



# Trustee recruitment pack



**Paul's Place**  
LIVING LIFE TO THE FULL

REGISTERED CHARITY: 1180398



# Welcome from the chair of Trustees



Thank you for your interest in becoming a trustee.

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. In 2020, we launched an ambitious five-year strategy that has supported more people at heart. This is an exciting time to join our board of trustees as we have just moved into our new home, Paul's Place Hub in Yate. Paul's place hub will allow us to support more disabled people through a varied programme of activities and rehabilitation, enabling our members to live their lives to the full.

Following a period of substantial refurbishment of nearly £2million pounds we now have a building that is a first for the southwest of England, providing high-quality resources and spaces that are fully accessible. I became a trustee in 2018, and I am currently one of the 8 trustees who are responsible for the charity's strategic direction and governance. 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 business growth, adult social care and hopefully with the added dimension of either understanding charity governance or keen to learn.

**Steve Howells – Chair of Trustees, Paul's Place**



# About us

Paul's Place is a charity that envisions a world that embraces disability and includes everyone, ensuring that all people can live their lives to the full.

Our services enable disabled adults to connect with others, build confidence, and take part in meaningful social, leisure, and physical activities that improve their health, wellbeing, and quality of life. Our specialist team supports members to lead fulfilling lives, feel valued, and participate more fully in society.

## 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 promoting 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 care 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 formed a club so that physically disabled adults could come together to socialise.

Over the last 30 years the charity has developed to support disabled adults through a variety of projects and our current services include:

## Paul's Place daily

We run a gold standard specialist Day Opportunity Service, Mon-Fri, in our purpose-built accessible Hub. The Hub has dedicated spaces including a sensory room, a music and creative suite, an accessible gym and a craft studio. We offer a programme of daily activities with spaces for socialising, learning and trying something new, as well as day trips away.

## Short breaks

Our Short Break Programme gives our members the chance to enjoy a holiday independently with the support of our fully trained staff and where needed, a PA.

## Step Ahead

Our Step Ahead service supports young adults with learning disabilities and/or autism as they move from education into adult life. It is designed for those who are aged 18+, not in education, employment or training.

## Sports

Our Sports Programme includes things like accessible archery, fishing and Boccia where we compete at national level and just for fun.

## Evening programme

Our Evening Programme runs alongside our Day Opportunity Service and includes activities such as bowling, meals out and the theatre. It gives our members the chance to socialise and creates experiences outside of daily routine.

## Vocational skills

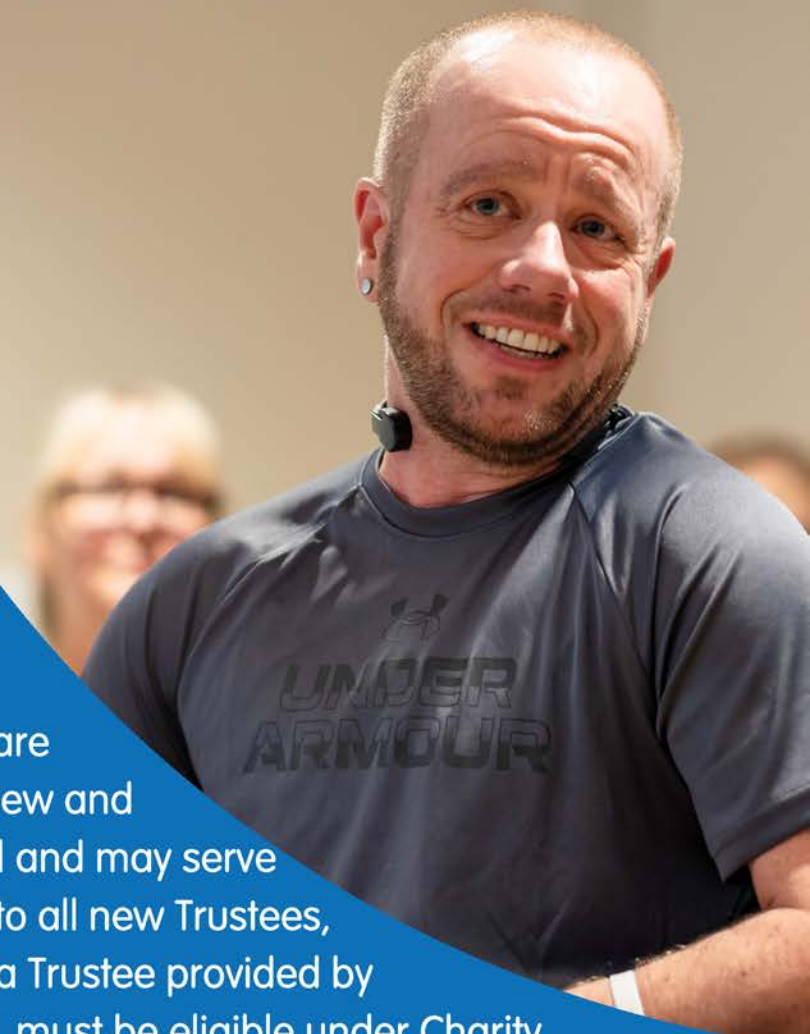
Our Skills Programme provides hands-on vocational training tailored to adults with disabilities, empowering them to build practical skills for greater independence and meaningful volunteer/employment opportunities.





