**Feltham Community Chaplaincy Trust**

**Trustee Application**

Feltham Community Chaplaincy Trust was set up in 2004 by three Chaplains at HMP Feltham as they recognised that the good work that was delivered in prison all fell by the wayside when the young men left as they had little or no means of support. Thus they started the charity to provide support for the young men that starts 6-8 months prior to release and continues into the community for up to 2 years. Although we are a faith based organisation we provide practical and social support for people from all faiths and none.

Since 2004 we have helped with over 800 young men on their journey from prison into the community, with the support of our volunteer mentors being the key to our success. Our staff and volunteers recognise the importance of the work we are doing and our volunteers feel rewarded as they are able to use their experience to benefit those they are mentoring which makes all the difference.

Feltham Community Chaplaincy Trust currently has six members on the board of Trustees and is now looking to recruit new members to replace those who have recently left.

**Role Description**

**Role:** Trustee

**Time Commitment:** Four times a year with the possibility of additional meetings as part of a specialised sub-committee.

**Remuneration:** The role of trustee is voluntary however reasonable out of pocket expenses will be reimbursed.

**Location:** Meetings will be held in London

**Term:** 4 years

**Reporting to:** Chair of Trustees

**Commitment:**

Board meetings take place four times a year for all trustees. We also have additional specialised sub-committees that meet between three to four times per year. All board meetings are held during the day. All trustees must undertake a Disclosure and Barring Service check.

**Purpose**

The Board of Trustees is responsible for overall governance and strategic direction of FCCT, developing FCCT aims, objectives and goals in accordance with its governing documents, and legal and regulatory requirements.

**Duties of a Trustee: Governance, Policies, Financial stability**

**Responsibility for governance:**

The Board of trustees is responsible for establishing and maintaining the vision and aligning it with the mission of Feltham Community Chaplaincy Trust. Together with the Chief Executive, Trustees are responsible for developing the long term strategy and keeping it under review through regular updates at Board meetings and taking necessary action to keep the organisation on track. The trustees are responsible for ensuring that the charity is solvent and runs in accordance with best practice. They should be familiar with the charity’s governing document and their responsibilities under charity law. Trustees are responsible for checking that all the charity’s activities comply with current laws and regulations including employment law, equality and health and safety law.

**Establishes and monitors policies:**

The Board of trustees agrees a range of policies which govern organisational activity, the systems for monitoring and reporting the implementation of those policies and a code of conduct for trustees. Trustees are responsible for monitoring performance and asking challenging questions. The Board of trustees recognises and respects the roles and responsibilities of the Chief Executive, the staff and volunteers and does not seek to interfere with their work. At the same time it creates policy to guide the activities of staff and volunteers and safeguards the interests of the charity.

**Ensures the financial stability of the charity:**

The trustees are responsible for managing the resources and funding of Feltham Community Chaplaincy Trust so that it can deliver its strategic objectives and annual budget commitments. In order to do this the Board of trustees ensure there are plans in place to secure sufficient resources to fulfil the mission as well as monitoring spending, approving the annual financial statements and budget, protecting the charity against liabilities by managing risk and by providing insurance, and ensuring compliance with the law.

**Skills and Competencies:**

**Knowledge and Experience**

* A clear understanding of the role of a trustee
* Knowledge or interest in the challenges faced by young offenders
* Respect and understanding of religious practice
* Experience of management and governance

**Skills**

* Ability to exercise good judgement
* A willingness to offer constructive criticism and support judgements
* Good communication
* Ability to work effectively as a team

**Personal Qualities**

* Commitment to devote time and effort to the role
* Integrity, honesty and flexibility
* Consideration and respect for the views of others
* Commitment to inclusion and diversity
* Patience and resilience

**Additional Skills and Experience**

* Budgeting
* Running small organisations
* Fundraising,
* Legal expertise
* Secretarial skills (i.e. company secretary experience)
* In addition we are looking for a new Chair trustee so experience in a managerial role, or similar, is desirable

