

**Our Vision**

A thriving voluntary, community and faith sector in Islington: enriching people’s lives and building stronger communities**.**

**Our Mission**

To strengthen our local voluntary, community and faith sector’s ability to deliver services effectively and to promote social justice.

**Our Values**

* Effective: creative, energetic and responsive
* With Integrity: hones, professional and respectful
* Positive: building on strengths, not just focusing on problems
* Inclusive: valuing the importance of diversity and equality
* Collaborative: building partnerships and co-designing solutions

**Our Strategic Aims**

* To support the development of Islington’s Voluntary, Community and Faith Sector (VCFS)
* To empower Islington’s communities
* To enable volunteering
* To facilitate a stronger VCFS voice to influence policy
* To work in partnership across the VCFS and all sectors

**Our 50 years of service and latest Impact Report**

* 50th history booklet [VAI’s 50th Anniversary Publication](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Frelayto.com%2Fvoluntary-action-islington%2F635c04a33a66b%2Fflip-book&data=05%7C01%7CNavinder.Kaur%40vai.org.uk%7C639469c86b1641bcd7ef08db10127cb3%7Cac4c47aa78294f93b2c5369763a7b008%7C1%7C0%7C638121445566707665%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=n%2FN3DN3VhoWFMZn0mYOr3z96PfqrOecRDBNstFS3GPE%3D&reserved=0)
* Impact Report 2021-22 [Annual Impact Report 2021/2022](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Frelayto.com%2Fvoluntary-action-islington%2F635aa9041d835%2Fflip-book&data=05%7C01%7CNavinder.Kaur%40vai.org.uk%7C639469c86b1641bcd7ef08db10127cb3%7Cac4c47aa78294f93b2c5369763a7b008%7C1%7C0%7C638121445566551419%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4i8Bg9XVwPIFiRCl4uc4hYjJUK4xpEeHHQOyW1%2FtL4c%3D&reserved=0)

**TRUSTEE RECRUITMENT PACK**

**Introduction from the Chair**

Voluntary Action Islington (VAI) has been operating for over 50 years as the ‘umbrella’ organisation for the voluntary, community and faith sector (VCFS) in Islington. Our mission is to strengthen our local VCFS to deliver services effectively and sustainably, and to promote social justice.

We provide capacity building and organisational development support to groups and organisations, and we run the borough’s accredited Volunteer Centre developing links between organisations and residents. We work alongside key stakeholders including the council and the health system to ensure the voice of Islington’s VCFS is heard and that the impact of local groups is valued and leveraged. An important part of our work is bringing together networks of local organisations to reduce inequality and promote a fairer Islington. We represent the VCFS on key strategic partnerships for example the Islington Together Leaders Group and the Islington Borough Partnership.

We are proud to be at the heart of this diverse and vibrant borough. With a growing population of all faiths, ethnicities, ages and backgrounds, we want to make sure our board brings together the mix of skills, knowledge and experiences that reflect Islington and help us meet the needs of the local community in the best ways we can.

Islington is not without its challenges. It is one of the most deprived boroughs in London, inequality is on the rise, and the pandemic and the cost-of-living crisis are having a profound impact. You can read more about some of those challenges in the following Islington Council Plans & Strategies: [Islington Together 2023 Plan](https://vai.org.uk/wp-content/uploads/2023/06/islington-together-2030-plan-accessible-version.pdf); [Challenging Inequality Strategy](https://vai.org.uk/wp-content/uploads/2023/06/Islingtons-Challenging-Inequality-Strategy-2021.pdf); [Strategy for Early Intervention and Prevention in Islington](https://vai.org.uk/wp-content/uploads/2023/06/fairer-together-a-strategy-for-early-intervention-and-prevention-in-islington.pdf).

We are seeking up to five new trustees to help us deliver our strategy, as several of our long-serving trustees reach the end of their terms. We are eager to hear from candidates who have strong ties to the local community and represent its diversity, particularly people with lived experience and intersecting identities, including people from black, minority ethnic and migrant/refugee backgrounds, disabled people, and people of all ages and sexualities. We are particularly interested to hear from candidates with knowledge of advocacy, and policy work particularly within small grassroots and user led groups/organisations. We are also keen to hear from candidates with knowledge of income generation and property management.

In this pack, you will find information about what being a trustee involves, how you will gain from the experience, and what skills and attributes will fit the role. You don’t need to have experience as a trustee, and you don’t need to be an expert in everything we do – we offer an induction for new trustees, and we value the unique perspective each trustee brings to the board.

