



Trustee Recruitment Pack



**FOOTHOLD
CYMRU**

The logo graphic for Foothold Cymru, featuring a red outline of a square with a smaller square inside, and two blue squares stacked vertically to the right.

NEWID BYWYDAU CAM WRTH GAM
CHANGING LIVES STEP BY STEP

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At Foothold Cymru we are conscious of the importance of ensuring that our charity reflects the diversity of our communities, so constantly strive to make this a reality.

Introduction from our Chief Executive

Thank you for your interest in the role of Trustee at Foothold Cymru.



Foothold Cymru is a social justice charity. Established as a not-for-profit social enterprise 30 years ago, we became a charity in March 2020. We support individuals and communities, across West Wales who are economically vulnerable and experiencing hardship.

This is a particularly exciting time to join us. We have just completed our 30th year of delivering services that have changed people's lives in many positive ways.

Last year saw the launch of our new strategy, which cumulated in our recent re-brand. This pays tribute to our heritage as an organisation which grew out of the industrial landscape of West Wales; determined to tackle growing unemployment and economic injustice.

Whilst proud of our past, we are also excited for the future, committed to improving the quality and consistency of our impact and developing new ideas in collaboration with local communities; helping people to thrive and not just survive.

We would like our Board of Trustees to be as diverse as the communities we serve. We welcome applicants from all backgrounds, however, as our current board is not as diverse as the communities we work in, we would be particularly interested in applications from those belonging to under-represented groups. We are especially looking to recruit new trustees from diverse backgrounds and ages, especially women and people from Black and racially minoritized communities.

You will be joining a group of committed and motivated individuals having strong roots in the community and an eagerness to make a real difference to people's wellbeing.

If you believe you have the skills and enthusiasm to help us achieve even more, we would love to hear from you.

By joining our board as a trustee, you can help ensure we are stronger and better able to respond effectively to the immediate needs of those we're here to support.

Best Wishes

A handwritten signature in black ink that reads "Mike Theodoulou". The signature is written in a cursive style with a horizontal line underneath the name.

Mike Theodoulou
Chief Executive

About this Pack

This document provides information on Foothold Cymru's charitable objectives and activities, a brief overview of the skills and qualities that we seek from our trustees and guidelines on how to apply.

Further information on Foothold Cymru can be obtained from our website at www.footholdcymru.org.uk and we also recommend you read our Annual Report and Financial Statement which is available on the Charities Commission website [www.Foothold Cymru - 1188696 \(charitycommission.gov.uk\)](http://www.Foothold Cymru - 1188696 (charitycommission.gov.uk))



