



Community &
Voluntary Services
Cheshire East

Recruitment Pack Trustee

Community & Voluntary Services Cheshire East

**Enabling strong empowered organisations that make
a difference in our community.**

CVSCE is a Local Infrastructure Organisation (LIO) - an independent organisation which acts as a **connector, enabler, advisor and advocate** for VCFSE (Voluntary, Community, Faith, & Social Enterprise) organisations across the county.

We support **networks and partnership working** and we have an intermediary role, **supporting and facilitating joint working** between voluntary and community groups and with statutory bodies; helping to ensure that the interests and concerns of the voluntary and community sector are properly **represented**.

We provide **resources and advice** to enable capacity building and the support of volunteers in local organisations of all sizes, from grass roots to the local branches of large national charities, from those just starting up, to organisations that are already well established.

01270 763 100 www.cvsce.org.uk enquiries@cvsce.org.uk

Community & Voluntary Services Cheshire East is a company limited by guarantee.
Registered in England & Wales No. 0701941, Registered Charity No. 1132927

We ensure VCFSE organisations in Cheshire East are...

Adult Mental Health & Wellbeing Alliance



Sustainable



Resilient



Connected



Visible

Cheshire East Food Alliance

Cheshire & Merseyside Cancer Alliance

East Cheshire NHS Trust Volunteering

Giving Time
AMICABLE - Addressing Mental Health In Custody: A Brief Learning Environment

Healthy Young Minds Alliance

Neuro-Inclusion Network

Refugees Welcome

VCFSE Alliance
Growing Our Communities

Support Areas We Cover



Governance



Fundraising & Impact Management



Volunteer Management



Communications



Training: We have live Zoom training sessions, bespoke and private training sessions and an on demand online training platform:

www.cvsce.org.uk/cvs-training

News: Sign up to our regular newsletter and stay up to date with what's happening in the VCFSE Sector in Cheshire East - including events, news, funding, volunteering, and jobs.



Volunteering Hub: Advertise volunteering opportunities for free on our online volunteering platform:
www.volunteering.cvsce.org.uk

Projects & Alliances

Our Values and Behaviours



Empowering

We provide skills and support to help people and organisations grow and succeed.

Open

We work with integrity, honesty and transparency.



Ambitious

We constantly strive to expand our reach and impact.

Inclusive

We ensure that accessibility and inclusion are standard for everyone we deal with.



We value the benefits brought by recruiting and retaining staff and volunteers that reflect the diversity of Cheshire East, and are especially keen to speak with applicants who are currently not represented in our workforce, particularly those from racialised communities.

Role Description - Key Information

Role:	Trustee / Company Director
Reports to:	Chair of the Board of Trustees
Location:	From home with some in person meetings and events
Time Commitment:	Approx. 3-6 hours per month (see Attendance Expectations below)
Salary:	Voluntary – reasonable out-of-pocket expenses reimbursed
Term:	Initial term of three years
Application information:	<p>We hope that you are excited by the opportunity to join the Board of Trustees at CVS Cheshire East in an exciting time for the organisation.</p> <p>To apply, please send your CV and a supporting statement of up to two pages indicating how you meet the requirements of the person specification and why you are interested in being a Trustee at CVS Cheshire East, to Kate Little, CEO at kate.little@cvsce.org.uk by midnight on Sunday 12th July.</p> <p>We hope to conduct interviews during the week of 20th July, and will make arrangements with shortlisted candidates to fit around pre-existing commitments where possible.</p> <p>If you would be interested in an informal discussion of the role, please contact Andy Speed, Chair of the Board, at andy.speed@student-crm.co.uk.</p>

Purpose of the role

Trustees are collectively responsible for the overall governance and strategic direction of CVS Cheshire East. They develop the organisation's aims, objectives and goals in accordance with its governing document, legal obligations and regulatory guidelines, ensuring the charity operates effectively and delivers genuine public benefit.

Being a trustee is both a privilege and a responsibility. It means lending your experience, skills and insight to strengthen not just CVS Cheshire East, but the wider VCFSE sector across Cheshire East.

