



Trustee Pack

www.smartcjs.org.uk

www.smartfp.org.uk

Thank you for your interest in joining our board of trustees



SMART CJS is a well known Bedford-based charity. Our primary focus is to help people who are experiencing homelessness or are at risk of losing their home.

SMART currently runs services at multiple sites in Bedford and Milton Keynes, providing person centred support. We need forward thinking, enthusiastic volunteers to join our board of trustees, to help keep SMART at for forefront of homelessness prevention.

SMART IN 2022



1 new
service
opened



349
people
supported
into
housing



5
projects
run across
2 locations



767
people
helped in
2022

"H feels like person now. She thought her life was over but SMART brought her in and made her feel like family"

– Karl, Outreach Caseworker, Bedford

"The challenges are all part of the job, and I love it!"

– Sian, Caseworker at Norman Russell House, Milton Keynes



Jen Robus
CEO



Thank you for your interest in being a Trustee.

The purpose of SMART CJS is to make things better for others. The people who make use of SMART's services have come to us with different stories, different needs, with a series of unforeseen life events which led them here. As the landscape of social and health care has changed, our services have adapted and grown, but we've always kept the people we help at the centre of all that we do.

The organisation has been through many changes since its inception in 1997. Today it is a proactive and responsive charity focusing on the prevention of homelessness and rough sleeping. The work we do is mainly funded by Local Authorities as well as support from corporates, grant giving organisations and members of the public.

We rely on our Trustees to guide and support the charity and employees in our pursuit of providing the best service to those in housing need. If you would like to be a part of this process, please email me to arrange a chat about the Charity, and to discuss how you could enhance our work.

Jen.robust@smartcjs.org.uk

Our Board Of Trustees



Name / year appointed	Role	Home town / city
Fergus Crombie – 2017	Chair of Governance Committee, Safeguarding Lead & local volunteer	Bedford
Keara O'Connor – 2021	Personalisation specialist and project manager	Luton, Bedfordshire
Sue Prytherch – 2022	CHAIR – Recruitment specialist and landlord/property knowledge	Sandy, Bedfordshire
Kelly Hawley 2023	Experienced Housing Specialist with a demonstrated history of working in the government administration industry.	Sheffield
Adrian Davey 2023	Part of The Central Bedfordshire Group, along with Care Is Central Ltd. and owner of New Vista Homes Ltd.	Cambridge

Our Board is responsible for agreeing the strategic direction of the charity, setting the budgetary framework and deciding upon major undertakings. Responsibility for the day-to-day operation of the charity is delegated to Jen Robus, our Deputy Chief Executive, who reports to the Trustees on a regular basis. This ensures that our Trustees have all the information they need to monitor progress and agree any strategic or budgetary adjustments which may become necessary.

As a Board we must always

- Act in the best interests of the SMART, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility;
- Act collectively as a group and not as individuals;
- Ensure that all of our decisions and actions are consistent with SMART's values and how the charity is seen by the people and organisations who are involved in our work and by the wider public;
- Have regard to the proper use of our power and act in line with our Charity Articles and our own aims and values;
- Ensure that the Charity follows the law. We also consider non-binding rules, codes and standards, and follow the Charity Ethical Principles and other good practice initiatives that promote confidence in charities and create a supportive environment.

What is involved in being a Trustee?

In a survey (gettingonboard.org) it was reported that eight in ten of Trustees reported that being a Trustee made them happier, and over one in five said they got a promotion as a result. In addition, 96% said that they had added to their skill set and over three quarters reported an increase in confidence. So, why not grab this opportunity and be a Trustee for SMART CJS?

What we require from you:

- Willing to commit to a minimum of a three year term
- Ready to attend four Board Meetings in person or virtually (including one AGM each year)
- Prepared to join one of the other governance committees if required (e.g. Finance, Governance & Risk Assurance)
- Happy to represent the organisation to other bodies for volunteer engagement, fundraising and/or relationship building

SMART CJS works with people with drug and alcohol problems, as well as mental health and learning difficulties, categorised as vulnerable adults. This requires potential trustees to undergo an enhanced DBS check.

The SMART CJS Board of Trustees comprises of volunteers. They bring knowledge, experience and expertise which contributes to the overall effectiveness of the organisation and the success of SMART CJS.

We are particularly keen to hear from you if you can bring at least ONE of the following:

- Expertise in finance
- Experience in housing/social housing/affordable housing sectors
- Registered social landlord knowledge
- Fundraising, bid and/or grant application experience
- Subject matter expertise in homelessness or rough sleeping.



**Want to find out more
about SMART CJS before applying?**

[Read our Impact Report 2022](#)

Look Us Up

[SMART CJS website](#)

[SMART CJS First Point website](#)

[Charity Commission – Registered charity: 1069087](#)

[Companies House – Limited company number: 03398982](#)

Social/Professional Media



Instagram



Facebook

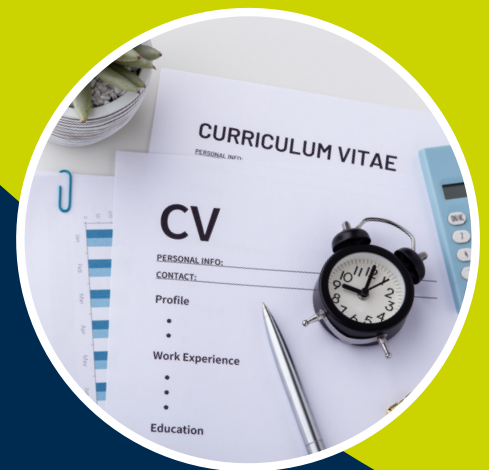


LinkedIn



X formally Twitter

**Like what you see?
Think you can help?
Details of how to apply
are below.**



Please apply by email to the CEO, Jen Robus
Jen.robus@smartcjs.org.uk

You should attach:

**A completed application form stating your relevant experience and
why you are interested in becoming a Trustee
An up to date CV (no more than 3 pages).**

