



Trustees

Candidate Information Pack

November 2020





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A Welcome from Chelly Walsma

I AM DELIGHTED THAT YOU WOULD LIKE TO EXPLORE THE POSSIBILITY OF JOINING THE BOARD OF JCT AS ONE OF OUR TRUSTEES.

A faith-based charity established in 2002, JCT is in an exciting phase of its history. In 2018 we conducted a root and branch review of our services and operations leading to the development of a Sustainability Plan, which we have been implementing since 2019. We are on the final leg of that journey in 2020, to ensure the charity and its activities are sustainable and fit for purpose for the future. We have restructured, refined and improved our services to better meet client needs and we now wish to recruit new trustees to our Board to bring different expertise and fresh thinking. We also want to ensure our Board is more diverse in all respects including race, age, gender identity and disability and importantly in terms of the skills and life experience that members bring.

The Charity Operations Group essentially forms the Senior Leadership Team of the charity. We are looking for trustees who will mirror our Senior Leadership Team responsibilities. In 2020, we formed what we call our COG (Charity Operations Group) from senior leaders across the charity. We seek 4 or 5 people (dependent on combining or separating out functions) to bring expertise and skills drawn from the following list of skill areas:

- Services - development and delivery that may cover homelessness & skills
- Fundraising
- Safeguarding
- Finance
- Operations including HR
- Strategy and Policy
- PR/ Marketing
- Infrastructure (Premises, IT).

You can find out more about JCT at our new website www.jct.charity that will be live during November 2020.

Before it is online, do look at the old website that will be taken offline once www.jct.charity is live.

www.jesuscentre.org.uk

JCT is ambitious to bring more people together to serve those in need, to tap the reservoirs of encouragement and compassion that people find within themselves. We hope that in the days ahead, our centres will become even more valued as places where all kinds of people can find fulfilment, personal worth and a positive way forward in their lives—Restoring Dignity and Creating Community.

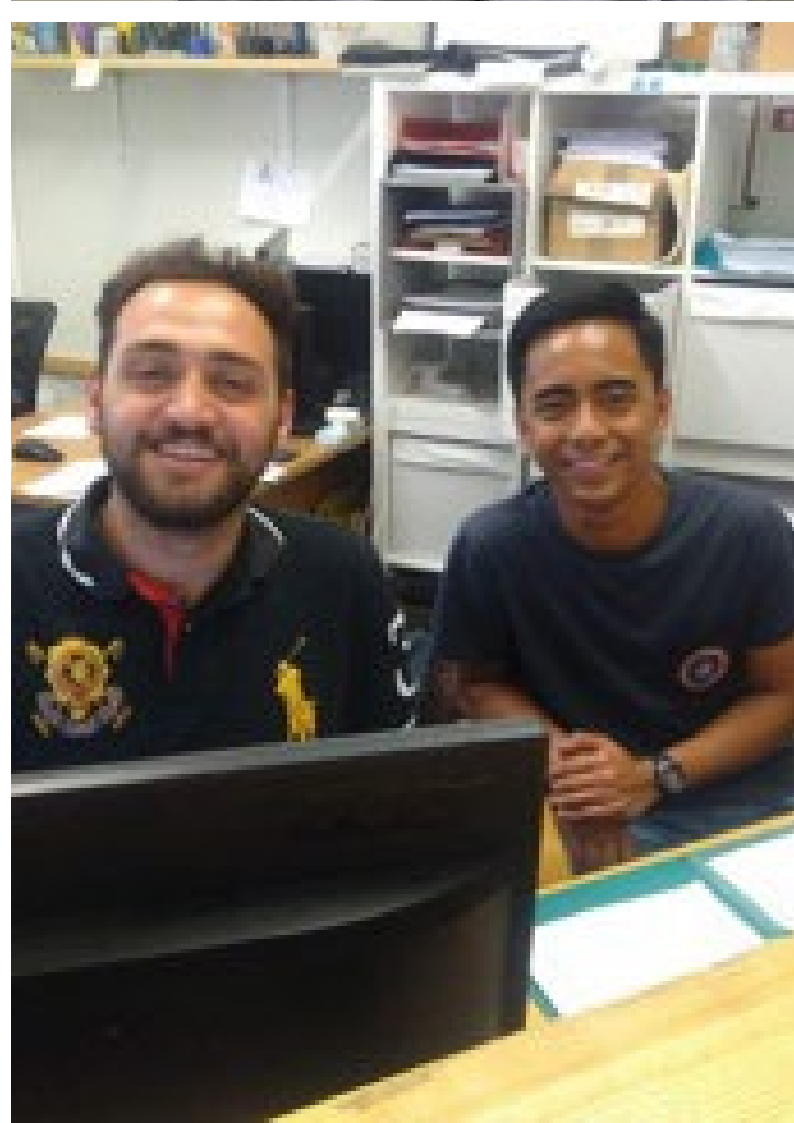
The role of our Board of Trustees is to ensure that JCT fulfils its duty to its beneficiaries through the work of the charitable services, and delivers on our vision, mission and values. JCT works with people of all faiths or no faith, but as a Christian charity it is important that Trustees are aligned with our values and ethos.