Key Responsibilities

3.1 Legal and Governance Duties

Drawing on the Charity Commission's Essential Trustee guidance (CC3), trustees must:

- Ensure the organisation complies with its governing document, charity law and all relevant legislation
- Ensure the charity operates in line with its defined purposes and delivers genuine public benefit
- Act in the charity's best interests at all times, not in personal or third-party interests
- Manage the charity's resources responsibly and in accordance with the Scheme of Delegated Authority
- Act with reasonable care and skill, applying sound judgement to Board decisions
- Ensure the charity is accountable to its key stakeholders and the wider public
- Avoid mission creep by checking all new activities fall within the charity's stated objectives

Key Responsibilities

3.2 Financial Responsibility and Risk

Trustees share collective responsibility for the charity's financial health. This includes:

- Monitoring budgets and expenditure, reviewing financial reports and ensuring resources are used in line with charitable purposes
- Safeguarding assets – ensuring funds, property and other assets are protected and used responsibly
- Approving major financial decisions, including large contracts, projects or investments
- Maintaining appropriate reserves to manage unforeseen events and sustain operations
- Ensuring compliance with accounting, tax and regulatory reporting requirements
- Reviewing the charity's risk register regularly, covering strategic, operational, financial and reputational risks
- Ensuring policies, procedures and controls are in place to reduce risk and manage issues when they arise

3.3 Safeguarding

Trustees hold ultimate responsibility for safeguarding at CVS Cheshire East. This means:

- Ensuring safeguarding risks are properly identified and managed
- Making sure appropriate policies and procedures are in place, including safeguarding and whistleblowing
- Ensuring staff and volunteers are appropriately trained and understand their responsibilities
- Monitoring safeguarding activity through incident reports, training records and other evidence
- Reporting serious incidents to the Charity Commission as required

Key Responsibilities

3.4 Strategic Leadership

Trustees contribute actively to setting and reviewing the strategic direction of CVS Cheshire East:

- Contributing to the development and monitoring of the organisation's Strategic Plan
- Bringing independent thought, challenge and scrutiny to strategic discussions
- Ensuring the Board speaks with one voice once decisions are made
- Supporting the development of the next strategic plan, as the current plan runs to 2026
- Regularly reviewing Board effectiveness and seeking ways to improve governance

3.5 Supporting the Chief Executive

While trustees are not involved in operational management, the Board plays a vital enabling role:

- Providing strategic guidance and constructive challenge to the Chief Executive
- Overseeing the charity's performance and financial health against agreed objectives
- Respecting and reviewing the Scheme of Delegated Authority, enabling the CEO to manage day-to-day operations effectively
- Recruiting, appraising and supporting the professional development of the Chief Executive
- Offering expertise, networks and experience across areas such as finance, governance, fundraising and sector knowledge
- Promoting CVS Cheshire East externally and helping to build relationships with funders, partners and stakeholders
- Maintaining clear boundaries between governance and operational management

Key Responsibilities

3.6 Collective and Individual Responsibility

- Share collective responsibility for all Board decisions, including those made in your absence
- Act in good faith, avoid conflicts of interest and bring independent judgement to discussions
- Declare any conflicts of interest promptly and manage them in line with the Board's procedures
- Maintain complete confidentiality on sensitive matters discussed by the Board
- Support the Chair in ensuring appropriate conduct in meetings and at all times
- Speak on behalf of the Board only when specifically authorised to do so

Attendance Expectations

Active participation is essential. Trustees are expected to attend the following throughout the year:

Commitment	Frequency	Format
Board of Trustees meetings (~1.5 hrs each)	3 per year	Online
Finance & Risk Sub-Committee meetings (~1.5 hrs each)	5 per year (committee members only)	Online
Annual General Meeting	1 per year	Combined with Board meeting
Trustee Away Days	2 per year	In person
Festive get-together (optional but encouraged)	1 per year	In person

Attendance Expectations

Trustees are expected to read all Board papers in advance of meetings and come prepared to contribute. In addition, trustees may receive requests for information or decisions between meetings and are expected to respond in a timely manner: we anticipate that in addition to the meetings outlined above, trustees will need to spend between 2-4 hours per month contributing to CVSCE governance.

Where a trustee misses three consecutive Board meetings, the Board will ask them to reflect on whether they are still able to fulfil their role effectively.

Reasonable out-of-pocket expenses, including travel and childcare, are reimbursed.

Conduct and Behaviours

All trustees must abide by the Trustee Code of Conduct (included in the Trustee Playbook), which is grounded in the seven Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Trustees are also expected to uphold CVS Cheshire East's organisational values in everything they do.

In practice, trustees are expected to:

- Work collaboratively and respectfully with fellow trustees and staff
- Approach discussions with openness, curiosity and a willingness to listen to diverse perspectives
- Be prepared to contribute to discussions within and outside meetings, including asking questions to ensure decisions are made from a well-informed perspective
- Support collective decisions once made, even if personally disagreeing
- Act with integrity, professionalism and accountability in all trustee duties
- Be committed to the role and dedicate the time required
- Model the same behaviours expected of staff, setting the tone for the whole organisation
- Engage actively in induction, training and ongoing development
- Engage with the Chair and other trustees outside of meetings where required, including ensuring a timely response to email queries

Person Specification

CVS Cheshire East welcomes applications from people with a wide range of backgrounds and experiences.

