



# **Chair Recruitment Pack**

**July 2024**

# Introduction

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**Thank you for your interest in joining Action Hampshire's Board of Trustees.**

We hope that this pack will give you an overview of our activities and approach, as well as our passion for supporting communities through the work that we do across Hampshire and beyond.

Our Trustees are proud to be part of a well respected organisation, with passionate staff and an engaged Board of Trustees. We are now looking to strengthen our board further.

We have put this pack together to give you a good idea of what it means to be a Trustee and about the incredible work that Action Hampshire is delivering every day.

## From our Interim Chair

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As you read through the various materials describing Action Hampshire and learn about our history, our strategy, our values, and the role of Chair, you might take a moment to consider why Action Hampshire is so needed.

I was an admirer and user of Action Hampshire's services for many years as a CEO of a local charity, and for the last 6 years have been involved as an Action Hampshire Trustee. At a time when the voluntary and community sector, and the people they serve are under severe pressure, Action Hampshire's promotion and support for a healthy, vibrant sector has never been more needed.

Trustees and staff share a vision of community-led action; the power of true partnership; the channelling of voluntary effort; and of public service defined by its values and directed at offering hope and practical support to the most vulnerable.

Our Trustees are diverse, focussed, clear about our role, supportive, deeply committed to the work of Action Hampshire, and very proud of our brilliant staff team.

We are a year into the delivery of our 3 year strategy, moving towards financial sustainability, a uniquely coherent identity, and a healthy and supportive staff culture in which people feel in control of their work; and we're aiming to use all the benefits of technology to become more digitally smart, connected, informed, efficient and so even more effective.

**If you share this vision, have the sort of leadership qualities we describe, and if, like us, you are inspired by Action Hampshire's history and potential, we would love to hear from you.**



**Richard Barritt**  
Chair of the Board of Trustees



# Who we are

**Our specialist knowledge spans more than 70 years. We support the voluntary, community and social enterprise (VCSE) sector to deliver great services to local people and communities, speak up for the changes they would like to see and shape the future of where they live and work.**

Action Hampshire supports VCSE organisations by providing information, peer networking opportunities and support with amplification, VCSE sector insight and a platform to have a voice. We carry out research that helps increase understanding about the VCSE sector and host forums and networks which connect and support organisations.

We believe passionately in the power of communities to organise, speak for themselves, and work together to deliver services they need, through the VCSE sector, and in partnership with public sector services.

We always look to support delivery that is provided in communities by communities, by providing the very best infrastructure support.

## Our vision

To work in a world that is kind and fair and where charity is no longer needed.

## Our purpose

We aim to enable and inspire people, organisations, and communities to be the best they can be through:

- Listening to the sector and bringing our voices together to create social change;
- Connecting organisations and encouraging and supporting collaboration;
- Equipping the sector with quality information, training, and insight to do a great job.

## Our values

All our work is underpinned by our values:

- **Enterprising**
- **Empowering**
- **Bold**
- **Informative**

We strive to ensure that we promote equality, diversity and inclusion in all we do.



# How we do it



## Our mission

Our mission focuses on three key areas:

- To strengthen and connect voluntary, community and social enterprise organisations and networks
- To promote and support community-led and place-based action
- To champion diversity, challenging inequity, and disadvantage

We provide support to thousands of VCSE organisations. In doing so, we support the Hampshire VCSE sector to thrive.

For details of everything we do check out [this page on our website by following the link here](#)

## Listen. Equip. Connect.

Here are a few examples of our current work:

### Listen

**We listen to the sector and bring our voices together to create social change.**

Bringing together a new alliance of VCSE organisations across Hampshire & the Isle of Wight (HIVCA) to play a strategic system-wide role in the new Integrated Care System.

**HIVCA's vision:** "Our vision is that the people of Hampshire and the Isle of Wight can live healthy, active, independent lives full of connection and contribution within their communities for as long as possible and that health, and social care support is well integrated into people's lives to support the best recovery and care."

### Equip

**We equip the sector with quality information, training and insight to do a great job.**

We provide support and guidance to village halls and other community-led initiatives, particularly in rural communities.

