



# Vacancy: Trustee Positions

Pompey in the Community are looking to recruit a number of trustees who have experience in finance, Equality, Diversity and Inclusion (EDI) as well as marketing, social media and communications.

While all applications will be judged on merit alone, we do welcome applications from those individuals from groups who might be especially under-represented on our board and across the charity sector.

The following document outlines the essential and desirable qualities for a successful applicant as well as providing more details on the responsibilities of the role and how to apply.

## Role Title: Pompey in the Community Trustee

Pompey in the Community is Portsmouth's leading health and wellbeing charity. We deliver inspiring sports, physical activity, education, health and well-being programmes primarily across Portsmouth and surrounding areas for all members of the community regardless of ethnicity, age, gender, physical ability, background or economic status.

We are proud to be partnered with Portsmouth Football Club and have delivered a number of football programmes for decades. In the last ten years, however, our work in the community has grown and developed into a variety of areas. Our programmes reach more than 36,000 members of our community each year and the spread of our work is growing all the time. Pompey in the Community is a registered company and a charity registered in England and Wales. We are governed by our board of trustees who meet, a minimum of six times per year although most trustees, in addition, attend meetings of subcommittees. Trustees are responsible for the strategy of the organisation and are ultimately legally and financially responsible for the governance of the organisation. Day-to-day running of the organisation is delegated to the Chief Executive, Clare Martin, who is accountable to the board of trustees. The CEO manages a group of senior managers who are each responsible for their own respective areas of the charity's activities.

### Role Purpose:

To have and accept strategic leadership responsibility for ensuring the charity delivers its aims and objectives. The board, as a whole, and trustees individually, accept collective responsibility for ensuring that the charity has a clear and relevant set of aims and an appropriate strategy for achieving them. The board agrees to the charity's vision, values and reputation and leads by example, requiring anyone representing the charity reflects its values positively. The Board makes sure that the charity's values are reflected in all of its work, and that the ethos and culture of the organisation underpin the delivery of all activities.

**Understanding Governance:** Governance refers to the systems and processes that are concerned with ensuring the overall direction, effectiveness, supervision and accountability of the charity. As the charity is an independent legal entity, it is the Board who must ensure that the charity is run in

accordance with the principles outlined and mandated in the Charity Code of Practice. Trustees should be familiar with the guidance produced by the Charity Commission – The Essential Trustee <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

**Understanding Management:** The Management Team are the charity’s employees (and as such not members of the Board) who have received the delegated authority from the Board to take responsibility for the executive management and running of the charity’s business. Through this delegated authority, the Management Team will implement the charity’s strategic aims and objectives.

### Who we need:

- People who can be passionate about the charity and the reasons for its existence and purpose.
- Show objectivity, accountability, honesty, openness, integrity, selflessness and leadership
- Be good communicators
- Be a team player and have previous experience as a Trustee
- Have knowledge of the type of work undertaken by the organisation

### Compliance

- To have read and understood the charity’s governing document and ensure that it remains true to the defined charitable purpose and objects and to ensure that the charity pursues its objects as set out in its governing document.
- To be familiar and understand the core principles and responsibilities of Trustees outlined in the Charity Code of Practice.
- To always act in the interest of the beneficiaries of the charity
- To understand the legal responsibilities of a Trustee
- To ensure that the charity acts within the law - as a charity, as an employer, in respect of equal opportunities, in the meeting of health and safety requirements and in respect of all other legal requirements
- To ensure that the charity accounts for its activities to its funders, the Charity Commission, as well as the local community and any others as required.
- To comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- To ensure that the charity manages its affairs reasonably and properly.

### Prudence

- To ensure that all charity money and assets are prudently managed and used in pursuit of the objects of the organisation.
- To avoid undertaking activities that might place charity’s funds, assets or reputation at undue risk.
- To ensure that money is spent in relation to the purpose it was given for.

## Duty of Care

- To use reasonable care and skill in the work undertaken as a Trustee, using personal skills and experience as needed to ensure that the charity is well-run and efficient.
- To consider getting external professional advice on all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties.

## Vision

- To understand and be committed to the mission of the charity.
- To ensure that the charity's strategic plan is kept up to date.
- To keep informed about the activities of the charity and the wider issues which affect its work.
- To monitor and evaluate the work of the charity on regular basis.