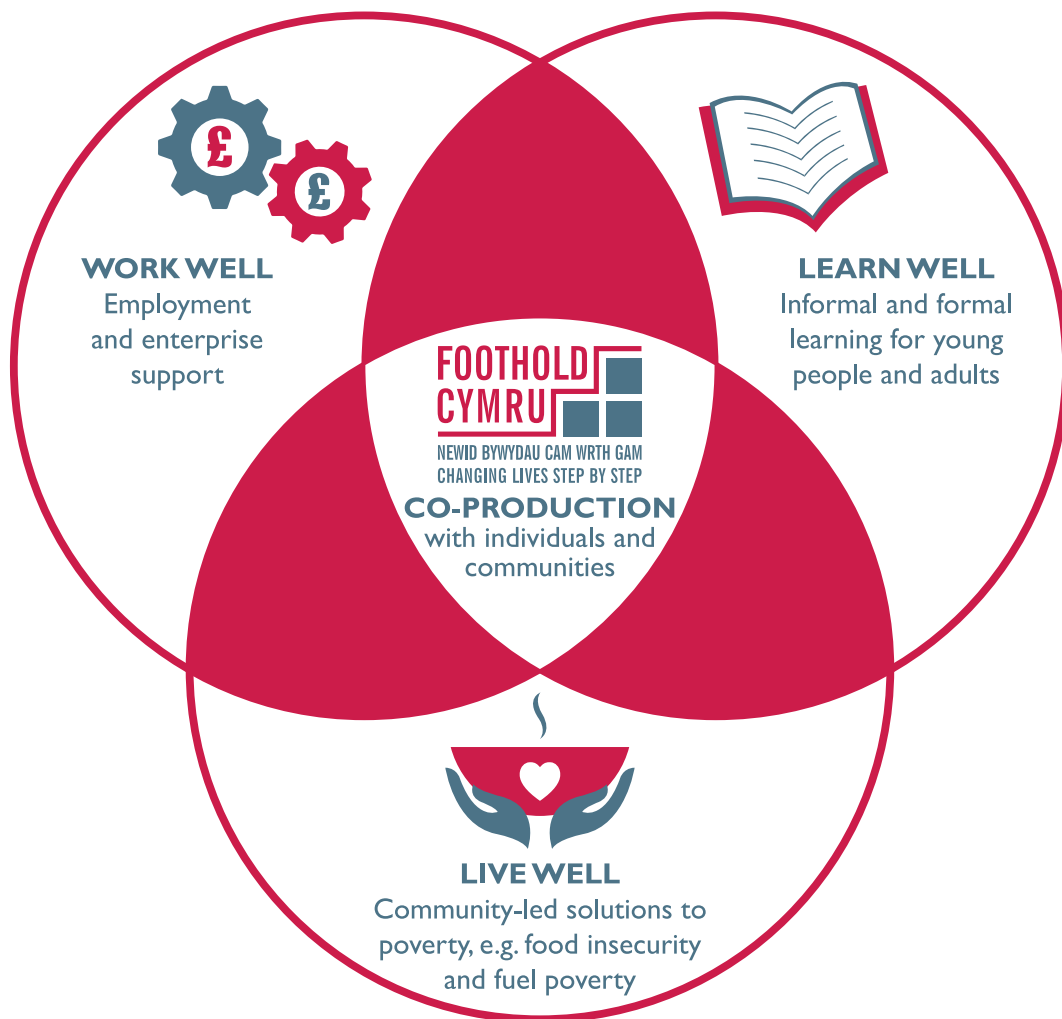
About Foothold Cymru

Who We Are

Foothold Cymru is a social justice charity. A community-based organisation working to reduce poverty and helping people exercise their own strengths and skills to achieve lasting change.

What We Do

We focus on three interlinked areas:



At the heart of our work is co-production, a way of working where people come together in an equal partnership to create something new or make changes to an existing situation. We understand everyone who might be affected by something has valuable knowledge and experience that can help to design and deliver it in a way that makes it more effective for everyone who uses it.

Why Our Work is Important

We live in an unequal society. There are many strengths in West Wales on which to build, particularly our strong community spirit, fertile land, beautiful landscape and agricultural produce. However, the region also has significant pockets of economic deprivation. Large numbers of people in West Wales are not getting the support they need to make a lasting change to their lives. Too many people still fall through the gaps and don't have access to the same opportunities. Poor mental health, inadequate education, addiction, a low income, lack of affordable and secure housing and insecure or no work all contribute to a life of hardship that can be very hard to change.

Vision, Mission and Values

Vision

Our vision is of a Wales where everyone has a decent standard of living, thriving and not just surviving.

Mission

Our mission is to improve people's lives through addressing both the causes and consequences of poverty and inequality. We design our services with, not for, individuals and communities most affected by these issues.

Values

- We are inclusive: Everyone has a contribution to make regardless of visible and invisible differences. We are open to everyone and embrace diversity.
- We are enthusiastic and committed: We believe that everyone should have the opportunity to realise their potential. To thrive not just survive.
- We are fair: We treat everyone with respect, dignity, kindness, empathy, and compassion.
- We are responsible: We safeguard and protect the planet for our children and grandchildren.
- We are continually learning: Our work is driven by people and communities with lived experience.
- We are accountable: We are honest, transparent, and open at all levels of our work.



Strategic Goals

Our strategic goals to achieve our vision and mission are:

- Continuing to put people in the lead; designing our services with, not for, individuals and communities most affected by poverty, so together we create solutions owned by the community.
- Delivering social, economic and environmental impact that lasts; empowering individuals and communities to tackle poverty.
- Ensuring a fit for purpose organisation that allows us to function effectively and efficiently to deliver on our mission and vision.
- Maintaining the financial health of the organisation.

Being a Trustee

Trustees play a key role at Foothold Cymru. Their role is to ensure that the charity:

- Complies with its governing document and other legal requirements.
- Make balanced and informed decisions.
- Avoids personal conflicts of interest when making decisions.
- Act responsibly and honestly.

We are looking to appoint a number of successful candidates to our Board of Trustees.

As a Trustee you will...

- Be an ambassador for Foothold Cymru and for our work.
- Help shape to the strategic direction of Foothold Cymru.
- Make sure Foothold Cymru has policies in place that comply with current legislation and promote good practice.
- Make sure that staff, money and other resources are used appropriately, and that this is always monitored properly.
- Support the fundraising, income generation and outward facing activities of the charity.
- Spend time with our services, getting to understand their work and ensuring they know what the role of a Trustee is.
- Make sure that the needs of beneficiaries and their families are always at the centre of decisions taken by Foothold Cymru.
- Participate in the cycle of meetings and make sure that decisions taken at meetings are implemented.
- Attend training sessions to promote your knowledge and professional development in the role of Trustee.

As a Trustee you will need...

- To be committed to developing your knowledge and understanding of how Foothold Cymru is run. Full training and support will be provided for the successful applicants.
- To be committed to supporting and promoting Foothold Cymru's vision and mission.
- To understand and believe firmly in the work that we do and our values.
- To demonstrate strong leadership skills.
- To be a creative thinker and help Foothold Cymru develop innovative new areas of work or support.
- To be committed to supporting our values and Equality, Diversity & Inclusion policy.
- To have good communication skills and be able both to build agreement and challenge convention.
- To be an active member of the board, committing the time and thought needed.
- To complete a DBS check, if appropriate.
- To complete online learning and other training from time to time.

