



TRUSTEE BOARD MEMBERS

ROLE DESCRIPTION AND PERSON SPECIFICATION

HOPE COMMUNITY FOUNDATION

Charity Number 1102542
Company Number 04489582

Registered Office: The Megacentre, Bernard Road, Sheffield, S2 5BQ

Introduction

Hope Community Foundation is the registered charity and the community Charity of Hope City Church operating in Sheffield as C3 Hope. We are a community charity largely fuelled by

the heart and passion of the church and aim to make a positive difference in the community. The Foundation works alongside and in partnership with the church to meet local community needs in our area. We operate from the Megacentre in Sheffield although operate outreach activities from time to time.

The Role of Board Member is an important role in building and maintaining good governance, policy and strategy and ensuring the charity stewards and managed its financial matters effectively.

SALARY: This is a voluntary role

HOURS: 4 x 2 hrs meeting per year plus an Annual General Meeting usually held in November or December with a small amount of ongoing communication and consultation between meetings. Meetings are usually held from 6pm onwards.

LOCATION: Under COVID-19 guidance Board meetings have been held remotely however it is envisaged that once restrictions are eased, we will revert to meeting mostly at the Megacentre in Sheffield.

CLOSING DATE: TBC

About the Board of Trustees

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. This is the case regardless of the terminology used to describe the role. For Hope Community Foundation, the charity trustees are also the Board of Directors and the Members of the Charity.

Trustees are responsible for governing the charity and act within Charity legislation.

Directors are responsible for governing the company and act within Company legislation.

Members are the foundation of the legal structure of the charity.

All our Trustees bring with them skills, knowledge and experience which will help to strengthen the charity and help it to achieve its mission in the best possible way.

For more information about the roles and responsibilities of Trustees we recommend you read the Charity Commission's publication entitled **The Essential Trustee**. Any person appointed to the Board of Trustees will be expected to have read this guide.

Duties of Board Members

The duties of a trustee board member are to:

1. Ensure that Hope Community Foundation complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
2. Ensure that Hope Community Foundation pursues its objects as defined in its governing document.
3. Ensure Hope Community Foundation applies its resources exclusively in pursuance of its objects.
4. Contribute actively to the board of trustees by giving firm strategic direction to Hope Community Foundation, setting overall policy, clarifying goals, agreeing targets, and evaluating performance against those targets.
5. Safeguard the reputation and values of Hope Community Foundation
6. Ensure the financial stability of Hope Community Foundation and the effective management of risk and financial exposure.
7. To always act in the best interest of Hope Community Foundation as a whole, without showing partiality to one individual church or any single part of the charity.

What qualifies you to be a Trustee?

Whilst the office of Trustee of Hope Community Foundation is not profiled extensively in terms of the overall ministry of the church we value and recognise the role that Trustees play and therefore expect our Trustees to come with qualities and traits that will help us to govern diligently. Here are the qualities we are looking for in our Trustees:

- A commitment to the mission of Hope Community Foundation.
- Willingness and availability to meet the time commitments required for the role.
- The ability to think strategically and see the big picture whilst empowering the officers of the charity to undertake work delegated to them.
- Analytical and creative thinking and the ability to formulate solutions around sometimes complex organisational and cultural issues.
- A commitment to a diverse and healthy organisation.
- The willingness and ability to act as part of the team to make good decisions which are in the best interest of the charity.
- An interest or experience in community development and social action in a Christian context.
- A mix or range of skills, knowledge and experience associated with effective charity governance. We are particularly keen to recruit trustees who have either or both of the following:
 - Understanding and experience of creating cross-cultural understanding or representing people of colour within an organisation or community context.