**How to Apply**

To apply for a Trustee role please complete the trustee application and declaration forms attached and send via e-mail to [ccfeltham@hmps.gsi.gov.uk](mailto:ccfeltham@hmps.gsi.gov.uk) or by post to:

Feltham Community Chaplaincy Trust

HMP Feltham

Bedfont Lane

Feltham

TW13 4ND

If you have any enquiries regarding the role please call 0208 844 5028 or email [ccfeltham@hmps.gsi.gov.uk](mailto:ccfeltham@hmps.gsi.gov.uk)

The closing date for completed applications is **28th February 2018**

Interviews will be held in the week commencing **12th March 2018**

**Trustee Application Form**

**Closing date for application: 28th February 2018**

Please submit this application form via email to [ccfeltham@hmps.gsi.gov.uk](mailto:ccfeltham@hmps.gsi.gov.uk) or post to **Feltham Community Chaplaincy Trust, HMP Feltham, Bedfont Lane, Feltham, TW13 4ND**

Please complete in **black ink or black type.**

Personal Details:

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Home telephone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| First Name(s) |  | Mobile |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | Email |  |
|  |

Do you have any previous experience as a Trustee?

Yes  No

If yes, please give details:

|  |
| --- |
|  |

**Application:**

In each section below, please give a brief outline of how your skills, knowledge and experience fit the criteria. **Please give demonstrable examples wherever possible to support your application.**

**Interest and motivation:**

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| --- |
| **Why you would like to become a Trustee of Feltham Community Chaplaincy Trust?** |

**Knowledge and experience:**

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| --- |
| **Give a brief overview of your employment history and volunteering experience, as well as any relevant academic achievements.** |

**Skills and attributes:**

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| --- |
| **What personal skills and qualities do you have that may be beneficial to the role of Trustee?** |

**Suitability:**

**Are there any other facts, activities or connections which you feel might be raised in future about your suitability to hold the position of trustee at Feltham Community Chaplaincy Trust?** For example because they present or may present a conflict of interest; these may include issues such as personal relationships or membership of organisations or other circumstances, or because you may be disqualified by virtue of circumstances listed in Article 49 of the Society's Articles of Association.

**Yes No**

*If yes, please give detail.*

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**References:**

**Please give the names and contact information for two referees who can comment on your suitability for the role.** *The referees should* ***not include*** *family members and must have known you for* ***a minimum of one year.***

**Referee 1:**

|  |  |
| --- | --- |
| **Name** |  |

|  |  |
| --- | --- |
| **Relationship** |  |

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| --- | --- |
| **Address** |  |

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| --- | --- |
| **Telephone** |  |

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| **Email** |  |

**Referee 2:**

|  |  |
| --- | --- |
| **Name** |  |

|  |  |
| --- | --- |
| **Relationship** |  |

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| --- | --- |
| **Address** |  |

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| --- | --- |
| **Telephone** |  |

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| --- | --- |
| **Email** |  |

**Declaration:**

I confirm that the details given in this form are correct and understand that any false declaration may result in my removal from the board of trustees as outlined in the Society's Articles of Association.

* I am aged 18 years or over at the date of this election or appointment
* I do not have an unspent conviction for an offence involving dishonesty or deception
* I am not currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
* I do not have an individual voluntary arrangement (IVA) to pay off debts with creditors
* I am not disqualified from being a company director
* I am not subject to an order made under section 429(2) of the Insolvency Act 1986
* I have not previously been removed as a trustee by us, the Scottish charity regulator or the High Court due to misconduct or mismanagement
* I have not been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
* I am not disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011
* I am not disqualified under the Protection of Vulnerable Adults List
* I will, if elected, undertake a Disclosure and Barring Service check
* I hereby explicitly consent to Feltham Community Chaplaincy holding my personal details within a manual or electronic filing system in relation to the Data Protection act 1998

Signature Date