

## Trustee: Application Pack

Thanks for your interest in our post of Trustee. This pack contains:

- Information about BCT
- Job Description
- Person Specification
- Conditions of Service

Closing Date: Midnight Sunday 28<sup>th</sup> January 2024.

Interviews: Friday 23<sup>rd</sup> February 2024

To apply or for further information please contact Luke Robért at S&you who is handling the recruitment process on our behalf: [luke.robort@sandyou.co.uk](mailto:luke.robort@sandyou.co.uk) / 01633 287 029.

To Apply: Please provide an updated CV, along with completing our equal opportunities monitoring form and either:

1. Video explaining why you'd like to join the Board at BCT and what skills/experience you believe you'll bring (Please complete video on this link: [Video Application Portal](#))
2. Or a supporting statement limited to 1 page of A4 highlighting the same points as above.

## About us

Building Communities Trust (BCT) aims to assist and resource people and communities affected by poverty to develop solutions to local issues, improve wellbeing, raise aspirations, build social capital and promote social inclusion and increase resilience to challenging circumstances.

BCT has been delivering [Invest Local](#) – a major community-building programme funded with an expendable endowment fund from the National Lottery Community Fund – since December 2015. The endowment was intended to last 12 years but is now anticipated to last until 2029.

The programme provides long-term funding of £1 million to each of 13 different communities across Wales to support people living in those communities to develop initiatives which strengthen their communities and address the impacts of poverty.

From April 2024 we will also run a four-year [Community Anchor Development Programme](#) which provides funding and support to a range of community anchor organisations.

BCT has also played a growing role in supporting local community groups in getting their voices heard in wider policy debates and arguing for stronger recognition of the value that their work brings to local residents.

## Our Values

BCT supports communities to help determine their own future. We are enablers and supporters who believe in the capacity of people to take the right decisions to create better futures for themselves. Our Board and staff are all strongly committed to these principles.

## Our Board

BCT's Board plays a key role in the running of the organisation. It sets the organisational strategy and is responsible for agreeing the direction and values of the organisation as well as overseeing finances and policies and managing risk.

The Board is also involved in supporting Invest Local communities with each of the 13 areas having a primary and secondary Trustee as a liaison point, playing a key role when new funding is allocated. This means that for Trustees who have the interest and time they will play an important role at community level. We are particularly keen to recruit trustees in both North and South Wales, to act as liaison points within these communities.

We are also looking for Trustees who can offer insight on legal and communications issues as they underpin key governance challenges we face.

We are looking to recruit up to four trustees.

We are at a key point in our development. In early 2023 BCT signed off a new strategy which will cover the remainder of the period of the Invest Local programme and our work to extend our advocacy and community mobilisation work.

This brings a new challenge to the Board in both securing our legacy and mapping out our longer-term future where new trustees will have critical roles to play.

The Board currently meets quarterly with subgroups around the Programme and Finance also meeting quarterly and that managing the eventual Closedown of the organisation meeting twice a year. Additional meetings may be held more frequently to release community funding as required. Meetings are normally held online with annual face to face away days. It is expected that most Board members will undertake some community visits.

The Board currently has nine members and is also attended by a "Protector" appointed by the National Lottery whose role is to ensure that the endowment which funds BCT is properly used.

## Job description: Trustee

The main elements of the role are:

- Attending and participating in the four formal meetings of the Board annually
- Membership and attendance of at least one sub-group of the Board
- Contributing to and informing the vision of the organisation
- Upholding the charity's values and ensuring that they are reflected in the conduct and activities of the organisation and those who work for it
- Establishing clear objectives to deliver the agreed plans and strategy and meet the charity's objects and regularly review performance against those objectives
- Participating in a board induction, any training and other evaluation identified as an individual and as part of the board or committee

- Maintaining the trustees' commitment to board diversity, renewal and succession management in line with the charity's governing document and/or current good practice

## Person specification – Trustee

Our current Board of nine are looking to add four new trustees to our existing team. This offers an exciting opportunity to play a major role in driving forward new ways of tackling disadvantage and supporting communities in Wales.

In particular we are looking for people who share our values and who can offer at least one of the following:

- a strong commitment to helping us build stronger communities.
- Community development and community led action
- Financial management
- Legal or HR experience in the field of commercial or charity law
- Experience of communications especially in the area of social media

Applicants from all parts of Wales are welcome as we need more Trustees to support Invest Local groups across the country. We do not expect any candidate to fulfil all these skills and previous board experience is not essential. A full induction and any training required to support the role will be provided.

As well as the points above, we're looking for applicants to show us:

- a commitment to the values and principles of the charity
- an ability to listen to and welcome alternative opinions and experiences
- a good understanding of and commitment to community led action
- an understanding of or willingness to learn about developing organisational strategy

Please consider how your skills and experience meet these requirements. Feel free to call us for an informal chat about any aspect of this if you are not sure.

We will offer a comprehensive induction programme with ongoing support for new board members, to enable you to give and get the best from this opportunity.

It is anticipated that the role will take around 10 days per annum.

We're committed to removing barriers to being part of our team. Whilst the role is unpaid we will reimburse out-of-pocket expenses including care costs.

We have made a positive commitment to diversifying our team and guarantee to interview all Black, Asian and Minority Ethnic and/or disabled candidates who meet the minimum essential criteria for the role as set out in the job description.