



Trustee at City Hearts
APPLICANT INFORMATION

A Message from the CEO

There can be no doubt that this has been a challenging year worldwide that few could have predicted.

A global pandemic has impacted almost every corner of the world, bringing change to the way we live, work and connect with one another. We have seen national lockdowns, collective grieving and significant financial challenge across many sectors, particularly the charitable one.

The appalling murder of George Floyd sparked global anti-racism protests as people called for 'black lives to matter'. This has caused us all, both personally and organisationally, to listen, learn, grow and change to create and be part of a fairer and more inclusive society with systemic transformation.

These events will be remembered in human history and have led us as a charity to adapt, innovate, and strengthen as we seek to ensure our work is effective and meaningful in these times.

Over the past few years, City Hearts has experienced significant change.

As we, and the world, begin to emerge from the Coronavirus pandemic, we believe it is a time for us to examine and reflect upon our purpose and impact. We take these steps, now as a fully independent charity, having legally and practically separated from the church out of which we were founded in 2005.

We are excited to embark on this process and will be doing so with the support of an external facilitator. Stakeholder consultations will be crucial to this process, as we seek to understand how we, in partnership with others, can most effectively support some of those most in need. I therefore firmly believe any trustee coming 'on board' joins us at an exciting time, which marks a new chapter for City Hearts.

As ever, I am grateful for the energy and expertise of our trustees, staff team and volunteers. They enable the 1,000 or so individuals in our care at any one time, to experience safety and support.

Ed Newton, City Hearts CEO

Who We Are

City Hearts was founded in 2005, beginning with a single home to help women with life controlling issues, shortly after we welcomed our first survivor of modern slavery. Since then, we have expanded across multiple regions and now provide accommodation and outreach support to hundreds of survivors of modern slavery every year.

In 2018 we partnered with South Yorkshire Police to launch a trauma-informed programme committed to breaking the cycle of crime, partnering with other organisations such as South Yorkshire Police, Her Majesty's Prison and Probation Service, Drug and Alcohol Services, amongst many others.

We are passionate about restoring the lives of those we support, and it would not be possible without our dedicated team of staff and volunteers who take a positive approach and work hard to go the extra mile. They help to rebuild the lives of survivors of modern slavery and rehabilitate ex-offenders, to empower them to positively reintegrate into society.

City Hearts operates across the United Kingdom, with focussed service delivery currently across North England. Our head office is based in Sheffield, with other offices in Liverpool and Sunderland. Applications are welcomed from applicants across the United Kingdom.

Background to the trustee role at City Hearts

Our trustees bring strategic oversight and direction; to ensure the charity is true to its purpose and effective in its mission of rebuilding the lives of survivors of modern slavery, as well as ex-offenders, whilst ensuring all governance responsibilities are fulfilled.

They champion those we support, promote the charity and its work and bring expertise in order to purposefully develop City Hearts and its impact.

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. For City Hearts the charity trustees are the board of directors and are known as the trustee board.



Trustee Information

Salary: Unpaid (Trustees can claim out of pocket expenses incurred in traveling to meetings.)

Hours: Four meetings a year, to be held during office hours. We currently plan to hold at least two of these meetings in-person, with the remainder taking place digitally. Additional meetings may be called in extraordinary circumstances.

Responsibilities

At its simplest, the role of the trustee board is to receive assets from our partners and donors, safeguard them and apply them to the charitable purposes of City Hearts. The trustee board must always act in the best interests of the charity, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility.

The legal responsibilities of a trustee are to:

- Ensure that City Hearts complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that City Hearts pursues its objects as defined in its governing document
- Ensure City Hearts applies its resources exclusively in pursuance of its objects
- Contribute actively to the board of trustees by providing strategic direction, setting overall policy, and defining goals and targets
- Ensure the financial stability of City Hearts
- Safeguard the good name of City Hearts scrutinise board papers and other key communications

In addition to the above statutory duties, each trustee will use their specific skills, knowledge and experience to identify key issues, provide advice and guidance to the Chief Executive Officer, and help improve the decision making of the trustees board.

Our trustees seek to promote City Hearts, its values and impact.

Person Criteria (skills and expertise)

Each trustee must be:

- Committed to the vision and mission of City Hearts
- Dedicated to working effectively as a member of a team
- A strategic thinker who innovates and manages change well
- Confident, resilient, humble and trustworthy
- Prepared to speak honestly and openly for the good of City Hearts
- Committed to understanding and accepting the legal duties, responsibilities and liabilities of trusteeship
- Committed to the good governance of City Hearts and ensuring the charity fulfils its duties
- Willing to meet the minimum time requirement



The board of trustees collectively seeks skills and experience in the following areas:

- Fundraising
- Income generation and enterprise
- Diversity and Inclusion
- Legal
- Public policy
- Financial Management
- Safeguarding
- Health and Safety
- Collaborative partnerships
- Measuring impact
- National and local voluntary sector
- Human resource management
- Digital strategy and IT

Diversity

All applications are welcomed regardless of age, gender, ethnicity, sexual orientation, faith or disability. City Hearts is particularly keen to further diversify the Board and ensure that it is representative of those we support. As those from an ethnic minority background, LGBTQ+ individuals and people with disabilities are currently under-represented on the Board, applications from those individuals would be particularly encouraged. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where candidates from underrepresented groups can demonstrate their ability to perform the role equally well.

Minimum time commitment

As part of induction, trustees are expected to read policies (relevant to the trustee role) and complete induction training, which currently covers an introduction to our services, safeguarding, information governance, and EDI.

On an ongoing basis, trustees are expected to attend all board meetings.

Board meetings are held four times a year during office hours. At least two meeting per year will take place in person. This meeting will take place at City Hearts offices in either Sheffield or Liverpool, or in London, depending upon what is most convenient to the board of trustees. Papers are distributed one week in advance of meetings.

There will also be a training refresher and review of policies on an annual basis. Trustees will also be welcome to visit our offices and services when and where appropriate.

How to Apply

To apply, please submit a cover letter of no more than 1000 words outlining your reasons for applying and how your feel your experience and skills would support the work that we do. Please also include a CV of no more than two sides of A4, detailing your employment history.

To submit your application, or to enquire about organising an informal discussion about the role with Ed Newton, CEO, prior to applying, please email Amy Bond, Head of People and Culture, amy.bond@cityhearts.co.uk.

Closing date for applications: 4th March 2022

We aim to make trustee appointments by 15th April 2022. Roles will be provisionally offered, before being finalised subject to DBS check and references, in line with our Safer Recruitment policy.



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