## Integrity

- To act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.

## Teamwork

- To attend Board meetings and to read papers submitted in good time by the CEO in advance of those meetings.
- To work jointly with other members of the Board.

In addition to the generic responsibilities above we are looking for Trustees with the following additional responsibilities

- **Trustee with responsibility for Finance**
- **Trustee with responsibility for Equality, Diversity and Inclusion**
- **Trustee with Responsibility for Marketing, Fundraising and Communications**

(See further role descriptions at the end of this document)

## How to Apply:

Please send your CV and letter outlining why you feel you are the ideal person for the role to [HR@pompeyitc.org.uk](mailto:HR@pompeyitc.org.uk) by Thursday 28 March 2024.

### Safeguarding

Pompey in the Community is committed to safeguarding and promoting the welfare of children and young people and expects all staff, employees and Trustees to share this commitment. The Trustee role is subject to Disclosure and Barring Service (DBS) checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

### References

Two written references will also be required.



# Trustee: Finance

## Who we need:

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the charity's vision, cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

### Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP

### Competent use of IT skills

- Proven ability to communicate and explain financial information to members of the Board of Trustees and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Good communication and leadership skills

### Budgeting and strategic

- To ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- To oversee planning/budgeting processes in participation with the charity's Board and to constructively challenge where required.

### Financial planning

- To suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios
- To create greater transparency and accountability to improve resource allocation and the charity's image by adding specific measures as per SORP guidelines.

### Management Reporting

- To ensure a high standard of management accounting is maintained in order to safeguard assets.
- To liaise with the charity's CEO or the person responsible for finance - as well as Trustees - to prepare and produce management accounts regularly.

### Statutory Financial Reporting

- To liaise at Board level with external auditors on specific issues in the auditing process and related Board representations
- To guide and advise fellow Trustees to formally approve the annual report and audited accounts.
- To explain technicalities of accounts in plain language which is fully understood by the Trustees.



# Trustee: Equality, Diversity and Inclusion

## Who we need:

- To have a high level of EDI knowledge commensurate with the strategic responsibilities of the role
- To be informed by the CEO and Executive of changes in legislation and best practice related to EDI.
- To undertake all relevant EDI training as required for a Board member in this role.
- To be familiar with the charity's EDI Policy Handbook and associated EDI resources.

## Strategic EDI Responsibilities

- To lead on the Board's EDI Agenda at each Board meeting and ensure it includes the appropriate strategic and operational matters in relation to EDI.
- To report to the Board any EDI concerns, issues and EDI training raised by the CEO and executive since the last meeting.
- To support the Board in developing their individual and collective understanding of EDI - and that it is regularly considered throughout all relevant discussions.
- To provide support and input to the EDI Staff Lead (and the Management Team) with the benchmarking of diversity across Trustees, Staff, Volunteers and Participants
- To lead on the development, Board adoption and progress towards the charity's Equality Action Plan and SMART Diversity Targets.
- To ensure the information that is provided to the Board by the CEO and Executive in relation to EDI is adequate, appropriate and easily understood by all Trustees.
- To provide support and input to the EDI Staff Lead (and the Management Team) with the development/updates of EDI policies, procedures and processes
- To review the EDI strategy and priorities with the Executive between Board meetings
- To support the CEO with the provision of adequate budget resource to meet the charity's EDI strategy and targets.



# Trustee: Marketing, Fundraising and Communications

## Who we need:

- To have an understanding of charity fundraising at strategic and operational levels.
- To provide leadership to the executive team responsible for fundraising ensuring the development of the overall governance of the charity's marketing, fundraising and communication functions, working closely with the charity's staff and volunteers.

## Essential Skills:

- Experience in marketing, communications, or public relations, preferably within the non-profit or charity sector.
- Strong strategic thinking
- Written and verbal communication skills,
- Expertise and knowledge in use of digital marketing tools, and social media platforms.
- Ability to work collaboratively and engage effectively with stakeholders at all levels.

## Desirable Skills:

- Previous experience serving on a board or in a governance role within a charitable organisation.
- Understanding fundraising and donor engagement strategies.
- Knowledge of legal and regulatory considerations related to marketing and communications in the charitable sector.