



TRUSTEE RECRUITMENT PACK

April 2023

A Welcome from our Chair, Julian Tagg BEM

Dear Candidate,

Thank you for your interest in becoming a trustee of Exeter CITY Community Trust.

I have been the chair of the board of trustees for 15 years and have seen the charity grow and evolve over that time to meet the ever-changing needs of the community.

When we started, we mostly provided football camps in the school holidays and, whilst these have become a staple for many families across Devon, our work has since expanded and developed into a varied portfolio of impactful programmes, with participants from across the whole community.

We now deliver work in areas such as social inclusion, education, sport, health, and wellbeing and, over the years, we have earned an excellent reputation for our delivery in these areas amongst both our participants and our local and national partners.

At this stage of our organisational development, we are keen to recruit a number of trustees who have experience in HR and legal.

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.

Thank you again for your interest in becoming a trustee. I look forward to reading your application.



Julian Tagg BEM
Chair of the Board of Trustees



About Exeter CITY Community Trust

Exeter CITY Community Trust is Exeter's leading health and wellbeing charity.

We deliver inspiring physical activity, education, health and wellbeing programmes and courses primarily across Devon and Somerset for all members of the community regardless of ethnicity, age, gender, physical ability, background or economic status.

More than 35 permanent staff, 40+ volunteers, and 50+ coaches, are delivering daily on the front line in our community, spending around 22,000 hours out in the community every year striving to improve life chances for all, often in the most deprived areas of Greater Exeter and among the most disadvantaged groups in our society.

We are proud to be partnered with Exeter City 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 45,000 members of our community each year and the spread of our work is growing all the time.

Our structure

Exeter CITY Community Trust is a registered company and a charity registered in England and Wales. We are governed by our board of trustees who are also our company members and non-executive directors. The trustees meet roughly once every two months, although most trustees attend meetings of subcommittees in addition to this.

One third of the trustees retire each year, with the longest-standing trustees retiring first. Trustees may be reappointed so as to serve up to a maximum of 12 consecutive years unless, following the twelfth year, he or she is re-elected for a further period of one year (which can be repeated up to a maximum of three times).

Trustees are responsible for the strategy of the organisation and are ultimately legally and financially responsible. Day-to-day running of the organisation is delegated to the Chief Executive, Jamie Vittles, who is accountable to the board of trustees. He manages a group of senior managers who are each responsible for their own respective areas of the charity's activity.

Role Description

As a member of the board of trustees for Exeter CITY Community Trust, you will share the ultimate responsibility for providing strategic direction to the charity, ensuring that it is solvent, well-run, and effectively delivers its charitable objectives for the benefit of the public.

Main Responsibilities

- To set and maintain the charity's strategy, vision, and values.
- To ensure that CCT pursues its charitable objectives as set out in its governing document.
- To act at all times in the interest of the beneficiaries of CCT.
- To ensure the charity acts according to its governing document, charity law, and all other applicable legal principles.
- To ensure the charity keeps accurate and up-to-date accounts and that these are submitted to the regulators in a timely manner.
- To appreciate the role of the board of trustees in the strategic management of risk.
- To consider the employment of external advisers to the board of trustees on matters where there may be a material risk to the charity.
- To act as an ambassador for the charity and its work.
- To attend regular meetings of the board of trustees and read relevant documents ahead of time to ensure productive discussions.
- To work with other members of the board of trustees and members of staff as appropriate.
- To chair or sit on relevant subcommittees of the board of trustees as appropriate.

Safeguarding

All trustees have the primary responsibility for the championing of good practice in safeguarding children and adults at risk.

Person Specification

We are currently looking to appoint a number of trustees with extensive professional experience in one or more of the following areas:

- HR
- Legal

In addition to expertise in one or more of these areas, there are a number of essential and desirable criteria for successful applications to join the board of trustees.

Essential

- A passion for the work and objectives of the charity.
- A keen interest in any of the areas in which we deliver programmes, such as football, physical activity, health, wellbeing, education, and social inclusion.
- The ability to utilise strong communication skills to inspire and enthuse internal and external stakeholders.
- Strong critical thinking skills to be used to make valuable contributions to discussions.
- A strong track record of working as part of a team.
- A willingness to uphold the Seven Principles of Public Life (also known as the Nolan Principles): selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- A clear understanding and acceptance of the legal responsibilities of a trustee.
- The desire and ability to join or chair a subcommittee relevant to one or more of the above areas of expertise.

Desirable

- Previous experience as a charity trustee or non-executive director.
- Experience working in the sport, charity, or public sector.

How to Apply

To express your interest and to be considered for this role, please send the following to our Head of Charity Development, Will Barrett, at will.barrett@ecfc.co.uk:

- An up-to-date CV
- A supporting statement (maximum 5000 characters including spaces) that addresses how you meet the criteria detailed in the person specification above.

•Details of your availability for interview with regard to the below indicative recruitment timetable.

If you would like to have an informal and confidential conversation about the application process and the role, please also contact Will Barrett. We will respect the privacy and confidentiality of anyone who approaches us for an informal conversation.

Recruitment Timetable

The deadline to submit your CV and supporting statement as above is 5pm on Friday 12th May. We regret that we cannot consider any applications received after this time.

We hope to hold interviews in early-June, either in person or by video call.

Applicants will be notified of any changes to this timetable with appropriate notice.