***Joe Irvin, Chair of Voluntary Action Islington***

**Why become a trustee at VAI?**

1. **Contributing to a great cause**: as a trustee you will play an integral part in the good governance of VAI, not only ensuring that the organisation remains viable and sustainable but ensuring that it adheres closely to its mission and works in the interest of its members and the wider VCFS providing information and advice services to local communities facing growing levels of inequality and poverty due to the lasting legacy of the Covid-19 pandemic, cost of living crisis and other challenges such as rising cost of housing, childcare, etc.
2. **Help shape our future by bringing insight from your own lived experience and/or lived experiences of others:** to enable the organisation to provide more diverse and inclusive services to a wide range of VCFS organisations including user-led organisations, small grassroot community groups, specialist equalities and social justice organisations.
3. **Strategic experience**: being a VAI trustee is a fantastic way of getting a head start on acquiring or building upon your strategic experience. You will have the opportunity to hone your critical thinking, problem-solving and analytical skills as well as developing/building upon your strategic sensibilities and team working skills.
4. **Professional networks**: as a VAI trustee, you will be surrounding yourself with a wide variety of community and professional contacts which will open your community and professional network in all kinds of unforeseen and advantageous ways.
5. **Developing skills and experience**: as a VAI trustee, you will gain a clearer idea of your own professional strengths and weaknesses whilst learning altogether new and transferable skills which will increase your versatility, giving you confidence in your existing abilities while pushing your boundaries of expertise.
6. **Improve your CV and enhance your professional development**: getting involved as a VAI trustee will provide professional development from learning how organisations are run, to planning finances, and attending meetings. This experience can be the perfect boost to your CV and set you apart.

**How to apply**

If you would like an informal discussion about the role, please contact our CEO, Navinder Kaur by emailing navinder.kaur@vai.org.uk

Please read this pack before submitting your application. When you have read the pack, you will find the application form at the end. Please complete the form and return it alongside a copy of your CV and our Equalities Monitoring Form to [recruitment@vai.org.uk](mailto:recruitment@vai.org.uk)

We are accepting applications until Thursday 14 September at 5pm. Given the number of positions we are looking to fill, we are reviewing applications on a rolling basis and may invite you to an interview before the closing date. Candidates that are successful will be approved by the board and formally join at our AGM in November 2023.

**Role description for trustee board members**

Voluntary Action Islington (VAI) is a membership organisation that champions and strengthens the voluntary sector and volunteering in Islington. We currently have over 500 members ranging from small groups to large organisations. We provide a range of capacity building and organisational development support through information, advice, and training. We coordinate various local networks and provide a voice to the local sector, representing them where appropriate. VAI is also the accredited Volunteer Centre for Islington supporting volunteers and organisations through a brokerage service and capacity building.

**1. Who are the charity's trustees?**

Under section 177 of the Charities Act 2011, the legal definition of a charity trustee is ‘the persons having the general control and management of the administration of a charity’. For VAI the charity trustees are the board of directors of the trustee board. The board of trustees is the governing body of the charity and trustees have ultimate legal responsibility for the direction and strategic leadership of the charity. More information on the Charities Act 2011 and the duty of a trustee is available [here](https://www.legislation.gov.uk/ukpga/2011/25/contents). A collection of the Charity Commission’s detailed guidance publications for trustees is available on the [government website.](https://www.gov.uk/government/collections/list-of-charity-commission-cc-guidance-publications) VAI is a registered company and therefore its trustees are also its company directors. The VAI trustee board comprises up to 12 appointed trustees including the Chair and the Treasurer.

**2. The purpose of a VAI trustee**

As a trustee, you will be responsible for the overall governance and strategic direction of VAI, developing its aims, objectives, and goals in accordance with company guidelines, legal and regulatory guidelines. The trustee will carry out business on behalf of VAI and will help to protect its wealth and assets. The trustee will be legally responsible for the assets and debts of VAI.

Trustees do not usually do the day to day running of VAI and instead they play the role of a ‘critical friend’ to the CEO and the staff. They are the ambassador of VAI and represents VAI at the local community level.

**3. Duties of a trustee board member**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have, to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation, or other issues in which the trustee has special expertise.

The duties of a trustee board member are to:

* ensure that VAI complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
* ensure that VAI pursues its objects as defined in its governing document.
* ensure VAI applies its resources exclusively in pursuance of its objects, i.e., it must not spend money on activities which are not included in the objects, however worthwhile they may be.
* monitor the financial position and ensure that it operates within its means and that there are clear lines of accountability for financial management.
* make sure that the administration of the company is carried out efficiently.
* scrutinise board papers and other communications.
* contribute actively to the board of trustees' role in giving firm strategic direction to VAI, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
* safeguard the good name and values of VAI.
* ensure the financial stability of VAI.
* protect and manage the property of VAI and to ensure the proper investment of VAI's funds.
* represent VAI at strategic meetings and events.
* act as an ambassador of VAI and promote VAI services
* appoint and support the chief executive officer and monitor his/her performance.

