**Volunteer Now**

***Appointment of Trustees***

**Recruitment Information**

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Thank you for your interest in the role of **Trustee, Volunteer Now**. We hope you find this information pack useful, it contains the following information.

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| **Introduction**  |

Volunteer Now is seeking to appoint two new Trustees to the Trustee Board by the end of February 2023. This recruitment pack provides information on the work of the organisation, the Trustee role and the application process.

The Code of Good Governance for the voluntary & community sector in Northern Ireland states that *‘Governance is about leadership and ensuring that an organisation is effectively and properly run. It has been defined as the systems and processes concerned with ensuring the overall direction, effectiveness, supervision and accountability of an organisation’.*

Charity Trusteeship is a rewarding role that enables individuals to share their experience and expertise. Good corporate governance is vitally important to the well- being of charities and supports the effective delivery of their vision and mission. Trusteeship allows people to make a contribution and make a difference to causes they care about.

I hope you will find the information in this pack useful and that it will encourage you to get involved with Volunteer Now.

**The closing date for receipt of applications is 20 January 2023.**

Marc Scott

Chairperson

Volunteer Now

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| **About Volunteer Now** |

Volunteer Now was established in 2010, the result of a merger between ten organisations with a history of working to promote and develop volunteering for over forty years at both a regional and local level.

Volunteer Now is a registered charity and a company limited by guarantee. The organisation’s mission is ‘Enabling people to offer their skills and time to build stronger, more active communities.’

We are a resource centre for volunteering offering information, training and a body of expertise. We work across Northern Ireland to promote volunteering and support volunteer involving organisations.

Our activities include providing:

* access to a diverse range of volunteer opportunities;
* a voice for volunteering that raises awareness and influence policy;
* promotion of volunteering that values and enables diversity;
* links to campaigns e.g. Volunteers’ Week 1-7 June, to recognise and promote the benefits of volunteering;
* opportunities for employers to develop corporate social responsibility through Employer Supported Volunteering;
* support in meeting standards of practice for volunteer management; safeguarding children, young people and adults;
* access to information on good governance [www.diycommitteeguide.org](http://www.diycommitteeguide.org)
* research on volunteering and working with volunteers;
* provision of community projects that support and deliver volunteer services e.g. befriending and volunteer driving.

Volunteer Now has a ‘One Stop Shop’ website for volunteering [www.volunteernow.co.uk](http://www.volunteernow.co.uk)

Volunteer Now has also established a social enterprise, Volunteer Now Enterprises Ltd, to support the work of the charity, Volunteer Now. Volunteer Now Enterprises Ltd provides innovative training and support solutions to develop volunteer involvement across all sectors.

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| **Trustee Role Description & Person Specification** |

 The Board of Trustees are collectively responsible for setting the strategic aims and objectives of the organisation; shaping and determining the organisation’s policies and policy direction in order to ensure it fulfills its charitable objects; ensuring accountability to Volunteer Now members and key stakeholders; delivering good governance and ensuring compliance with all legal requirements and financial regulations in accordance with Charity and Company Law.

 **Responsibilities**

Vision and Leadership

* To be committed to the vision, mission and values of Volunteer Now.
* To provide strategic direction for the organisation, including agreeing/reviewing strategic plans.
* To keep informed of the activities of the organisation and the wider issues that affect its work.
* To ensure appropriate risk management strategies are established and implemented.
* To ensure the work of the organisation is monitored and evaluated.
* To ensure the governance of the organisation adheres to the principles set out in the Code of Good Governance for the Voluntary & Community Sector in NI.

**Accountability**

* To ensure the organisation complies with its Memorandum and Articles of Association.
* To ensure the organisation keeps to the law, including charity and company law.
* To ensure the organisation is a responsible employer and adheres to legislation.
* To ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.

**Financial Oversight**

* To understand the financial position of the organisation.
* To ensure the appropriate financial controls are implemented and the finances are properly managed.
* To ensure adequate financial resources are in place for the organisation.
* To ensure the organisation is properly insured against all reasonable liabilities.

**Legal Position**

Volunteer Now is a registered charity with the Charity Commission for Northern Ireland and a limited company governed by its Memorandum and Articles of Association. Each member of the Board of Trustees is a charity trustee and a company director.