What matters most is passion for the VCFSE sector, a desire to make a difference and achieve change, and the commitment and dedication to engage with the Board and senior leadership to actively drive the organisation forward.

We are particularly keen to recruit trustees who reflect the diversity of the communities we serve, and those with lived experience of being an employee or trustee of one of our member organisations.

Although we do not expect every trustee to possess all the skills listed below, and trustees will be supported in their development, the following specification outlines what we are looking for:

Knowledge, Skills & Abilities

Criterion	Essential	Desirable
Commitment to the VCFSE sector and public benefit	Genuine commitment to CVS Cheshire East's mission and values; willingness to act in the charity's best interests	Personal experience of the voluntary, community, faith or social enterprise sector as a volunteer, employee or beneficiary. Lived experience as an employee or trustee of one of our member organisations.
Strategic thinking	Ability to think strategically and contribute to setting organisational direction; able to distinguish between governance and operational matters	Experience of contributing to strategic planning in an organisation of similar scale or complexity

Knowledge, Skills & Abilities

Criterion	Essential	Desirable
Critical thinking and scrutiny	Ability to analyse complex information, ask probing questions and exercise independent judgement	Experience of challenging decisions constructively in a board, committee or senior leadership setting
Financial literacy	Ability to understand and scrutinise financial reports, budgets and risk information (expert accounting knowledge is not required)	Formal financial qualification or experience in financial oversight, audit or risk management
Governance awareness	Willingness to develop an understanding of charity governance, trustee legal duties and the Charity Commission's expectations	Prior trustee, non-executive director or company director experience; knowledge of the Charity Governance Code
Safeguarding awareness	Understanding of, or willingness to develop knowledge of, safeguarding responsibilities in a charity context	Experience of safeguarding policy, practice or oversight in a professional or governance role
Specialist skills (one or more desirable)	N/A – specialist skills are a bonus rather than a requirement for all trustees	Finance, HR/people management, legal, communications/marketing, digital, fundraising, health & social care, or sector infrastructure
Networks and connections	Willingness to use personal and professional networks to support and advocate for CVS Cheshire East	Established connections with funders, statutory bodies, businesses, or the VCFSE sector in Cheshire East or the wider North West

Personal Qualities and Behaviours

What we look for	What we want to avoid
A strong commitment to the organisation and its communities	Engaging in role without adequate time or focus
A willingness to devote the necessary time and effort to meetings and preparation	Failure to read papers or contribute to discussions
A desire to work collaboratively and respectfully with fellow trustees and staff	Micromanaging staff or undermining their expertise
Openness, curiosity and willingness to listen to diverse perspectives	Dismissing views or failing to consider alternative perspectives
Integrity and honesty, including transparent declaration of conflicts of interest	Making decisions without appropriate disclosure of interests
Inclusive approach, ensuring all voices are heard and valued	Dominating conversations or allowing bias to influence decision-making
Passion and ambition for the organisation – challenging the status quo constructively	Accepting mediocrity or resisting positive change
Respect for the boundaries between governance and operational management	Interfering in day-to-day management matters

Eligibility

To be eligible to serve as a trustee, you must **not** be:

- Under 18 years of age
- Subject to a disqualification order under charity law or company law
- An undischarged bankrupt
- Disqualified by the Charity Commission

Further information on eligibility and disqualification is available from the Charity Commission.

What You Will Receive

Trustees give their time and skills voluntarily. In return, CVS Cheshire East is committed to supporting every trustee to fulfil their role effectively and to get genuine value from the experience. You will receive:

- **The chance to make a real difference** – contributing directly to the strength and sustainability of the VCFSE sector across the borough. There are over 3000 voluntary and community groups in Cheshire East, and CVSCE aims to ensure that all these groups are strong, empowered and making a difference in their communities.
- **The opportunity to shape strategy** – including playing a key role in developing CVS Cheshire East's next strategic plan
- **Access to a peer network** – working alongside experienced trustees and sector professionals from across Cheshire East and beyond
- **A comprehensive induction** – including the Trustee Playbook, key governing documents, strategic plan, financial accounts and Scheme of Delegated Authority
- **Ongoing training and development** – both individually and collectively as a Board, covering topics relevant to your role and interests
- **Reimbursement of reasonable out-of-pocket expenses** – including travel, childcare and sustenance costs incurred in carrying out your duties