We would particularly welcome applications from people with significant knowledge or a background in one or more of the following areas:

- Safeguarding.
- Legal Matters.
- Human Resources.
- Fundraising.
- The Environment.

Terms of Appointments

Remuneration

The role of Trustee is unremunerated. However, all reasonable expenses incurred on our business will be reimbursed.

Time Commitment

It is expected that an average of 10 days per year will be needed for trustees to carry out their role. This includes attending board and committee meetings, participating in key charity events and strategy discussions and being a visible face for the charity to both beneficiaries, donors, and stakeholders. We aim to hold meetings at times that best suit trustees and use different technologies to ensure that attending meetings does not become a barrier to involvement.

Location

Foothold Cymru's registered office is in Llanelli, but we operate across West Wales. All our board meetings are held in Llanelli. The opportunity to attend remotely is available to all.

Legal Requirements in the Role of Trustee

All Trustees are individually and legally responsible for the charity they govern. To find out more about these responsibilities, the Charity Commission has produced the following guidance, The Essential Trustee which is an excellent source of reference. You can also learn about what makes a great board from the Charity Governance Code Framework which is available to download.

Equality, Diversity and Inclusion

Foothold is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practice, in the work we undertake, and in the provision of all services. We therefore expect all of our staff, trustees and volunteers to be willing and able to make a positive contribution to the promotion and implementation of Foothold's equality and diversity policy.

We would like our Board of Trustees be as diverse as the communities we serve. As a result, we welcome applicants from all backgrounds. However, as our current board is not as diverse as the communities we work in, we would be particularly interested in applications from those from under-represented groups.

We are deeply committed to inclusive working practices, so during the application process we commit to, where appropriate:

- Paying for childcare if you are invited to interview.
- Paying for your travel costs to our offices in Llanelli for interviews if these are held in person.
- Making any reasonable adjustments at interview.

If there is anything else you're concerned about or think we could provide, please let us know.

Finally...

While it is important that trustees understand and meet their fiduciary duty, we also want trustees to enjoy their experience, to feel they are making a positive difference to the charity's beneficiaries, volunteers and staff, and by the end of their period as a trustee feel that the whole experience has been worth it.

The Board

Foothold Cymru is a registered charity and company limited by guarantee which is governed by a board comprised of up to 12 trustees. The Board has overall responsibility for the work of the organisation, and has the following role:

- To oversee the charity's governance.
- To establish strategy.
- To performance manage the achievement of the strategy.
- To contribute to the leadership of the charity.



The board delegates to the Chief Executive who is supported by a team of

directors. This enables the charity to draw on both trustee and officer skills and knowledge to maximise the quality of governance and leadership provided to the organisation.

Trustees will serve an initial three-year term but thereafter will be eligible for re-appointment for an unspecified term.

The board has a Chair and Deputy Chair and is supported by two principal board committees.

- Finance, Audit and Risk Committee.
- Quality and Governance Committee.

These committees provide an opportunity to engage in more detailed scrutiny and discussion of the charity's work than would otherwise be possible in an ordinary board meeting

The role of the Finance Audit and Risk Committee is to maintain an overview of the financial health and corporate performance of the organisation, its control mechanisms and its compliance with statutory requirements.

The role of the Quality and Governance Committee is to support the Board to discharge its organisational and governance responsibilities.

Each of these committees is chaired by a trustee and comprises a small number of trustees and officers.

How to Apply



We want to give you the opportunity to find out more about the role of trustee, and whether you feel it is right for you, without going through a lengthy or complicated application process.

If you are interested in applying, or would like to find out more:

- To find out more about Foothold Cymru contact our Company Secretary on janice@footholdcymru.org.uk. An online meeting will be set up for an informal discussion with our Chief Executive.
- Alternatively (or once you have attended an online session) please submit your CV and short covering letter (not more than one side of A4).
- The closing date for applications is **20th February, 2022**. Applications can be submitted by email to janice@footholdcymru.org.uk or sent by mail to our registered address at **The Lord Arthur Rank Centre, Trostre Road, Llanelli, SA14 9RA**.
- We will be holding interviews during w/c 28th February and will be in touch with all applicants to let you know if you are shortlisted for an interview. These interviews will be with the Chair and a couple of other Trustees and will be an opportunity for them to get to know you and for you to find out more about the role.
- Successful candidate/s will be notified and asked to attend an induction day, where they will be able to find out more about Foothold Cymru, as well as completing any relevant paperwork.





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**The Lord Arthur Rank Centre,
Trostre Road, Llanelli, SA14 9RA**

Tel: 01554 779910

**Foothold Cymru is a charity registered
in England and Wales number: 1188696
Company registration number: 02633128**