# Trustee Role

Our Trustees are legally responsible for ensuring that the charity meets its charitable objectives (in keeping 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 8 years. 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.



**We are currently seeking to appoint two new Trustees and are particularly keen to hear from individuals with experience in:**

- Adult Social Care, and
- Business Strategy and Growth.

## Trustee Profile:

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 review 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.
- Follow the Code of Conduct, particularly when exercising the functions of the Trustee, or any of its committees, sub-committees or groups.
- Attend quarterly Board meetings having read the papers.
- Work within the Terms of Reference and scheme of delegation when working within sub-committees and task groups.
- Maintain good relations with members of the Paul's Place Management Team and work in a collaborative and supportive manner with 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.

## Legal Responsibilities of a Trustee:

- Ensure that the charity is well run, solvent and delivers its charity outcomes.
- Ensure funds are not placed at undue risk or misused.
- Ensure the charity complies with Charity Commission regulations and law.
- Act with integrity and avoid conflicts of interest and intend benefit from your position as





Trustee and ensure you prevent conflicts of interest from affecting decisions.

- Do not act contrary to the core beliefs and aims of the Charity
- Avoid other reputational damage to protect the name of the charity
- 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 and Time Commitment:**

Trustees are expected to be motivated to ensure 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 be expected 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 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.

**Interviews:** Interviews will be held in person on the **24th of February 2026** at **Paul's Place Hub**.



# Paul's Place Strategy

We delegate operational responsibility for delivering the strategy to our CEO, Lynda Williams. At the heart of the strategy is our ambition to support more 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.



## Needs Led

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



## Working in Partnership

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



## 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.



## 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 difference we make to the lives of disabled people.





# How to Apply

**WIG** is supporting Paul's Place with this recruitment. If you would like to apply for the position of Trustee, please send your CV, along with a brief covering letter to: [talent@wig.co.uk](mailto:talent@wig.co.uk) explaining your interest in Paul's Place and how you believe you could contribute as a Trustee. Please contact Arianna Caifa and Cezanne Ritchie-Hutchinson at [talent@wig.co.uk](mailto:talent@wig.co.uk)

The deadline for applications is **16th February 2026**.

For an informal chat then please contact our CEO, Lynda Williams at [lwilliams@paulsplace.org.uk](mailto:lwilliams@paulsplace.org.uk).

For Further Information about us see our [website](#).

Paul's Place (South West), Shire Way  
Yate Bristol,  
BS37 8YS, England.

Registered Company No: 11165504 Registered Charity No: 1180398