**Liability**

As Volunteer Now is a company limited by guarantee, Trustees cannot be asked to contribute more than the amount they guaranteed on becoming members, £1.00, if, and when, the company cannot meet its debts and is wound up. While members of a limited company are not normally legally responsible for its debts beyond the amount they have guaranteed, in certain circumstances Trustees (directors) cannot avoid personal liability. They can be personally liable if they act criminally, negligently, beyond their powers or the objects of the company, in breach of statutory duty or if they are guilty of wrongful or fraudulent trading.

**Trustee Person Specification & Expectation**

**Volunteer Now Trustees are asked to:**

* Attend, contribute to and engage effectively in all appropriate Board meetings and other meetings as appropriate concerned with the management of Volunteer Now and its business.
* Demonstrate a commitment to equality, diversity, inclusion and good relations.
* Use their specific skills, knowledge or experience to contribute to sound decision-making, in the best interests of Volunteer Now and not the individual.
* Advocate the needs of Volunteer Now, operate as an effective team member, demonstrate integrity and sound judgment.
* Respect the experience and expertise of staff and other Board members.
* Inform the Chairperson or Chief Executive of any development that may result in a direct conflict of interest with decisions being taken by the Board of Trustees.
* Treat matters within Volunteer Now as confidential and abide by corporate decisions of the Board, having had their opportunity to make their views known, and should not seek to undermine any previous decision.
* Devote the necessary time and effort to prepare for and attend Board of Trustees meetings.
* Be prepared to serve on at least one sub-committee.
* Attend occasional events, functions, and negotiations on behalf of the organisation.

# **Qualities and Skills Preferred**

* Strong interest in volunteering.
* Good leadership skills.
* Awareness of policy affecting volunteering and/or the voluntary & community sector.
* Previous experience of management committee/Trustee role.
* Good communication and interpersonal skills.

# Impartiality, fairness and the ability to respect confidences.

**Time Commitment Required**

* The role generally requires an estimated commitment of: **5/6 hours per month.**

**Practical Information for Trustees**

**As a Trustee you have the opportunity to:**

* Get involved in Northern Ireland's leading organisation for the promotion and development of volunteering.
* Contribute to the leadership and strategic direction of Volunteer Now and to its policies, practices and activities.
* Gain new skills and knowledge, working with a diverse group of professional individuals.

**Meetings of the Board of Trustees**

* Meetings take place every 6 weeks and last approximately 2 hours.
* A sub-committee structure is in place.
* The agenda will focus on e.g. matters arising from the last meeting; current issues; plans for the future; proposed policy changes; review of progress in various areas; monitoring/review against operational objectives and strategic plan; financial reports; project reports; and reports from the Chief Executive.
* Any Trustee may request, through the Chairperson, that a particular item be put on the agenda.
* If a Trustee is absent from 3 consecutive meetings without apologies they may be deemed by the Board as ceasing to hold office.
* The Chief Executive attends the meetings and gives information, advice and the view of the Staff Team as requested.
* The Chief Executive is accountable to the Board of Trustees through the Chairperson.
* Other staff members are eligible to attend the meetings as follows:
* at the request of the Chief Executive;
* at the request of the Board of Trustees;
* where a staff member makes a request to the Board of Trustees to attend a meeting and that request is granted.

**Support & Training**

Trustees receive an induction by the Chief Executive and/or Chairperson, and an information pack. All Trustees complete a skills audit and this helps to identify their skills/experience and any learning needs. Further training and/or development opportunities are provided as appropriate.

Trustees are encouraged, at any time, to seek further information on relevant matters from the Chief Executive or staff nominated by the Chief Executive to answer the query.

**Expenses**

Trustees can claim out-of-pocket expenses, if eligible, in respect to activities undertaken on behalf of Volunteer Now.

**Annual General Meeting (AGM)**

The Volunteer Now AGM takes place every year; every Trustee is expected to attend. Six Trustees are independently appointed by the Board and six Trustees are elected from the Volunteer Now membership, such decisions are agreed at the annual AGM.

**Term of Office**

The term of office for Trustees is 4 years. Trustees can serve a maximum of two consecutive terms.

