



Emmaus Leicestershire and Rutland Application Pack Chair

The Emporium, Stockwell Head, Hinckley, Leicestershire.LE10 1RG. Telephone 01455 637587

1

Emmaus Leicestershire & Rutland is Registered Charity Number 1146326 and Company Limited by Guarantee Number 07871687, Registered in England, and Wales.

Contents

Introductory Letter	3
About Emmaus	4
About Emmaus Leicestershire and Rutland	5
What is expected from Trustees?	6
Role Description	7
Person Specification	9
Application Process	10
Safeguarding	10



Dear Applicant,

On behalf of the Board of Trustees of Emmaus Leicestershire & Rutland, may I thank you for your interest in the position of Chair in our charity.

As you may know, Emmaus communities operate a unique model to support people who have experienced homelessness, known as companions. We provide them with a home, care, training and mentoring, support for as long as they need it, and work opportunities within our social enterprises, which are based around the recycling and sale of preloved goods donated by members of the public.

We are now seeking a suitable candidate to fill a vacancy for the important volunteer trustee position of Chair. Given the growth of the community, the ambitious programme of projects in our Strategic Plan, and the need to consider new directions and initiatives, the Board is looking for a Chair with experience ideally in these areas. The successful appointee will be a trustee, Company Director, and a member of the Board, working with other trustee's other stakeholders, to oversee the implementation of our strategy and to address homelessness issues.

If you feel this opportunity is for you, I do hope you follow up your interest by applying for this important and exciting position. We look forward to hearing from you.

Best regards

Peter C Savage

Chair of the Board

About Emmaus

Our vision: A world in which everyone has a home and a sense of belonging

Emmaus is a homelessness charity with a difference. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own, with no support around you can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

Emmaus is different because it provides a home for as long as someone needs it, in an Emmaus community. This gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones.

"Companion" is the name given to those who live in an Emmaus community and work in the social enterprise, where they support themselves and one another. There are currently 850 companions living at 29 Emmaus communities across the UK.

Rather than relying on benefits, Emmaus uses social enterprise to generate revenue that pays for companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing companions that their actions make a real difference, both to their own life, and the lives of others.

How it works

Unlike a lot of provision for homeless people, Emmaus communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing and a weekly allowance.

In return, we ask:

- That companions contribute to the life of the community or give as much time as they are able, in the community's social enterprise.
- That they behave in a respectful way towards one another.
- That no alcohol or illegal drugs are used on the premises.

Emmaus Leicestershire & Rutland Background

At Emmaus Leicestershire & Rutland, people who have experienced homelessness and those at risk of homelessness find a place where they can enjoy companionship and support. Our community was established in 2012 and is based in Hinckley.

We offer a home

We currently have space to accommodate 16 people at our accommodation 'Elm Lea' in Hinckley, Leicestershire. Everyone has their own room and private bathroom whilst living in the community, as well as many large communal areas where they can socialise.

We offer work

All companions contribute to the community. Our Emporium charity shop in Hinckley, provides a commercial setting where skills can be learned in a friendly atmosphere.

We offer a new beginning

Emmaus offers people who have experienced homelessness a fresh start in life, with the support of the community around them. They can stay as long as they wish and are offered opportunities to acquire skills. Some stay for only a few months in order to get themselves back on their feet before returning to independent living, but for others Emmaus will become their permanent home. If a companion wants to move on, they will be assisted to find accommodation and employment.

We wish to grow our community

It is our aspiration to develop and grow our community by increasing the number of companions that we can accommodate, this in turn will enable us to increase our social enterprise activity. We are also planning to develop our Stockwell Head site into a consolidated location for all activities.

What is expected from Trustees?

Trustees should use their specific skills, knowledge, and experience to help the Board run effectively and in the best interests of Emmaus Leicestershire & Rutland.

This role is a non-remunerated and undertaken on a voluntary basis. Reasonable expenses will be covered.

Trustees should:

- Be able to commit the necessary time and effort
- Have good, independent judgement
- Have confidence to verbalise their opinions, whilst respecting the opinions of others
- Understand and accept the legal duties, responsibilities, and liabilities of trusteeship
- Be able to work effectively as a member of a team
- Observe Nolan's seven principles of public life as outlined in the Trustee Code of Conduct: selflessness, integrity, objectivity, accountability, openness, honesty and leadership Commitment

Our Board meets every six weeks, papers are shared in advance of these meetings. We also have two working groups:

- Income Generation
- Property Development

These groups meet independently of the full Board and provide regular feedback and updates.

