



# Trustee Recruitment Pack

## About Lifeshare

Lifeshare was established in Manchester in 1985, and gained registered charity status in 1989. Originally set up to meet the needs of Manchester's homeless, we pioneered schemes for resettlement and rent guarantee to ensure stable accommodation for those in need, and in December 1992 we initiated the sale of 'The Big Issue' in Manchester with a local supplement (now 'The Big Issue in the North').

Since then, our scope has widened to serve other vulnerable groups including socially excluded young people, particularly those suffering from or at risk of sexual exploitation such as male sex workers. Though we still support homeless people through a weekend breakfast service and Christmas drop-in centre, other services we provide include benefits guidance, help in negotiating with statutory services, involving clients in leisure projects such as filmmaking, and helping them to secure training and employment opportunities. By participating in council forums, our staff influence local policy in order to promote a culture that discourages social exclusion.

In recognition of our work in the local community, The Co-operative chose Lifeshare as one of their local charity partners in 2010.

Lifeshare is both a registered charity (number 1042500) and a company limited by guarantee (number 2946401, registered in England). We operate only within Manchester and Salford, and have no political or religious affiliations.

## **Role Description**

### **Overall Purpose of the Job**

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, developing the organization's aims, objectives and goals in accordance with the governing document, and legal and regulatory guidelines.

This position is **voluntary** and unpaid, though reasonable out-of-pocket expenses will be reimbursed.

### **Key Responsibilities and Duties**

- Ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that the organisation pursues its objects as defined in its governing document
- Ensure the organisation uses its resources exclusively in pursuance of its objects
- 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
- Safeguard the good name and values of the organisation, and build relationships with key stakeholders in Manchester
- Ensure the effective and efficient administration of the organisation
- Ensure the financial stability of the organisation
- Protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- Appoint senior management and monitor their performance
- Attend and contribute to monthly trustees' meetings
- Take on executive duties where required to manage projects, and support staff and volunteers

Board members should expect to commit at least half a day per month, but may be asked to take on extra responsibilities from time to time.

### **Accountable To**

- Service users
- Members
- Funders
- The Charity Commission
- Companies House

### **Period of Tenure**

Successful candidates will be appointed shortly after the application process has concluded, and will retain office until the next Annual General Meeting (AGM) where they shall be eligible for re-election.

### **Person specification**

- Forward-thinking, with an ability to generate long-term plans that support a clear vision
- Of sound judgement
- An excellent communicator, both in speech and writing
- Financially literate, and able to understand and interpret basic financial accounts.
- A team player who is able to contribute to discussions and willing to accept compromises from time to time
- Expertise in a specific field such as human resources, finance, health and safety, law, or the third sector. (Desirable)
- Computer literacy. (Desirable)

### **Eligibility**

Some people are disqualified **by law** from acting as Trustees, including:

- Anyone who has an unspent conviction for an offence involving deception or dishonesty
- Anyone who is an undischarged bankrupt
- Anyone who has been removed from trusteeship of a charity by the Courts or Charity Commission for misconduct or mismanagement
- Anyone who is disqualified from being a company director under the Company Directors Disqualification Act 1986

Candidates may be required to undergo a Criminal Records Bureau check before appointment.

### **Benefits**

Being a trustee offers considerable opportunities to:

- Make a difference in the local community
- Develop new skills
- Meet new people
- Improve career prospects

### **The Application Process**

You can apply for this role by sending a CV and **signed** Application Form (see below) to The Company Secretary, Lifeshare Limited, 1<sup>st</sup> Floor, 27 Houldsworth St, Manchester M1 1EB.

### **Contact Information**

For further details of this opportunity, please contact Phil Tresadern via email at [phil.tresadern@lifeshare.org.uk](mailto:phil.tresadern@lifeshare.org.uk)

**Application Form**

Name:

Why do you want to join Lifeshare's Board of Trustees?

What experience and expertise would you bring to the Board of Trustees?

Do you have any personal experience of being marginalized or socially excluded? (If yes, please give details.)

Do you have any particular requirements regarding access or consider yourself disabled in any way? (If yes, please give details.)

Do you know of any reason which would prevent you from becoming a company director or a charity trustee, e.g. undischarged bankruptcy, unspent conviction for deception or dishonesty, or previous removal as a charity trustee on these grounds? **Yes / No**

I declare this information to be true.

Signed:

Date:

Thank you for taking the time to complete this application form. Please return a **signed** copy, **along with a CV**, to The Company Secretary, Lifeshare Limited, 1<sup>st</sup> Floor, 27 Houldsworth St, Manchester M1 1EB.