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**TRUSTEE PACK**

**FEBRUARY 2021**

**POST – TRUSTEE**

Dear potential Trustee

Thank you for your interest in becoming a Trustee\* for Paul’s Place.

Paul’s Place is a charity that enhances life for physically disabled adults. We do this by providing social activities that connect people, reducing isolation and giving people the opportunity to develop new skills, enjoy new experiences and live life to the full.

Established in 1995 the charity has supported hundreds of physically disabled adults and those with cognitive and sensory impairment. The charity launched an ambitious five-year strategy at the start of 2020 that aims to see the charity support more physically disabled adults across South Gloucestershire, Bristol and North Somerset.

COVID-19 has had an impact on the milestones within the strategy and further highlighted the inequalities that physically disabled people face. Having a robust Board of Trustees in place is crucial to ensure that Paul’s Place has the correct governance arrangements in place and is adhering to the rules of the Charity Commission.

You will ideally have experience of having been a Trustee before and/or a background in fundraising and income generation, HR, or charity governance.

Trustees are expected to attend bimonthly Board meetings (currently held via Zoom), read papers relating to the meetings and to get involved in at least one of the subcommittees that support the Board that are more subject area specific (finance, HR, health and safety).

If you are interested in applying, please send your CV and/or a letter outlining why you are interested in becoming a Trustee no later than **12noon on Friday 12th March 2021** to Elaine Snook (clerk to the Trustee Board) [esnook@paulsplace.org.uk](mailto:esnook@paulsplace.org.uk)

If you would like to speak further about the role of Trustee, please contact Trustee Jill Jefferies

07876590212 or contact CEO Daniel Cheesman [dcheesman@paulsplace.org.uk](mailto:dcheesman@paulsplace.org.uk)

Thank you for the interest that you have shown in Paul’s Place and we hope to hear from you.

Yours faithfully

Steve Howells – Chair of Trustees

\*The term Trustee is used interchangeably with Director – the role is Trustee for the purposes of the Charity Commission and Director for Companies House as Paul’s Place (South West) is a charity limited by guarantee.

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**TRUSTEE ROLE PROFILE**

**Overview**

The purpose of the role is to further the aims of Paul’s Place (South West), in keeping within its objectives set out in the Articles of Association. As Paul’s Place is a charity and company limited by guarantee, the role of Trustee covers the role of Director for the purpose of Companies House. All Directors/Trustees are collectively responsible for the decisions and management of Paul’s Place**.**

**The role of Trustee is to:**

* Ensure that Paul’s Place pursues its objectives as defined in its governing documents;
* Ensure that Paul’s Place has a clear vision, mission and strategic direction and regularly reviews the organisation’s strategic aims;
* Act reasonably and prudently in the best interests of Paul’s Place, never in pursuit of personal interests or the interests of another organisation, meeting the legal obligations common to all Trustees;
* Contribute specific skills, interests and contacts and support the organisation in all its activities;
* Always follow the Code of Conduct, particularly when exercising the functions of the Trustee, or any of its committees, sub-committees, groups;
* Attend Board meetings (these are held bimonthly, with more regular meetings due to COVID-19)
* Reflect the /Trustees policies and concerns on all its committees, sub-committees, and groups;
* Maintain good relations with members of the Paul’s Place Management Team and work collaboratively and supporting the CEO;
* Take part in training sessions provided for the benefit of the Trustees;
* Fulfil such other duties and assignments as may be required from time to time by the Board.

**Eligibility to be a Trustee**

The law disqualifies the following from acting as Trustees/Director:

* an unspent conviction for an offence involving dishonesty or deception
* currently declared bankrupt, or are subject to bankruptcy restrictions or an interim order
* have an individual voluntary arrangement to pay off debts with creditors
* disqualified from being a company director
* previously been removed as a Trustee/Director by either the Charity Commission or the High Court due to misconduct or mismanagement.

**Trustees must be:**

* over the age of 18
* entitled to live and work in the United Kingdom

**Eligibility**

* An understanding and acceptance of the roles and responsibilities of Trustee, and eligibility to act as a Trustee;
* Willingness to devote the necessary time and effort, including attending Board meetings and occasional daytime and evening events;
* Trustees are expected to declare any potential conflicts of interest and sign a Trustee declaration;
* Trustees are expected to have a DBS check for the purpose of the charity supporting adults deemed at risk.

**Pay and Expenses**

The role of Paul’s Place Trustee is an unpaid position; however, Trustees can be reimbursed for reasonable out-of-pocket expenses incurred whilst volunteering on behalf of Paul’s Place.

**ABOUT PAUL’S PLACE**

**WHO WE ARE**

Paul’s Place is a charity that enhances life for physically disabled adults. We do this by providing social activities that connect people, reducing isolation giving people the opportunity to develop new skills, enjoy new experiences and live life to the full.

**Our vision** is a world that embraces disability and includes everyone, ensuring that all people can live their life to the full.