Role Description

Chair of Trustees

Emmaus Leicestershire & Rutland (Voluntary)

Location: Emmaus Leicestershire & Rutland

Summary

The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support the Director and ensure that the Board functions as a unit. They will act as an ambassador and the public face of the charity in partnership with the Director.

Responsibilities Main Duties

The key responsibilities of the Chair of the Board are to ensure:

- That meetings are conducted efficiently to enable Trustees to give appropriate and sufficient consideration to the issues/topics for discussion/ decision.
- All Trustees are given the opportunity to express their views.
- A constructive working relationship is established with, and support provided to, the Director.
- That Trustees delegates sufficient authority to the Director to enable the business of the Charity to be carried out effectively.
- That Trustees receives professional advice when it is needed.
- The Chair has a prime but not exclusive responsibility for ensuring that the Board conducts its business effectively.

This will mean:

Maintaining an appropriate balance of Board attention to strategy, policy, financial management, performance review, needs of people who use services and other key decisions to exercise effective overall control.

- Agree the agenda for each meeting and chairing meetings in such a way as to ensure that the agenda items are dealt with effectively.
- Ensure that decisions are correctly recorded by checking the minutes and following up decision points.
- Ensure that the Board is able to debate strategic issues.
- The Chair should maintain a degree of oversight of the organisation's work between meetings of the Board.
- That any decisions required between meetings, which have not been delegated to staff, should be taken by the Chair in consultation with the advice of the Director, and in consultation with other Trustees and reported on at the next Board meeting.

- Review Board effectiveness on a biannual basis, or sooner should circumstances dictate.
- The Chair shall review the composition and performance of the Board at least every two years, including attendance, and the skills and experience of its individual members.
- That in conjunction with the Director, the Chair should make recommendations to the Board to remedy any deficiencies in accordance with the organisation's agreed procedures.

The Chair must also ensure that the following areas of Board effectiveness are periodically reviewed:

- Board structure and Committee membership.
- Board Member induction and training needs.
- Compliance with the Board Terms of Reference and Code of Conduct for Board Members.

The Chair is also required to undertake the following:

- To establish a constructive and effective working relationship with the Director and to generally act as coach and mentor with appropriate support and monitoring.
- To appraise annually the performance of the Director.

Person Specification

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements.

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause.
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Strong networking capabilities that can be utilised for the benefit of the charity.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.

Experience

- Experience of operating at a senior strategic leadership level within an organisation (ideally charitable)
- Successful track record of achievement through their career.
- Experience of charity governance and working with or as part of a Board of Trustees.
- Experience of external representation, delivering presentations and managing stakeholders.
- Experience of chairing meetings.
- Strong leadership skills, ability to motivate staff and volunteers and bring people together.
- Financial management expertise and a broad understanding of charity finance issues.
- Good understanding of charity governance issues

Terms of Appointment

The charity's Chair (and Board members) will serve a three-year term to be eligible for reappointment. In addition to chairing the main Board meetings, the Chair has the right to attend other organisation working groups.

To Apply

To apply please send your CV in a word file format, with a supporting statement on no more than one side of A4 to peter.savage@emmaus.org.uk by **noon, Friday 30th August 2024**.

For an informal discussion about the role please contact Peter Savage, Chair, Emmaus Leicestershire & Rutland on 0797 324 6666.

Find out more about being a charity trustee:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

Safeguarding

The role will involve working with companions and in the community, so the role will need to have a Disclosure and Barring Service (DBS) check carried out. This is to check the criminal records and that the person is not barred from working with 'adults at risk'. Some companions can be classed as adults at risk. An adult at risk is anyone that has one or more of the following:

- Does not understand certain decisions or transactions.
- Are unaware of their rights or how to complain.
- Have communication difficulties.
- Have limited life experiences.
- Are socially isolated.
- Have low self-esteem.
- Are dependent on others for their basic needs.

The additional details form is needed to check any previous convictions. After interviews, the successful applicant will need to complete a DBS check.

How we store and use your personal information

Your CV and other information will be stored in a password protected folder throughout the interview process. It will be stored for six months, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

The CV and supporting statement will be passed onto other members of the panel. But before it is passed on the personal information will be removed from your CV. This includes:

- Name
- Address
- Age
- Marital Status

This is to protect your personal information, but also to enable us to shortlist 'blind', so that the recruitment process is fair and equitable, and we are encouraging a diverse workforce.