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| **Trustee Application Process****Guidance Notes** |

The Board of Trustees are collectively responsible for setting the strategic aims and objectives of the organisation; shaping and determining the organisation’s policies and policy direction in order to ensure it fulfills its charitable objects; ensuring accountability to Volunteer Now members and key stakeholders; delivering good governance and ensuring compliance with all legal requirements and financial regulations in accordance with Charity and Company Law.

The Audit and Risk Sub Committee of the Volunteer Now Board of Trustees is responsible for overseeing the Trustee recruitment process and for making recommendations to the Trustee Board; the Selection Panel will also include an independent member. All applicants for the role of Trustee are asked to complete an application form and guidance notes for this are set out below. Following consideration of the completed application form applicants deemed suitable will be asked to attend a short interview. If successfully appointed newly appointed Trustees will be given a comprehensive induction prior to attending their first Board meeting.

Potential applicants may contact Denise Hayward, Chief Executive of Volunteer Now, if they have any queries or require further information. Denise can be contacted by email denise.hayward@volunteernow.co.uk or by phone 028 9023 2020.

The closing date for receipt of applications is 20 January 2023.

#### **Please read these guidance notes for completion of the Trustee Application Form in conjunction with the Trustee Role Description and Application Form**

#### These guidance notes refer to questions 1 – 4 of the Trustee Application Form. In completing these questions, you are asked to provide information, giving examples, of how **your knowledge and experience** would contribute to meeting certain requirements. It is important to briefly summarise your experience and this might be best done in bullet point form. Please note the word count available for your response.

**Question 1: Good Leadership skills and a track record of having operated at a strategic level.**

This question relates to your experience of any of the following areas: involvement in strategic planning; providing strategic direction for an organisation; organisational management; strategic accountability for the activities of a project/group/organisation; leading or managing people; setting/delivering on targets and outcomes.

**Question 2: Strong interest in volunteering.**

This question relates to your interest in volunteering and may, for example, be gained through your involvement as a volunteer; experience of organising/managing volunteers; experience of a charity/voluntary/community organisation.

**Question 3: Aware of policy affecting volunteering and/or the voluntary & community sector.**

This question relates to your knowledge of issues that have an impact on the involvement of volunteers and/or the voluntary & community sector.

**Question 4: Experience of Management Committee/Board of Trustees work.**

This question relates to your experience of being a committee member. You should include number of committees you are/have been involved with, length of service given, and any office bearer role(s) you may have or currently hold. You may also wish to include, for example, your committee role and responsibilities; key issues/challenges faced; your contribution to governance and the organisation.

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| **Trustee Application Form** |

**A word version of this form for completion and return will be sent out on request, please email Nicole Fitzsimons:** **nicole.fitzsimons@volunteernow.co.uk**

**TRUSTEE APPLICATION FORM**

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| **Name:**  |
| **Address:** |
| **Tel No: :**  |
| **Email:**  |

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| **Employment History:** Please set out your employment experience over the past 5 years, giving details of dates, your employer and a brief outline of your role and responsibilities. ***Note:*** If paid work experience is not relevant then please tell us about any volunteer roles. |
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| **Involvement with the Voluntary & Community Sector:** Please provide information (maximum of 200 words) of any previous/current experience of involvement with voluntary & community sector organisations. |
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| Please provide information, giving examples, how you consider your knowledge and experience would contribute to meeting each of the following requirements relevant to the role of Trustee with Volunteer Now. |
| * 1. **Good Leadership Skills**  (maximum of 200 words).
 |
|  |
| * 1. **Strong interest in volunteering** (maximum of 200 words)
 |
|  |
| * 1. **Aware of policy affecting volunteering and/or the voluntary & community sector** (maximum of 200 words)
 |
|  |
| * 1. **Experience of Management Committee/Board of Trustees work**

(maximum of 200 words) |
|  |

Once completed please return this form to:

Denise Hayward

Chief Executive

Volunteer Now

Skainos Centre

239 Newtownards Road

Belfast

BT4 1AF

E: denise.hayward@volunteernow.co.uk

T: 028 9023 2020

Thank you for your interest in Volunteer Now



**Volunteer Now**

**Skainos Centre**

**239 Newtownards Road**

**Belfast**

**BT4 1AF**

**Website:** [**www.volunteernow.co.uk**](http://www.volunteernow.co.uk)

**Tel: 028 9023 2020**