



TRUSTEE RECRUITMENT PACK



Welcome from the Chair of Trustees

Thank you for your interest in becoming a Trustee.

I became a Trustee in 2018 and I am currently one of the 9 Trustees who are responsible for the charity's strategic direction and governance.

As a charity, we are hugely proud of the way in which we enhance life for physically disabled adults and support individuals to live life to the full. We launched an ambitious five-year strategy at the start of 2020 with the aim of supporting more physically disabled adults across South Gloucestershire, Bristol and North Somerset.

The coronavirus crisis has highlighted the inequalities that physically disabled people experience and we are reviewing the milestones within our strategy to reflect the role that we think we play. We have also had to refocus our fundraising strategy in the light of the impact that the pandemic has had on fundraising and people's ability to give.

Having a robust Board of Trustees in place is crucial to ensure that Paul's Place has the correct governance arrangements in place and to ensure a healthy future for the charity. Our current Trustees include those with backgrounds in law, teaching and educational leadership, economics, fundraising and contract management. We are looking for individuals who, ideally, have existing experience in charity governance and the charity sector, and income generation. We are keen that the Board be diverse and would particularly welcome applicants with a personal experience of disability.

Steve Howells - Chair of Trustees





About Us

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

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, reducing loneliness and isolation;
- encourage people to develop new skills and achieve independence;
- develop opportunities for people to improve their health and wellbeing.

Our values

Inclusive - we are inclusive and include everyone recognising 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 history

The Paul's Place journey began in 1995 when a group of friends, led by Paul's Place founder Kath Aldom MBE, formed a club so that physically disabled adults could come together to socialise.

Over the last 26 years the charity has developed to support disabled adults through a variety of projects and 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)

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



Trustee Role

Our Trustees are legally responsible for ensuring that the charity meets its charitable objectives (in keeping with those set out in the Articles of Association) providing a benefit to the public. Trustees are responsible for setting strategy, monitoring all financial matters and monitoring the performance of the organisation.

Trustees are appointed by the Board following an interview and recommendation by the nominations panel and may serve for up to 5 years. A full induction is provided to all new Trustees including training on the responsibilities of a Trustee provided by VOSCUR.

Trustees must be aged 18 or over, must be eligible under Charity Commission guidance and be able to live or work in the UK.

Trustee Role Profile

1. To ensure that Paul's Place pursues its objectives as defined in its governing documents.
2. Ensure that Paul's Place has a clear vision, mission and strategic direction and regularly review the organisation's strategic aims.
3. 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.
4. Contribute specific skills, interests and contacts and support the organisation in all its activities.
5. Follow the Code of Conduct, particularly when exercising the functions of the Trustee, or any of its committees, sub-committees or groups.
6. Attend quarterly Board meetings having read the papers provided, and able to ask appropriate questions.
7. Work within the Terms of Reference and scheme of delegation when working within sub-committees, and task groups.
8. Maintain good relations with members of the Paul's Place Management Team and work in a collaborative and supportive manner with the CEO.
9. Take part in training sessions provided for the benefit of the Trustees.
10. Fulfil such other duties and assignments as may be required from time to time by the Board.



Legal Responsibilities of a Trustee

1. Ensure that the charity is well run, solvent and delivers its charity outcomes.
2. Ensure funds are not placed at undue risk or misused.
3. Ensure the charity complies with Charity Commission regulations and law.
4. Act with integrity and avoid conflicts of interest or intended benefit from your position as Trustee and ensuring you prevent conflicts of interest from affecting decisions.
5. Do not act contrary to the core beliefs and aims of the Charity.
6. Avoid other reputational damage to protect the name of the Charity
7. Commit to the improvement of governance and the governing skills of the Board.

Formal guidance on the responsibilities of Trustees is issued by the Charity Commission

Trustee Expectation & Time Commitment

Trustees are expected to be motivated to ensuring that Paul's Place is keeping its vision and mission alive in all that we do in supporting physically disabled people to live life to the full. The time expectations of the role and the time involved are as follows:

- You will need to attend Board meetings 4 times a year. Meetings are generally held on weekday evenings on site at Paul's Place or virtually.
- You should ensure that you provide yourself the time to prepare for a meeting having scrutinised information provided and are able to ask relevant questions.
- You will attend in person, an annual strategy day, generally taking place on a Saturday on a date set and agreed by the Board at the beginning of the year.
- You may also be asked to be a member of one or more of the Board's sub-committees which oversee four areas of operation: Finance, HR, Delivering Quality (inc. Health and Safety), Development and Opportunities (inc. fundraising). Sub-committees meet between 2 and 4 times a year, either in person, or virtually. Each subcommittee has its own appointed Chair and agreed Terms of Reference with agreed schedules of delegation. The subcommittees report directly to the main Board meetings.
- You are expected to attend the Annual General Meeting, normally held in the Autumn each year.
- You may be asked to participate in other meetings with staff, such as recruitment panels or one-off and time limited planning meetings on specific issues, or meetings with our Members (the people who use our services), including sessions such as 'Meet the Trustees'.
- You may be invited to other events throughout the year and generally act as ambassadors for the Charity.



What will you get from being a Trustee?

Being a Trustee is a voluntary position however, it is not just about what you can give to the charity, but also what you can gain from the experience. Our current Trustees say:

“
Being a Trustee has given me the opportunity to gain experience that has been beyond my day job.
”

“
I have enhanced my skills and worked in areas I never thought I would.
”

“
Being a Trustee has given me a valuable insight into the complexities of running a charity.
”

“
Being a Trustee has been good for my personal development.
”

“
I enjoy being part of an innovative and passionate team.
”

“
It has given me the opportunity to improve the lives of others by sharing my own experiences of disability.
”

“
I enjoy the feeling of having made a positive difference to the lives of others.
”



Paul's Place Strategy

In 2020 we launched a five-year strategy and have delegated operational responsibility for delivering the strategy to our CEO, Lynda Williams. At the heart of the strategy is our ambition to support more physically disabled people through the development of more projects and services.

Key to the strategy are our five strategic priorities:



Disability Led

We will ensure that disabled people are actively involved in decision making and that everything we do is based on people's right to having choice and control.



Securing our Future

We will find ways to tell our story in a variety of ways to help us to diversify our funding base so we are able to develop our offer and ensure sustainability into the future.



Needs Led

We will continue to grow and develop services and projects that have the needs of disabled people at the heart.



Achieving Excellence

We will ensure that all our services are run to the highest quality and that we demonstrate value for money and can evidence the different we make to the lives of disabled people.



Working in Partnership

We will work in partnership with others to provide support for physically disabled adults and raise awareness of disability.

To Apply

If you would like to apply for the position of Trustee please send your CV, along with a brief covering letter to: info@paulsplace.org.uk explaining your interest in Paul's Place and how you believe you could contribute as a Trustee.

For an informal chat then please contact our CEO, Lynda Williams at lwilliams@paulsplace.org.uk For

Further Information about us see our website paulsplace.org.uk

Paul's Place (South West),
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Registered Company No: 11165504
Registered Charity No: 1180398