Trustees are required to:

* declare any conflict of interest while carrying out their duties.
* accept collective responsibility for the decisions and actions of the Board.
* abide by all VAI policies and procedures.
* and treat each other with respect.

**4. Time commitment**

Trustees are expected to attend all board meetings. An additional meeting each year may be allotted to strategic planning, held during normal office hours. This tends to be either a half day or full day event. Moreover, there may be other engagements in between the board meetings and trustees may be asked from time to time to attend strategic meetings and events to represent VAI. Trustees will be notified in advance about such meetings and events.

* Board meetings are held four times a year from 6.00pm- 8.00pm and are either at VAI’s offices or via video conferencing.
* Papers are distributed one week in advance of meetings.
* Trustees are invited to the annual general meeting (AGM) of VAI, which takes place at 6.00pm on the first Wednesday in November, in Islington.
* Trustees can claim out of pocket expenses incurred in travelling to meetings and events.

**5. Person specification**

Each trustee must have:

* a commitment to the vision and mission of VAI
* a willingness to devote the necessary time and effort
* integrity and honesty
* good, independent judgement
* an ability to think creatively
* a willingness to speak their mind
* an understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
* an ability to work effectively as a member of a team and to take decisions for the good of VAI

The board of trustees collectively needs knowledge, skills and experience in:

* national and local voluntary and community sector\*
* national and local government and statutory bodies\*
* property management\*
* fundraising and income generation\*
* policy and advocacy\*
* financial management and enterprise
* governance
* community development
* digital transformation
* trading subsidiaries and social enterprise
* human resource management
* volunteer management and brokerage
* collaborative partnerships
* social investment and impact

We do not expect everyone to have the knowledge, skills and experience listed above and be an expert in everything. This a collective approach and all trustees are able to contribute on their areas they are comfortable.

\* Those marked with an asterisk are especially welcome to help complete our collective skillset.

For more information or if you would like to have an informal chat regarding the role of VAI trustees, please contact [recruitment@vai.org.uk](mailto:recruitment@vai.org.uk)



**Application for Trusteeship**

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| --- | --- | --- |
| **Personal Details** | | |
| **Name:** |  | |
| **Home address:** |  | |
| **Telephone number:** |  | |
| **Email address:** |  | |
| **Current occupation:** |  | |
| **Other voluntary positions currently held:** | | |
| **Are you or an organisation that you are associated with (as a trustee or employee) a member of Voluntary Action Islington?**  **If ‘Yes’, please provide details:** | | |
| **Please tell us where/how you heard about this position:** | | |
| **Referees** | | |
| **Please give the details of two referees, who we can contact if you are offered a Trustee position (we will not contact them without you knowing):** | | |
| **Name:** | | **Name:** |
| **Address:** | | **Address:** |
| **Telephone:** | | **Telephone:** |
| **Email:** | | **Email:** |
| **Relationship to you:** | | **Relationship to you:** |
| **Skills / Experience** | | |
| **In addition of providing your CV, please use this space to tell us why you are interested in this position and what you would bring to the role (1 - 2 A4 pages). Feel free to send this as a separate document, if that is more convenient.**  **Prompts: tell us about your passion for Islington borough, your involvement in your local community and your skills and perspectives that would help the work of VAI.** | | |
| **I hereby submit my application for trusteeship of Voluntary Action Islington and confirm that:**   * **I am committed to achieving the aims and objectives of Voluntary Action Islington** * **I understand the responsibilities and liabilities I would be taking on in becoming a trustee of Voluntary Action Islington and agree to devote the necessary time and effort to my trusteeship** * **I am not disqualified from acting as a trustee under Part 9 Section 178 of the Charities Act 2011 and/or as a company director under the Company Directors Disqualification Act 1986.** * **If I am not already a member of Voluntary Action Islington either as an individual or through association with an organisation that is a member, I will become a member before being formally appointed to the position of Trustee.**   Signed:  Date: | | |

**Please complete this application form and return it with a copy of your CV and an Equalities Monitoring Form to** [**recruitment@vai.org.uk**](mailto:recruitment@vai.org.uk)

**We are accepting applications until Thursday 14 September at 5pm.**

**Given the number of positions we are looking to fill, we are reviewing applications on a rolling basis and may invite you to an interview before the closing date. Candidates that are successful will be approved by the board and formally join at our AGM in November 2023.**