



**Active  
Gloucestershire**

**Trustee Recruitment  
Candidate Information Pack  
February 2022**

**we  
can  
move**

**Physical activity can transform our lives. Many health campaigns just make fit people fitter. Now it's time to include everyone.**

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# Welcome!

Thank you for your interest in becoming a Trustee for Active Gloucestershire. We're passionate about helping everyone enjoy an active life – no matter what your age or ability. Even small changes can make a real difference and taking the stairs instead of using the lift is just as important to us as team sports.

We want a Board who represent and reflect the views and diversity of the **we can move** movement and community. We welcome applications from all people; including those who have been involved, or would like to be involved in our networks, particularly young people, women, people with disabilities and those from minority ethnic backgrounds and culturally diverse communities.

Active Gloucestershire works with an incredible range of partners from community groups to national organisations such as Sport England. We provide training, advice, networking opportunities, and help smaller organisations secure funding, alongside running and promoting a range of events and campaigns. We also provide insight services, analysing data to help organisations see the best way forward.

As one of our Trustees, you'll help us shape the role and the way we work. We want to harness your experience and wisdom as we drive forward on our mission. Together, we can help everyone in the county enjoy a happier, healthier life.

If you'd like to join us, and believe in our vision, we'd welcome hearing from you.

**Jan Bowen-Nielsen**  
Chair

**Tom Beasley**  
Chief Executive

# What's the role of a Trustee?

Together, the Board of Trustees is responsible for the overall strategic direction of the charity and our financial health. Charities have to operate within a strict legal framework and adhere to very specific regulations, and our Trustees must make sure that we do so.

There's a full induction process, as we recognise that Trustees may need support in gaining the new skills and experience needed.

## What are the main duties of Trustees?

- Ultimately, Trustees are responsible for everything Active Gloucestershire does. Our team of staff carry out the day-to-day management of the organisation, but the Board of Trustees sets policies and strategies, approves and monitors performance and budgets, maintains effective corporate governance, and holds staff to account.
- Trustees should make sure that proper controls are in place to protect our bank accounts and the handling of funds, and also ensure that other assets are properly looked after (for example, our brand, our money and our staff).
- Trustees are not expected to be experts in all areas. As a Trustee, you'll need to be aware of situations when you might need to seek advice.
- You'll need to understand Active Gloucestershire's aims and objectives. Decisions are taken by all members of the Board together. All Trustees are encouraged to get involved in all decisions and attend all the meetings. If a Trustee strongly disagrees with a decision, you can ask for your disagreement to be recorded, but as a member of the Board you're still jointly responsible for that decision.
- Trustees represent Active Gloucestershire and **we can move** at meetings, conferences and events in the county and further afield. You'll be encouraged to get to know our staff and their work, and to provide advice, guidance and support when requested. Trustees help with the recruitment and induction of new Board members, and also meet and communicate with potential fundraising supporters. All Trustees must declare any conflict of interest they think they may have as soon as they can.
- Trustees represent the Board's agreed position when speaking publicly on behalf of Active Gloucestershire, including on social media.

## Key relationships

Internally, your key relationships will be with the Chair, other Trustees and the Chief Executive.

## Pay

This is a voluntary role, but reasonable travel, subsistence and accommodation expenses are all reimbursed.

## Time commitment

We're looking for Trustees who can prepare for and attend five meetings a year, each lasting up to three hours. Trustees are expected to sit on one of our two committees, they meet between four and six times a year for up to two hours. Meetings take place at our offices, online or at our partners premises in Gloucestershire. As well as our comprehensive induction programme and training, Trustees are also required to occasionally attend relevant events and conferences, and there will also be a strategic away day in October. We strongly advise that all Trustees attend each meeting, and in the event of unforeseen circumstances, we ask that Trustees comment in writing in advance.

## Terms of Office

Trustees usually stay with us for three or more years, so it's a long-term commitment – but one which offers you unrivalled opportunity for an extremely valuable experience. All members are restricted to a maximum of nine years' continuous service.

# What are we looking for?

- Can you listen to the different views of a diverse range of people and share them effectively with others?
- Do you have the confidence to communicate with a wide range of people, including other Trustees?
- Do you have personal experience of the issues faced by people from disadvantaged backgrounds, and / or experience of the charity sector?
- Can you demonstrate an understanding of, or an interest in, how people can influence change?
- Do you have a commitment to social change? Are you passionate about getting more people active?
- Are you good at taking a strategic view?
- Are you confident in the use of digital technology?
- Do you enjoy working as part of a team?

During this round of recruitment we're specifically interested in people with a background in:

## Marketing and Communications

- Strategic planning and budgeting
- Growing a social movement and encouraging people to take action
- Measuring impact, growth and learning
- Communicating our vision, mission and goals

## Finance

- Strategic financial planning
- Financial oversight at a strategic board level
- Experience of public or third sector finance
- Understanding of Charity Law and audit requirements
- An ability to challenge and support the staff team



## Induction and support

We want to make sure our Trustees are fully supported and provide a full induction programme. As part of the induction process, you'll learn everything you need to know about becoming a Trustee, from the basics of what Active Gloucestershire does, and who we seek to benefit, to the details of where our income comes from and how we spend it.

- You'll get the opportunity to meet with the existing Trustees to talk to them about the role and their areas of expertise, as well as the chance to spend time with Active Gloucestershire's staff to learn about all aspects of our work.
- You'll get the opportunity to attend training with a leading organisation, such as NCVO or Civil Society.
- You'll have access to online resources and face-to-face events that will help you to become familiar with the organisation.
- We'll match you with a mentor, either one of our trustees or from another charity or foundation, who can provide independent advice and guidance.

We encourage all our Trustees to follow relevant social media channels to keep themselves up to date with the context of our work.

## How to apply

**If you'd like to apply for the role of a Trustee, please provide us with the following:**

- A motivation statement (no more than two sides of A4), which explains why you're applying for the role and the particular skills and experience you'll bring to it. This should also include examples of how you match the experience requirements of the role as outlined on pages 4-5.
- An up-to-date CV.
- A completed Equal Opportunities monitoring form (attached or also available from our website). We're keen to ensure that our roles are accessible to all members of the community and use this data to monitor our progress in doing this.
- Do please ensure that you let us know if there are any specific dates that present you with a problem.
- Please return the above documents by the end of day on the closing date, 21<sup>st</sup> March 2022, to [louisilver@activegloucestershire.org](mailto:louisilver@activegloucestershire.org).

Please also note this role may be subject to a disclosure check.

## Key dates and the selection process

### **Closing date: 21 March 2022**

We'll be in touch with candidates from 28<sup>th</sup> March to advise on the outcome of their application.

### **Interviews: w/c 25<sup>th</sup> April 2022**

Shortlisted candidates will be invited to an interview with a panel of three Board members.

### **Further information**

Is Active Gloucestershire the right organisation for you? We suggest you take a look at our current strategy, annual report and our policies which are available on our website.

Being a Trustee can provide you with life changing skills and experience as well as a real sense of reward. We want to make the most of this opportunity for you, and for our organisation and the people we work with. Please feel free to ask questions to ensure we all find the best fit.

