



2022/2025

**TRUSTEE RECRUITMENT
INFORMATION**

Trustee Recruitment Information

Message from the Chair

Thank you for your interest in Springboard.

The organisation aims to support the development of sustainable communities where people have the skills they need for work and life.

If you share this vision then I urge you to consider becoming a Trustee of the charity.

Trustees come from a wide range of backgrounds and experiences. We have sector experts, business professionals and charity supporters on our Board and we want to talk to you.

If you think you would like to talk to us, please get in touch for more information and an informal chat.

I look forward to meeting you.

Colin Wilson

Colin Wilson
Chair

Springboard's Mission, Vision and Values

Mission

To support the development of sustainable communities, where people have the skills needed for work and life.

Vision

Springboard will be one of the North East's leading training, employment and community development organisations by 2025.

Values In Action

Sustainability Quality, Integrity, Innovation

We will:

- Enable people, whatever their needs, to achieve their aims
- Develop skilled and employable learners, ready for work and life
- Ensure an accessible service is available to meet the identified needs of all our customers
- Apply the highest standards of quality in all we do
- Embrace the diverse nature of the communities where we work and provide a positive environment for achievement
- Support economic development in our region
- Innovate to meet the need of those we work with
- Recognise that business success is essential for our future work

Strategic Objectives 2022/2025

Finance

Ensure the long term sustainability of Springboard.

Aims:

- Reduce operational deficit
- Annual forecast development
- Increased scrutiny of budgets and management accounts
- Grow reserves

Performance

Monitor performance to enable continuous improvement.

Aims:

- Improve compliance - All programmes
- Implement monthly audit samples - All programmes
- Introduce financial analysis - Monthly - All programmes

Operations

Ensure provision is appropriate, relevant and high quality.

Aims:

- Continually develop staff for progression and improvement
- Improve learner retention and outcomes
- Regain Ofsted 'Good' rating
- Maximize return on existing contract

Can you help us...

Take the leap to success as a Trustee?

Springboard is a well-established regional community development and training charity. We operate from a range of centres across the North East.

We work with some of the hardest to help communities and individuals in Hartlepool, Peterlee, Hetton, Sunderland and Jarrow... and we're looking to grow!

We are seeking a number of people with skills and experience to join our Board.

If you have any experience in the following areas, please get in touch;

- Economic and Community Development
- Equality and diversity (including Health and Mental Health, Disability Issues, BME issues and Human Rights)
- Education & Training programmes
- Voluntary or Public sector
- Strategic planning
- Financial Management
- Fundraising
- Safeguarding
- Quality Assurance
- ICT
- Housing and Accommodation
- Information, advice and guidance
- PR, Marketing & Communications

As a Trustee you must..

As a Trustee, you must:

- always act in the best interests of the charity
- you must not let your personal interests, views or prejudices affect your conduct as a trustee
- act reasonably and responsibly in all matters relating to your charity
- act with as much care as if you were dealing with your own affairs, taking advice if you need it
- only use your charity's income and property for the purposes set out in this governing document
- make decisions in line with good practice and the rules set by your charity's governing document, including excluding any trustee who has a conflict of interest from discussions or decision-making on the matter

Your responsibilities as a Trustee

Commitment:

To attend Trustee meetings (usually four per year) plus any other strategy sessions or relevant events.

Expenses:

The position of Trustee is unpaid. However, all reasonable out of pocket charity related expenses are reimbursed.

Eligibility:

There are some rules relating to who can be a Trustee. To be a Trustee you must:

- Not have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- Not be bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- Not have been removed as a company director or a charity trustee because of wrongdoing
- Not have any convictions relating to safeguarding

To Apply

Please contact Steve Reay, Chief Executive, for an informal discussion.

Following a discussion if you wish to apply please email your CV and a brief letter outlining your relevant skills, interests and areas of expertise to:
sreay@springboard-ne.org

Following this, a meeting will be arranged to meet other Trustees and discuss possible membership of the Board.

Final appointments need full Board ratification.

The charity believes in equality and diversity. We are a Disability Confident employer and welcome applications from all sectors of the community.