



**emmaus**  
**Coventry & Warwickshire**  
working together to end homelessness

August 2018

Thank you for your interest in becoming a trustee of Emmaus Coventry & Warwickshire.

Emmaus Coventry & Warwickshire is a vibrant and thriving community, charity and social enterprise. As part of the Emmaus movement in the UK, our vision is a world in which everyone has a home and a sense of belonging, and our mission is to work together to overcome homelessness and social exclusion while using our voice to achieve social change.

Emmaus Coventry & Warwickshire provides accommodation and meaningful work for 18 formerly homeless people (Companions). Companions work up to 40 hours a week in our social enterprises generating the income that sustains the community. We have 1 residential home where Companions live together. We also employ a staff team to support Companions and the social enterprises.

There are three groups of people involved in our community; the Companions, the staff team and trustees. Each group has a distinct but equal role in our success. We have no paternalistic hierarchy, rather a shared goal in delivering financial sustainability and success

We are aiming to develop new partnerships and services for people who face homelessness in Coventry & Warwickshire, have a bigger voice, expand our community and diversify and grow our social enterprises. We also want the community to be prepared to tackle potential challenges that the government's proposal for changing funding for supported housing may bring in 2020.

We are particularly looking for people who are able to think strategically and use their skills to help us grow these new partnerships and our community and social enterprises. We are specifically looking for individuals with experience and skills in finance (Treasurer role) and Business. Other skills may also be welcome, dependent upon the candidate. We are particularly keen to encourage applications from people currently under-represented on our Board, for example, women and black and minority ethnic communities

If you are interested we ask that you submit a current CV., this will be followed up by a meeting with the Chair and Community Director which enables you to learn more about our charity and the role that you wish to pursue. After this, we would take up references and undertake a DBS check, prior to confirming your appointment.

We would ask you to submit a current CV to [communitydirector@emmauscoventry.org.uk](mailto:communitydirector@emmauscoventry.org.uk) and then we will be in touch to arrange a meeting.

New trustees should be understanding and supportive of the Emmaus movement in general and of Emmaus Coventry & Warwickshire in particular. We would expect you to have visited our shops and be familiar with our website [https://www.emmaus.org.uk/coventry\\_warwickshire](https://www.emmaus.org.uk/coventry_warwickshire) prior to interview. You may also find it useful to read our annual accounts, which can be downloaded from the Charity Commission website.

If you would like to have a confidential chat about the role, then please either ring me on 07595221858.

Thank you once again for your support for Emmaus Coventry & Warwickshire

Yours sincerely

Geraldine Tsakirakis  
Community Director



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## **Trustee Job Description and Person Specification**

### **Main responsibilities:**

A trustee has three main responsibilities:

1. Fiduciary responsibility; holding Emmaus Coventry & Warwickshire in trust and ensuring public confidence
2. To determine the overall direction of the organisation
3. To provide leadership

### **In More Detail:**

The duties of a trustee are:

- to ensure that Emmaus Coventry & Warwickshire complies with its governing document, charity law, company law, and any other relevant legislation or regulations;
- to ensure that Emmaus Coventry & Warwickshire pursues its charitable objectives as defined in its governing document;
- to ensure that Emmaus Coventry & Warwickshire applies its resources exclusively in furtherance of its objectives, i.e. 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 of giving firm strategic direction to Emmaus Coventry & Warwickshire, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- to safeguard the good name and values of Emmaus Coventry & Warwickshire;
- to ensure the effective and efficient administration of Emmaus Coventry & Warwickshire;
- to ensure the financial stability of Emmaus Coventry & Warwickshire and effective use of its resources;
- to protect and manage the property of Emmaus Coventry & Warwickshire and to ensure the proper investment of the charity's funds;

- as a member of the board to contribute towards the appointment and supporting the CEO and monitor his or her performance;
- sitting on appraisal, recruitment and disciplinary panels as required
- in addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the charity's work in which the trustee has special expertise.

### **Trustee person specification**

- Commitment to the charity and willingness to learn about the ethos of Emmaus
- Willingness to devote the necessary time and effort to effectively fulfil the above duties as trustee
- Have strategic vision, good independent judgement and ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Be able to express objective views and to appropriately challenge views of others in formal and informal settings
- Be able to build constructive working relationships with a wide variety of people
- Ability to work effectively as a member of a team
- The skills to analyse proposals and examine their financial consequences
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Be committed to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

We encourage all prospective trustees to read the [Good Governance code for the Voluntary and Community Sector](#) and the Charity Commission's guide to being a trustee '[The Essential Trustee](#)'

### **Term**

The trustee appointment is for a three-year term.

