



PEOPLE CAN AND DO RECOVER.

The Bridge Project Trustee Recruitment Pack

April 2024

Thank you for your interest in joining our Board of Trustees

As the Chair of Trustees, I am excited that you are thinking of joining our Board.

We are a charity that helps around 5,000 people a year and are at a pivotal stage in our development. Employing around 120 dedicated staff supported by 50 volunteers, we are committed to transforming peoples' lives and have recently expanded our portfolio of services into providing supported housing. Most of the people we support are facing multiple disadvantages, and experience a combination of problems, including mental ill health, drug and alcohol use, homelessness and offending behaviour. For many their current circumstances are shaped by long term experiences of poverty, deprivation, trauma, abuse and neglect.

We're especially looking to recruit new Trustees from ethnically diverse backgrounds and age, and particularly women. As a Trustee you have a key role to play in ensuring we have a diverse Board which reflects the communities we serve. Becoming a Trustee is a prestigious position and will provide opportunities to meet diverse people from different professions and leadership roles.

By joining the Board, you will be joining a committed and dynamic community with a keen personal investment in the work that they do. If this sounds like a challenge you would like to take on and help improve people's lives, we would love to hear from you.

Peter Sleight
Chair of Trustees

Who are we?

We are The Bridge Project and we were launched in 1983 by a small group of volunteers, who secured government funding for counsellors, information and training officers, with the aim of providing practical support to users of street drugs in Bradford. The following year a rehabilitation hostel was opened, and a community-based solvent user advice worker appointed.

In 1997, Bridge moved to its present home in Salem Street and built on its expertise to develop specialist advice and information, a harm reduction service and needle exchange. By 1998 Lottery funding enabled Bridge to set up a separate service for young users and their families. Over the next ten years, following our strategic development plans, the Bridge staff team tripled in size as the organisation won significant new business across substance misuse, recovery, mental health, criminal justice, housing, employment, and wellbeing services.

For over 35 years Bridge has continued to grow and develop its service in response to the changing needs of our service users. There have been many challenges as both national and local priorities have changed, and funding resources have expanded and contracted. Today we have a diverse portfolio of services and funding streams that allow us to maintain high quality services for a range of vulnerable adults and young people.

Bridge is a value driven organisation. These strong values are the foundation of our organisational stability and are at the heart of all we do, as we believe in people's ability to change and their right to high quality services. Our values:

- Integrity
- Compassion
- Empowerment
- Equality
- Ambition
- Sustainability
- Boldness

Our Mission

Our Mission is to empower people experiencing multiple barriers to achieve positive change.

The priorities for Bridge are to work with individuals, families, partners and communities to:

- Improve people's lives in a sustainable way, recognising that solutions are often complex and need to address a range of issues such as substance misuse, risk taking behaviours, relationships, housing, physical/mental health and employment.
- Advocate for the needs of people who are most marginalised and experiencing stigma in society.
- Work in partnership to provide effective early intervention, prevention and reduce health inequalities.
- Practice in a collaborative way that promotes opportunity for co-production and determines an outcome that draws on the person's strengths and assets.

Our Vision

A place where everyone can achieve a fulfilling life.

Our Board of Trustees

The Board of Trustees is made up of eight Trustees, who each bring a wealth of knowledge and expertise from different backgrounds to strengthen the Board. The Chair, Vice-Chair and Treasurer are elected from and by the Trustee Board.

We have a number of Trustees who are long serving on the Board with some relatively newer, however, they all have a supportive style and are passionate about what we do and are keen to welcome new Trustees to contribute to the objectives of the Charity and compliment their skills.

Statutory Duties of a Trustee

- To ensure that the Bridge Project complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the Bridge Project pursues its objects as defined in its governing document.
- To ensure the Bridge Project uses its resources exclusively in pursuance of its objects: the Bridge Project must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Bridge Project, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the Bridge Project.
- To ensure the effective and efficient administration of the Bridge Project.
- To ensure the financial stability of the Bridge Project.
- To protect and manage the property of the Bridge Project and to ensure the proper investment of the charity's funds.
- To appoint the Chief Executive and monitor his/her performance.

Other Duties:

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers.
- Leading discussions.
- Focusing on key issues.
- Providing guidance on new initiatives.
- Other issues in which the Trustee has special expertise.

Each Trustee must have:

- A demonstrable commitment to the Bridge's mission.
- A willingness to meet the minimum time requirement.
- Integrity.
- Strategic vision.

- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties and responsibilities of trusteeship.
- An ability to work effectively as a member of a team and to take decisions for the good of the Bridge Project.

Time Commitment

We would love to hear from you if you believe you can add value to our Board and have the time to give. This is a rewarding role and you do not need to have experience of been a Trustee before, as there will be a comprehensive induction into the role.

We ask that you are able to devote time to attend 4 Trustee Board meetings per year, 4 Sub-Committee meetings per year and 1 Planning meeting each year. These are a mixture of in-person meetings in Bradford and zoom meetings. Trustee Board meetings are currently held on a Wednesday evening from 5.30 – 7.30 pm.

Trustee Board meetings scheduled so far:

- Wednesday 19 June 2024 via Zoom
- Wednesday 18 September 2024 (AGM) at Salem Street
- Wednesday 4 December 2024 via Zoom
- Weds 19th March 2025 at Salem Street

We also encourage Trustees to join one or more of the Sub-Committees that convey their area of interest. The Sub-Committees contribute to the Charity's governance and operation and they are:

- Business and Finance Committee
- Quality, Compliance and Performance Committee
- People and Remuneration Committee

Trustees are also welcome to visit our offices to meet with the staff team and with some of the people we support.

Our Commitment to Diversity

As part of our commitment to increase the diversity of our Board of Trustees and our workforce, we are particularly interested to hear from candidates from ethnically diverse backgrounds and from women.

The Role is Voluntary

Trustees are volunteers and their role is unpaid, however, we reimburse reasonable out of pocket expenses. This does not form any type of employment contract and should not be interpreted as such.

Our Support to You

We recognise that if you are new to Trusteeship you may wish to have a mentor, which will be an existing Trustee; this person will support you in your new role. You will also be supported by our Senior Leadership Team and a full induction will be provided along with access to training opportunities.

Insurance

We provide insurance cover for Trustees when doing approved and authorised voluntary work for the Bridge Project.

How to become a Trustee with us

If you decide that you would like to go ahead and apply to join us as a Trustee, our process includes the following steps.

Application

Please send a covering letter detailing your skills and experience and what you can bring to the Board of Trustees, including an up to date CV.

Closing Date

There is no closing date, the role will be advertised until we have recruited sufficient Trustees.

Interview

There will be an initial conversation with the Chief Executive and an opportunity to talk to the Chair of Trustees, as well as observing a Trustee Board meeting.

Reasonable Adjustments

We are committed to providing an inclusive experience for all those who want to apply for the role and are committed to removing any barriers in the recruitment process. Please contact Aksa Arshad if you have any difficulties on 07983 144731 or email aksa.arshad@thebridgeproject.org.uk

Trustee Disqualification Check

Trustees will be asked to sign a Declaration to confirm that they are not disqualified from acting as a Charity Trustee. We will also carry out independent methods of checking.

Enhanced DBS Check

An enhanced DBS Check will be a requirement for this role. This shows full details of a person's criminal record such as cautions, reprimands, warnings, spent and unspent convictions. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused a role because of spent offences which are not relevant to, and do not place them at or make them a risk in this role. All cases will be looked at on an individual basis.