**Our mission** is to enhance the lives of physically disabled adults and those with cognitive and sensory impairment, supporting them to live life to the full. We do this through projects and activities that:

* Provide social activities that connect people, build friendships, reduce loneliness and isolation;
* Encourage people to develop new skills and achieve independence;
* Develop opportunities for people to improve their health and wellbeing.

**Our values** are that we are:

* **Inclusive –** we are inclusive and recognise that no two people are the same. We celebrate and promote the diversity of everyone.
* **Encouraging –** we are encouraging and promote new opportunities and experiences that take people out of their comfort zone.
* **Empowering –** we are empowering and believe that everyone has the right to ‘choice and control’ when it comes to their own lives.
* **Caring –** we are caring in everything that we do and ensure that everyone is treated with dignity and respect.
* **Friendly –** we are friendly with everyone and strive to ensure that there is an element of fun in all that we do.

**OUR SERVICES**

**Our current services include:**

* Paul’s Place Daily
* Paul’s Place Socials
* Paul’s Place Boccia
* Paul’s Place Sports
* Paul’s Place Carers (There2Care)

**OUR HISTORY**

The Paul’s Place journey began in 1995, when a group of friends led by Paul’s Place founder Kath Aldom MBE, got together to form a club where physically disabled adults could meet to socialise.

At first the group met once a month, but due to growing numbers and over a short space of time, the first ‘daily’ activities began with our first home at The Miners Social Club at Coalpit Heath. The membership of Paul’s Place continued to increase, and we quickly outgrew the space available at The Miners and were soon looking for a new home.

In 2007 Coalpit Heath Cricket Club offered Paul’s Place the opportunity to relocate. Growing numbers meant that Paul’s Place continued to expand and in 2011, due to the fantastic fundraising efforts of all at Paul’s Place, the Paul Willmott annex at Coalpit Health Cricket Club was opened. The annex provided more facilities and has allowed the charity to support more people. A People’s Lottery Grant soon followed which paid for an external ramp that made the outside space accessible to wheelchair users.

Paul’s Place was registered as a charity in 1997 and remained an unincorporated organisation until January 2020 when Paul’s Place became a limited company alongside a charity. At this time, our official and legal name became Paul’s Place (South West) although we are still known simply as Paul’s Place.

Paul’s Place would not be the organisation that we are without the vision, determination, and efforts of the founding members and all those who have supported the charity along the way.

**PAUL**

Paul’s Place got its name in a rather unusual way. Back in 1995 when the group was formed, a young disabled man Paul Willmott was part of the initial conversations about the group.

He was keen to be part of the club, as he, like the other founding members wanted to see a social group set up for them and a club that they could own. Sadly, Paul died just as the club was forming. As a tribute to Paul the other founding members decided, that in his memory, the group would be known as Paul’s Place. Paul’s family have continued to support the charity over the years and are so pleased that Paul lives on through the charity.

Today, ‘Paul’ embodies anyone using the charity, regardless of gender or disability as we are a people-based, disability-led charity and continue to replicate the ethos of the original club.

**BOARD OF TRUSTEES**

Paul’s Place is governed by a Board of Trustees (Directors of the Company), this consists of up to 11 elected Trustees, and is currently chaired by Steve Howells.

More information about Paul’s Place, our strategy and latest accounts can be found on [www.paulsplace.org.uk](http://www.paulsplace.org.uk)

**GDPR AND OUR APPLICATION PROCESS**

**DATA YOU SHARE WITH US**

Any data that you share with us in your CV and supporting letter will be used for recruitment purposes only. We have a legitimate interest to some of this data to shortlist your suitability to the post.

**WHO WILL SEE THE DATA**

The only people viewing the data will be those receiving the application, those shortlisting for the post and those on the interview panel. Should you be offered the post, then the Administration Officer will then have access to your data to set up the HR systems that are required for the role.

**WILL WE SHARE YOUR DATA?**

Your data will not be shared outside of Paul’s Place. It maybe that an external stakeholder is invited to be on the interview panel and in this instance, systems will be put in place to ensure that data does not leave Paul’s Place.

**WHERE WE FIND CANDIATE DATA**

The only data that we would have about you is anything that you chose to share with us through your application form.

**HOW WILL WE PROCESS YOUR DATA**

Your data will be sent to us via email and will be kept on our shared drive for the purposes of shortlisting and, if shortlisted interview. Those shortlisting will have access to the shared drive and in the instance of an interview a copy of your CV and covering letter maybe printed in a hard copy for interviewers to look at. Any data that identifies you would be omitted from any hard copies printed and all copies would be destroyed after the interview process.

**HOW LONG WILL WE KEEP YOUR DATA**

All data will be kept for six months after the shortlisting and interview process, after this time it will be destroyed. Should you be offered employment then this data may be transferred to your HR file.

**YOUR RIGHTS**

You have the right to be forgotten, to rectify or access the data we have about you, to restrict processing, to withdraw consent and to be kept informed about the processing of your data.

**HOW WE PROTECT YOUR DATA**

Our general privacy policy can be found <https://www.paulsplace.org.uk/privacy-policy/>