages - older people, children and young people.

We aim to fill gaps in service provision, where communities' needs are not being met.

Our Aim

Our aim is that by 2022 we will have established SBCEP as a community development partner offering a high quality and integrated range of services for existing and new communities across South Gloucestershire.



Our Ethos Statement:

We are passionate about helping people to make a difference in their lives, families and neighbourhoods.

Southern Brooks Community Partnerships values and guiding principles are at the heart of everything we do.

- Include and Value
- Recognise Potential
- Celebrate Diversity
- Strengths-Based
- Excellence and Evidence



The Board

The board consists of skilled professionals with backgrounds in industry, local government, entrepreneurship, accountancy and the charity sector. Some members are local residents from Patchway and Kingswood.

Term of Office

The term of appointment is for three years initially with the possibility of two further three year terms making 9 years in total.

We would like trustees to commit sufficiently to make a valuable contribution throughout the year.

It is expected that trustees will attend bi-monthly board meetings, which may be online or face-to-face.

What we look for

- Commitment to our values
- Able and willing to devote the necessary time to the role
- An understanding of barriers that people face to achieving success and willingness to learn more about this
- Knowledge about or an interest in the local areas of Patchway and Kingswood
- Knowledge or interest in community development, health and wellbeing or safeguarding,
- Looking to build more diversity in the board, we welcome applications from representatives of the diverse community we serve.

Covid response

2020 – and now 2021 - will always be remembered for the COVID-19 pandemic and lockdowns. As a result, we run a community support helpline on behalf of South Glos Council, initially from 9am-7.00pm Monday – Saturday, though these hours have reduced recently. This involves up to 15 staff, supervising, answering helpline calls and running errands. This is boosted by over 30 volunteers who help by running errands such as prescription collection, emergency food box provision or shopping deliveries, plus making befriending 'tea and chat' calls or even walking dogs!

Over the period of the three lockdowns, up to the end of Feb 2021, we have dealt with 550 calls. Of these, by far the majority were from people needing to access food.

Working with South Glos Council and CVS, we also employ a Community Coordinator to support the fabulous mutual aid groups that sprang up. This includes making regular phone and email contact and fortnightly community support zoom calls. We have provided training and support, including safeguarding, CIC development, data collection, L2 Food Hygiene and updating the council's Community Toolkit.



Being a trustee

Being involved in the local community has always been important to me, making a contribution and improving things.

The Trustee Role is a fascinating one. We get an overview of an incredible organisation and its work, and to contribute to its success. To see the communities it has been involved in develop and our service users gain so much has been one of the most rewarding parts of the Trustee role.

Southern Brooks Community Partnerships has been transformative for communities and for individuals. Its paid staff, volunteers and the organisation as a whole have established a reputation for the quality of their work and the results they achieve.

The Trustee Board needs people with a commitment to the community, and the values of the group. We also require people with particular skills and expertise. It is a very responsible role and requires a level of commitment in order to fulfil trustee obligations.

Being involved in Southern Brooks Community Partnerships is immensely rewarding, helping shape a successful organisation that makes a positive impact in its communities and improving the lives of the people in those communities.

I hope this has provided you with useful information about the role. If you are interested in meeting us, please get in touch.

David Bell, Trustee

Role Profile

Statutory Tasks and Duties of a Trustee

To ensure that the organisation complies with its governing document, charity law, company 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 to pursue its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are

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

To ensure the financial stability of the organisation including implementing a fundraising strategy

To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

To appoint the chief executive officer and monitor his/her performance

Other duties

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

Scrutinising board papers

Leading discussions

Focusing on key issues and priorities

Skills in developing social enterprises and sustainable funding

Providing guidance on new initiatives

Other issues in which the trustee has special expertise



We are actively seeking individuals with knowledge or interest in one or more of the following;

Safeguarding

You will have knowledge or experience from an existing or previous paid or volunteer role

Community links

You will have an interest in one or more of the communities in South Gloucestershire

Health and Wellbeing

You will have expertise, knowledge or experience in the field of health and wellbeing

Marketing and Communications

You will have experience, knowledge or interest in one or more from the list below

- Developing communication strategy and offering direction to staff
- Social media and traditional media
- Advising staff with website development and online marketing
- Branding design and development

How to Apply

Please send a CV along with a covering letter to office@southernbrooks.org.uk
www.southernbrooks.org.uk

Trustee Person Specification

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Believe in the organisation's core values