"Thinking about the 17 years since the Barn came on stream as a community hall, I cannot imagine what state it would be in without the support, which we have received from you."

**- Roger Jones, Cross Barn**

"We have spent time with some awesome community organisation leaders and social entrepreneurs from across Hampshire. It was all thanks to Action Hampshire as part of their digital skills training programme!"

[To find out more about our work over the decades, head to our website here](#)

### Connect

**We connect organisations and encourage and support collaboration.**

Project managing and championing learning from a pilot of three sustainable transport initiatives which aim to reduce loneliness for older people.

"This project is a great example of multiple partners working together on a shared priority. I look forward to sharing the learning across our health and care system to help shape local policy on how to best build resilient communities."

**- Ros Hartley, Director of Partnerships, Hampshire and Isle of Wight Integrated Care System.**

# Meet our Trustees

Our Trustee Board is strong and engaged, with a clear understanding of their governance role. Without them we wouldn't be able to carry out our work. Our Trustees are crucial to developing Action Hampshire's strategy and overseeing its delivery.

Our Trustees are normal people who come from all sorts of walks of life, and offer a range of different skills and experiences.

[You can see a full list of our current Trustees here](#)

## How much time do you commit?

"There are the formal meetings that are planned throughout the year. Other times I may volunteer to help with a specific task that I have some knowledge, some skill or experience in. On average I probably spend 3-4 hours a month."



- Julie Amies

## What do you get out of being a Trustee?

"For me it was a great way to be involved with an organisation I think is making a significant impact. The work the team do to support all shapes and sizes of organisations out there is crucial. I don't end up being Trustee everywhere I work!"



- Kate Shurety

## What makes you most proud about Action Hampshire's work?

"The social entrepreneurship work of the charity is of particular interest to me, and I am honoured to be closely involved with the School for Social Entrepreneurs."



- Savannah Sawdy

## What are your motivations for becoming a Trustee?

"I retired a few years ago and decided to take a break from the demands of full time employment. After a while, I found that I

missed the challenge and did not want to waste the skills and experience I have gained during a career in commerce, and so I decided to look for a way to put them to good use. I have always believed in the importance of a society dedicated to equality, dignity, respect and looking after those in need, and so volunteering for a charity was the ideal solution.

After a lengthy search, I came across Action Hampshire. This charity interested me in particular because of the wide range of charities and projects it supports, and because it works across the community I am part of."



- David Laing

Directing my energy into volunteering to support the VSCE sector, specifically community organisations, helped my transition from high intensity employment towards retirement. I was able to contribute applying the range of skills I had acquired in business to support the development of the organisations. My volunteering allows me to pay back and contribute to charities that are essential for the cohesion of the society I live in. Giving time can be as valuable as donating and I can see the difference that my effort makes which is rewarding. It provides me with a variety activities and engagement with a range of people I would not normally meet which has a positive impact on my wellbeing.



- Ian Bowes

# What do our Trustees do?

Trustees have a range of statutory duties that are laid down in law. Each Trustee uses their own skills, knowledge or experience to help reach sound decisions. This may involve scrutinising board papers, leading

discussions, new initiatives, or other issues in which the Trustee has special expertise e.g. risk management, leadership, charity management, change management.

The statutory duties are broadly outlined below. Each individual contributes according to their own expertise. It is a joint effort – we don't expect each Trustee to be able to do everything!

- Ensures that Action Hampshire complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensures that Action Hampshire develops and agrees an appropriate strategic plan.
- Ensures that the Action Hampshire sticks to its mission and uses its resources exclusively in line with charitable objectives.
- Ensures that Action Hampshire has clear goals and operational systems are in place to meet agreed targets.
- Safeguards the good name and values of Action Hampshire
- Ensures that resources are in place to enable the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Focuses on the financial stability of the organisation.
- Ensures resources are in place to protect and manage the property of Action Hampshire, and the proper investment of funds.
- Follows legal and formal recruitment procedures including appointment, supervision, support, appraisal and remuneration of the CEO.

**In addition to the statutory duties, Trustees act as champions for Action Hampshire's work. Each Trustee uses their own unique strengths, skills, networks and interests to help fulfil the organisation's charitable mission.**

## Time commitment

Board meetings take place every 2 or 3 months, and usually last 2 hours. Board meetings currently alternate between online and face to face.

