



*The Edward Hain Centre in St. Ives is seeking to recruit several new trustees who share our vision of community health and wellbeing and are keen to enhance our board with financial, fundraising and/or governance expertise during an exciting time of growth.*

## **The role of an Edward Hain trustee**

**Hours:** n/a

**Salary:** This is a voluntary role. Expenses may be payable according to our policies.

**Location:** Hybrid/Cornwall

**Deadline for Applications:** 15th November 2024

At the Edward Hain Centre for Health & Wellbeing, our mission is to provide a wide range of essential health, wellbeing and community services to St. Ives. Since initial renovation a year ago of two rooms for part-time rental, we have been improving local lives by providing services like NHS diabetic eye clinics, baby clinics, a 'Pain Café,' private nutrition sessions, as well as a growing number of ongoing community groups, including a new weekly Youth Café, and a weekly 'Knit & Natter' group.

Since May this year, we have also been the home of the St. Ives Food bank. We hosted our first community meal together at the end of October. After a recently-completed second phase of renovation, we have 3 additional rooms ready to be occupied by health and wellbeing providers, for which three full-time agreements are currently in negotiation.

We are now looking ahead at a more comprehensive renovations, and are seeking new trustees who share our vision and are keen to contribute to this next stage of our development.

By joining our Board, you will support the strategic development of the organisation, as well as ensuring that it pursues its stated charitable objectives, and that operational plans and budgets support our vision and goals.

We are especially interested if you have experience in the following:

- Financial Management/Business Accounting
- Charity Governance: Leading or managing charities at a senior level
- Grant Fundraising: knowledge of grants available in our sector/locality

Experience of working collaboratively at Board level and leading an organisation as a member of a committee or senior management team would also be ideal.

The role is voluntary. However some expenses may be payable as per our policies.

**Deadline for applications:** 15<sup>th</sup> November 2024

**Potential interview dates:** 29<sup>th</sup> November/2<sup>nd</sup> December/3<sup>rd</sup> December 2024

## **Role Description:**

### **Trustee duties are:**

- Ensuring that the Edward Hain Centre (the Centre) pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the Centre complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the Centre applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the Centre defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the Centre
- Ensuring the effective and efficient administration of the Centre, including having appropriate policies and procedures in place
- Ensuring the financial stability of the Centre
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Edward Hain Centre Manager

As well as the above statutory duties, you should use any specific skills, knowledge or experience to help the board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which you have special expertise.

Our Board currently meets for 2-3 hours a month. Meetings and workshops are sometimes held in between, too. This frequency should decrease over time.

You'll be encouraged to attend in person if you can; otherwise remotely. Subject to your availability there may also be the opportunity to join occasional sub-committees.

In addition, you will be expected to read relevant materials before each meeting: agenda, minutes of previous meeting, the Centre Manager's reports, and trustees' reports, if any.



## Person specification

We are seeking new board members with the following qualities :

Commitment to the organisation

Willingness to devote the necessary time and effort (see expected time commitment, above)

Strategic vision

Good, independent judgement

Ability to think creatively

Willingness to speak your mind

An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Ability to work effectively as a member of a team

Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## To Apply:

If you are interesting in joining our Board of Trustees, in the first instance please send a copy of your CV and a covering letter explaining your interest and suitability for the role to:

[centremanager@edwardhaincentre.org.uk](mailto:centremanager@edwardhaincentre.org.uk)

Deadline is November 15<sup>th</sup>, with potential interview dates on November 29<sup>th</sup>/December 2<sup>nd</sup>/ December 3<sup>rd</sup>

For more about the Centre's work, and to learn about our core team (Centre manager, centre administrator, Volunteer co-ordinator; and team of 7 trustees) please visit our website:

<https://edwardhaincentre.org.uk/>

We look forward to hearing from you. Thank you.