



Credition Community Hub

Trustee Job Description and Person Specification

Job Description

Trust Governance

The Community Hub is a project of the Town Team, which is being registered as a charity (CIO). The Town Team is setting up a Shadow Trustee Board as a sub-committee. In time, a separate CIO will be set up to operate the Community Hub independently of the Town Team structure. The Shadow Board will have 5 to 9 Shadow Trustees. Trustees should be above the age of 18 and not barred by law from acting as Directors.

Term of Office

Normal term of office is 3 years after which a Trustee will be required to resign but can stand for re-election. In the first year the Trust is expected to hold between 9 and 11 Shadow Board meetings which Trustees will be expected to attend. There will also be a requirement for additional hours representing the Trust and possibly being a member of a sub-group.

Remuneration

The role of Trustee is unpaid. There is an allowance for reasonable expenses.

Responsibilities of the Shadow Trustee Board are to:

- Sharpen and develop the concept of the Credition Community Hub.
- Raise funds for and commission a feasibility study.
- Use the results of the feasibility study to inform a business plan the Board will develop for the Hub.
- Commission architects to co-create a concept design for the Hub.
- Continue consultation and community engagement required to ensure the Hub is built to meet the needs of Credition.

As the project develops the Shadow Trust Board will become the Trustees of the new Charity and will:

- Commission the design and construction of the Hub.
- Oversee the delivery of services within the Hub.
- Create the relationships and contracts needed to ensure its successful use by the community.
- Employ staff.

- Recruit volunteers to run the Hub.
- Communicate, engage and consult with all stakeholders required to ensure sustainable success.
- Ensure that the organisation is legally and financially sound and fosters a service that meets its aims and objectives.

When the Trust Board is created, Trustees may transfer to the new Board and must comply with the legal framework of Charity Law and the Charity Commission. Further information about the legal responsibilities of a Trustee will be made available to Trustees at this stage.

Person Specification

Trustees must demonstrate their ability and experience in some or all of the following areas:

- Commitment to the objectives of the Community Hub and interest in the arts, community and the economic prosperity of Crediton.
- Effectiveness in business or a relevant profession, particularly at a strategic level.
- Experience as a trustee/committee member of a charity or other voluntary organisation.
- Communication and advocacy skills. The ability to express balanced opinions and listen to the opinions of others.
- Values of integrity, openness, diplomacy and tact.
- Good analytical skills. The ability to read and understand complex subject matter and comment.
- Prepared to attend evening and/or daytime meetings as well as Trustee away days, training and development sessions.
- A commitment to support fundraising activity.
- An awareness of and interest in local issues.
- Experience of working with local authorities, National Lottery distributors and other funding bodies, charitable fundraising or managing significant budgets.