

Trustee Recruitment Pack

Introduction

Hackney CVS has been supporting, connecting and championing voluntary and community organisations across Hackney for more than 25 years. Rooted in Dalston and grounded in the legacy of our founder, Adiaha Antigha, we have a long history of convening communities, tackling inequality and racism, and providing a collective voice for organisations working closest to residents.

Over the past year, following extensive conversations with the sector, partners and funders, we have undertaken a significant redesign of our work and structure. This is in response to a rapidly changing funding and policy environment, the increasing pressure on the voluntary and community sector (VCS), and clear feedback from organisations that support needs to be focused, accessible and delivered in ways that strengthen the whole ecosystem.

We are now entering an exciting new phase of development with a refreshed strategy built around three pillars:

A stronger voice for the VCS - supporting organisations and communities to influence decisions, shape policy and challenge inequality.

A better connected VCS - building the trusted networks and partnerships needed for collaboration, solidarity and collective action.

A better resourced VCS - supporting organisations to access funding, space, knowledge and tools to thrive.

We have reshaped our internal roles to match this purpose and ensure the VCS receives the right type of support at the right time. We are also shifting focus away from direct delivery and firmly into our core mission as a local infrastructure organisation, strengthening others to lead, serve and create change.

This is a pivotal moment for the organisation. We are rebuilding for the future, deepening relationships across City & Hackney, and working proactively to secure the resources needed to continue convening, advocating for and building the capacity of the sector. As we do so, the role of our Board has never been more vital.

We are now seeking new trustees who share our values, our commitment to equity and social justice, and our belief in the power of a strong, confident voluntary and community sector to transform lives.

Role purpose

To work with fellow trustees to provide oversight, strategic guidance and support to the CEO and leadership team, ensuring Hackney CVS is well governed, impactful, and financially sustainable.

The role includes contributing to informed and considered decision-making on the use of resources, offering external perspective and challenge, and helping to ensure that the organisation is accountable to its members, communities and funders. You'll also serve as a sounding board and critical friend to the CEO, supporting Hackney CVS to lead with confidence, integrity and ambition.

Appointments

Trustees are voted onto the Board by a majority. You will be asked to submit a nomination and will have the opportunity to tell members why you should become a trustee.

Tasks and accountabilities

All trustees are accountable to the Chair of the Board.

Their role is to:

- Ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that the organisation applies its resources exclusively in pursuit of its charitable objects
- Ensure that the organisation defines its goals and evaluates performance against agreed targets
- Safeguard 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 charity and ensuring the proper investment of the charity's funds
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive

In addition, trustees may take on specific responsibilities through our sub-committees or task and finish groups. Trustees may also lead for the board on significant projects or pieces of work to provide oversight and challenge.

Person specification

As a trustee of Hackney CVS, you will have:

- A commitment to the organisation and willingness to devote the necessary time and effort. You will be expected to read and digest information before meetings and come prepared to contribute to discussions to find the best way forward.
- Good judgement and analytical skills and be an independent thinker, able to critique and scrutinise information to support staff.
- Energy and enthusiasm to support a strong staff team.
- An understanding of the legal duties, responsibilities and liabilities of trusteeship.
- Experience in both leadership, and working as part of a team, or a desire to develop these skills.
- A commitment to the [Nolan Principle of Public Life](#): Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Who we're looking for

To guide Hackney CVS through this new chapter, we are looking to strengthen our Board with individuals who bring specific professional and lived experience.

Professional experience

Finance:

- A Treasurer and/or Chair of our Finance, Audit and Risk Sub-Committee.
- Senior finance professionals with expertise in strategic financial management with experience of liaising with external investment managers and an understanding of investment policies and practice.
- Experience of charity finance including understanding of Charities Statement of Recommended Practice (SORP).

Change, culture and people management:

- Senior HR professionals or Chiefs of Staff with a strong track record in organisational culture, people development, and leading change in purpose-driven organisations.

Lived experience

We strongly encourage applications from local residents, and individuals with lived experience of the specific challenges and opportunities in Hackney and the City of London, and those representing the diverse communities we serve.

Time commitment

Meetings are quarterly, usually from 6 – 8.00pm, with the addition of sub-committee and working group meetings for trustees to lead on specific issues. Quarterly board meetings are held in person at Hackney CVS' offices, whilst sub-committee and any other additional meetings are held online.

Conflicts of interest

All trustees are asked to declare any actual or potential conflicts of interest relating to their paid work/other involvements and if necessary, not participate in discussions or decision making for the matters in question.

Remuneration

Trustees will not receive fees, but expenses relating to attending meetings may be claimed in line Hackney CVS's expenses policy for trustees.

Induction

All trustees will receive an induction to Hackney CVS, during which they will meet with the Co-Chairs, other Trustees, the CEO and the Senior Leadership Team and have the opportunity to learn more about Hackney CVS' governance and organisational activities.

Further information

- The last audited accounts for Hackney CVS can be found [here](#)
- This [short film](#) from London Plus tells you what Council for Voluntary Service (CVS) organisations do.

- For further information about the role of charity trustee please see this document from the Charity Commission, [The Essential Trustee: what you need to know, what you need to do](#)

Further information

If you have any questions or would like to arrange a conversation to find out more, please contact our Chief Executive, Bejal Shah at bejal@hcv.org.uk.