

## **SPITALFIELDS CRYPT TRUST**

Charity Number: 1075947

A Company Limited by Guarantee, Number 3734793, Registered in England

*“The care, welfare, treatment and maintenance, in accordance with Christian ideals, of individuals in the United Kingdom who are suffering from the effects of alcohol or drug addiction, homelessness, social isolation, poverty and related problems.”*

*Spitalfields Crypt Trust charitable objects*

### **ROLE DESCRIPTION**

<b>POST TITLE:</b>	Trustee (voluntary position)
<b>RESPONSIBLE TO:</b>	Collective Board Responsibility
<b>PURPOSE OF POST:</b>	To ensure the good governance of Spitalfields Crypt Trust (SCT)
<b>HOURS:</b>	Evening Board Meetings of approximately 2 hours, 4 times per year with some additional commitments
<b>SALARY:</b>	This is a voluntary role but reasonable expenses may be claimed
<b>LOCATION:</b>	Meetings are normally held in SCT offices in Shoreditch (E1) or a location near Liverpool Street Station (EC2)
<b>ROLE FUNCTION:</b>	Charity Trustee Non-Executive Director Company Member

**Spitalfields Crypt Trust (SCT)** is an East London charity embedded in the local community, providing practical help, support and training to people affected by homelessness and addiction. We are passionate about the people and communities we support and embrace creative, innovative and inclusive ways of working that build on our collective strengths. We provide a Recovery Hub (including an abstinence-based residential recovery facility, an addictions counselling programme and a Training & Development Programme), supported houses, a Housing First service, community supports, charity shops and two social enterprises supporting people in recovery from addictions to rebuild their lives. Our integrative approach is based on the concept of ‘Recovery Capital’, a whole-person approach taking into account physical, cultural, social, human and spiritual factors and assets.

SCT is committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services, employment and volunteer opportunities on a fair and equitable basis, regardless of race, ethnicity, religion [*please see Person Specification below*], life-style, gender, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from or applying to SCT for either voluntary or paid employment, will be treated less favourably than any other person on any grounds.

In employment we actively seek to recruit people with a good combination of talent, skills and potential, promoting equality for all, and we welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation. (Sources - Equal Opportunities Policy 2.2 (i) and (v)).

## **RESPONSIBILITIES:**

- Ensure the good governance of SCT in accordance with best practice
- Ensure with the Board and CEO that the charity's Vision and strategic direction are aligned and consistent with the Charitable Objects as well as its operating environments
- Participate in Board meetings 4 times a year
- Use personal expertise to provide advice, assistance and guidance to the CEO as appropriate in consultation with other Trustees, including meetings and discussions with the CEO between Board meetings on specific issues or projects and attending Board committees (e.g. quarterly Finance Committee and/or Service Forum, etc.)
- Support and assist with the promotion of the Charity and its services
- The role has no Executive function

## **QUALIFICATIONS AND EXPERIENCE:**

### **Essential:**

- A proven track-record in one of the following:
  - a professional field
  - the management of a service, department and/or organisation
  - Governance and/or advisory role with an organisation
  - lived experience of an issue relevant to SCT's service provision

### **Desirable:**

- Board/Committee experience
- A specialism in any of the following areas:
  - Drug and alcohol addiction
  - PR/Media/Marketing
  - Fundraising
  - Legal/Finance
  - Human Resources
  - IT
  - Quality management
  - Management
  - Property/Real Estate/Housing

## **PERSON SPECIFICATION:**

- Heart for the marginalised and passionate about supporting those with complex needs
- Good verbal communication skills
- Person with enthusiasm, motivation, commitment and sound judgment.
- Full commitment to SCT's Mission and Ethos
- Personal Christian faith (GOR applies to SCT trusteeship as a Christian Charity)
- Ability to handle confidential information
- Ability to operate in a team
- Commitment to Equality & Diversity
- Ability to comply with the requirements and responsibilities of a trustee as set out by the Charity Commission [<https://www.gov.uk/guidance/charity-trustee-whats-involved>].