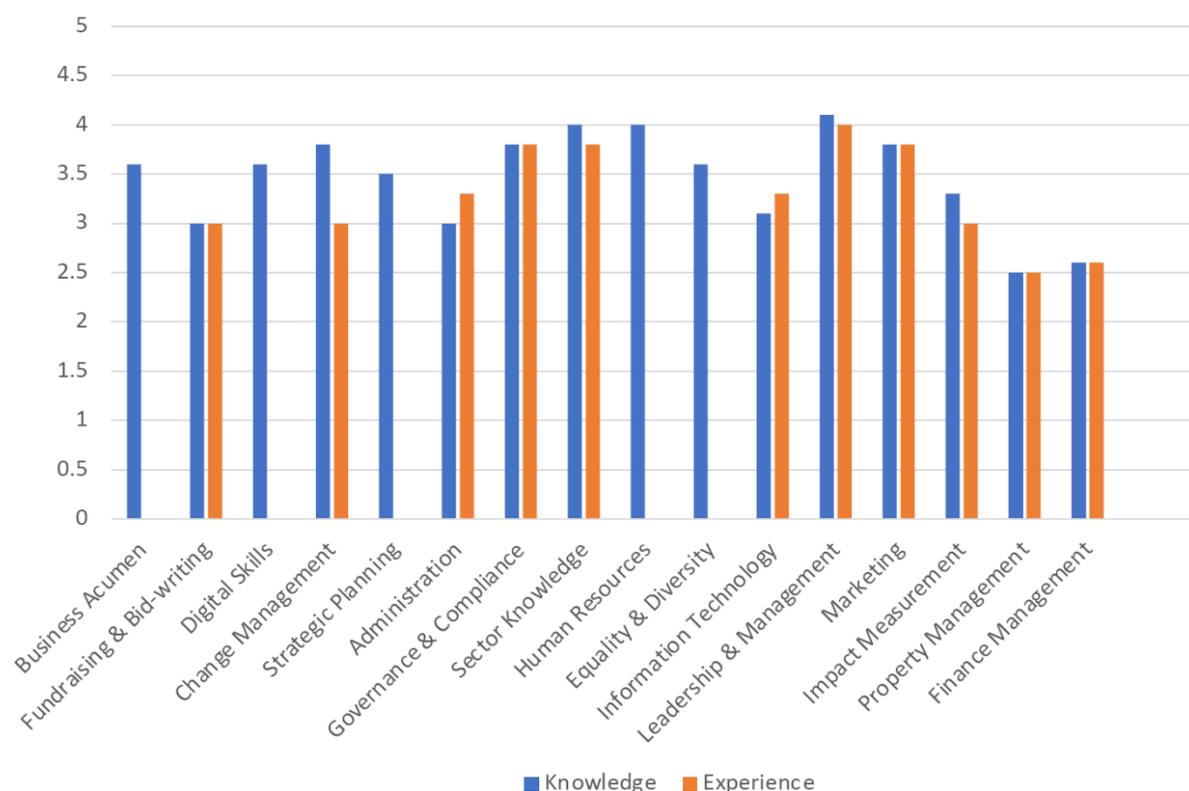
- Understanding and experience of financial accounting as it relates to the effective operation of charities.

Collective Board Skills & Experience

Here are the overall skills, knowledge and experience we wish to develop and maintain as a Board of Trustees.

1. Business Acumen
2. Fundraising & Bid Writing
3. Digital Skills
4. Change Management
5. Strategic Planning
6. Administrative Management
7. Governance & Compliance
8. Faith sector specific knowledge
9. Equality & Diversity
10. Information Technology
11. Leadership & Management
12. Marketing & Communication
13. Impact Measurement
14. Property Management
15. Financial Management

Our most recent skills audit showed the following results:



How to Apply

If you would like to be considered as a Trustee for an initial period of two years simply write a letter addressed to 'The Trustees of Hope Community Foundation' and send via email to colin.davies@hopecity.foundation for applications. Please supply details of at least one reference within your initial expression of interest.

If you have any questions or would like to discuss your application before sending your letter, please email the above email address and we can set up a call.

More information

Here are a few resources you may wish to explore:

Charity Commission Register of Charities – [Charity Commission](#)

Companies House Register of Companies – [Companies House](#)