Papers for the Board meetings are emailed out approximately one week in advance and Trustees are asked to read these so that they can participate fully in the meeting.

Trustees have the opportunity to take a lead role in one or more of Action Hampshire's activities, e.g. social enterprise or rural work, which would involve an additional time commitment.

Trustees with particular interests or expertise may also be asked to join the Board's sub committees or Task and Finish Groups, including the Finance Committee which scrutinises Action Hampshire's finances and usually meets about a week prior to the Board meetings.

## Expenses

The role of a Trustee is voluntary and therefore unpaid. However, any expenses incurred whilst carrying out Trustee duties will be reimbursed, e.g. travel costs, parking, etc.

# About you

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## What will I get out of being a Trustee?

According to research conducted by them Charity Commission:

- 96% of Trustees said they learned new skills
- 73% said it boosted their confidence, and
- 84% said it made them happier
- 22% said they got a promotion because of what they had learned
- Reasonable expenses for attending our meetings (most of which are now online).

You don't need to have previous board or committee experience as training will be provided. All Trustees work from our standard Role Description below, but really what we are looking for most of all is:

- **Passion and enthusiasm for communities and what they can deliver**
- **Commitment to our values and to attend our meetings**
- **Curiosity to find out more and keep asking questions.**

# Trustee role description

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## Person specification

Our number one requirement is simply a commitment to Action Hampshire's mission and values.

But we would also like you to have the following:

- A willingness to devote the necessary time and effort planning how the charity will deliver its charitable purpose
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind, but listen to the views of others
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a Trustee (we can help you to understand that better – just ask us)

- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Induction and training

New Trustees will be invited to an induction day, either virtually or face to face, where they will be able to meet the staff team and receive key documents.

We will also provide opportunities for you to develop your skills as a Trustee.





# Role description for the Chair of Action Hampshire

**Action Hampshire is a support and development organisation for VCSE organisations.**

Our role is to support VCSEs in Hampshire to be the best they can possibly be, by:

- Providing policy and information ensuring organisations understand their obligations, opportunities, environment and best practice.
- Supporting and promoting the development of social enterprises, through various training opportunities.
- Specialist support to help rural communities remain vital and sustainable
- Voice and representation ensuring policy is informed by the needs and perspectives of the VCSE sector

**In addition to the general responsibilities of a Trustee, duties of the chair include the following.**

- Leading the Board in providing strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Ensuring that Action Hampshire complies with charity and company law and its own Articles,
- Chairing and facilitating board meetings, ensuring good decision-making and follow up, and a culture of collective responsibility and decentralised leadership
- Fostering respectful relations within the Board and across the organisation that reflect Action Hampshire's values and ensure clarity on the respective roles of staff and trustees
- Bringing impartiality and objectivity to decision-making
- Enabling the development of the board of trustees including induction, training, appraisal and succession planning
- Acting as ambassador and spokesperson for the organisation, developing and maintaining good relations with key stakeholders as appropriate.

**With the Chief Executive:**

- Planning the annual cycle of board meetings and other general meetings where required, including Annual General Meetings
- Enabling all sub committees and any ad hoc working groups to report their work and any recommendations to the Board
- Agreeing agendas for board and general meetings
- Building a strong relationship with the Senior Leadership Team
- Enabling Trustees to engage regularly with staff and contribute appropriately in supporting their work
- Ensuring, through regular contact, the support and appraisal of the performance of the Chief Executive, including their professional development
- Membership of appointment and disciplinary panels



# Thank you

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**We are delighted you are interested in Action Hampshire and the opportunity to lead it into the future.**

For an informal conversation about this role, please contact either:

**Rosie Duffy**

info@actionhampshire.org

## **To apply:**

Please [follow this link](#) to complete our application form which includes space to upload your CV and cover letter. In your cover letter, you should outline experience in relation to the role responsibilities.

We very much welcome applications from all members of the community regardless of age, gender, sexual orientation, ethnicity, faith or disability.

**The closing date for applications is Friday 30 August**