We hope the information in this pack will tell you enough about us for you to decide whether to apply. If what you read appeals and you would like to come and work with us, then we look forward to receiving your application.

If you would like more information about the role, you can contact Linda Turton, Action Planning Consultant on linda.turton3@gmail.com and please put the subject as 'JCT Trustee Recruitment'.

Thank you again for your interest in working with us,

**Chelly Walsma,
CEO**





ABOUT JCT



JCT was established in 2002 to set up Regional Centres and services to provide facilities and services to work with people in need. We have been through challenging times over the last few years but now are looking towards what we hope will be a very bright future. We have downsized to save costs whilst we have transformed and improved our services - no mean feat! We are seeking people who will be as enthusiastic as we are to continue to build the effectiveness of our services and our organisation.

The Programme Team was established as part of our recent restructure in early 2019 to start forming a team of senior leaders to drive the charity forwards. As a Programme team we are responsible for the oversight and management of all functions of the charity, including the development of services and the regional Centres and services. Compliance and risk sits with the Programme Team for the Headquarters and for each of our regional services predominantly in London and the Midlands. We cover Health & safety, finance, human resources, safeguarding and marketing.

JCT currently provides the following services: -

- Homelessness and the vulnerably housed to prevent current and subsequent re-homelessness;
- Services for refugees & asylum seekers
- Reducing social isolation and loneliness through community and social events and skills training.

For all these groups, we provide a combination of services that include casework, ESOL, skills training and support groups;

The Programme team oversees all regional projects set up around the country, specifically the Midlands hub covering Birmingham, Coventry & Leicester and London. Each region has common themes plus their own remit to address local needs. You can find out more about JCT at our new website www.jct.charity that will be live during September 2020.

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COG Group: Each regional services is supported by the Senior Services Manager, Jon Jon Hilton, as part of the Programme Team who has overall responsibility for managing and developing JCT services and projects. In addition there is a H & S and Risk lead, Simon Hazeldon, a Finance lead, Faranak Shahini and a Marketing and Development lead Lesley Cutts. Along with Chelly, these four senior managers form the COG group that drives the charity forwards.

At our centres in London and Coventry, we host a range of external lettings in order to generate additional income for the charity. Our Centres are on varying lengths of lease from 3–30 years.





ABOUT THE ROLE OF TRUSTEE



The role of Trustee is not accompanied by any financial remuneration, although travel expenses may be claimed.

The time commitment is four Board meetings per year plus an annual strategy day, together with contributing to on-line trustee forums.

Our Board of trustees have the following statutory duties:

- To ensure the organisation complies with its governing document—sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities that are not included in its own objectives.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To ensure processes are correctly followed to appoint the Chief Executive Officer or lead Executive position and monitor that person's performance.

In addition, the trustees hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.

As well as these various statutory duties, trustees are encouraged to make full use of their specific skills, knowledge or experience to help the board make good decisions.



PERSON SPECIFICATION



Trustees need to demonstrate a strong and visible passion and commitment to the charity and its strategic objectives and aims, including its Christian roots and ethos.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

EXPERIENCE

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Successful experience and track record within their own profession related to Board responsibilities (either finance, legal, charitable services including homelessness, safeguarding, fundraising, operations).
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity
- Lived in experience of homelessness would be considered favourably

KNOWLEDGE, SKILLS AND UNDERSTANDING:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive

TECHNICAL EXPERTISE IN ONE OR MORE OF THE FOLLOWING:

- Services - development and delivery that may cover homelessness & skills
- Fundraising
- Safeguarding
- Finance
- Operations including HR
- Strategy and Policy
- PR/ Marketing
- Infrastructure (Premises, IT).



HOW TO APPLY



Applications should be sent to Hayley McDonald at:

Hayley.Mcdonald@actionplanning.co.uk

Closing date: 9.00am, Monday 14 December 2020 for the 2 trustees that we need urgently. We will then have an ongoing rolling programme to recruit 2 or 3 more people by March 2021.

Please enclose:

- A full CV outlining your career history to date.
- A covering letter, of no more than two pages in total, outlining how you meet the criteria set out in the person specification and your reasons for applying.
- A completed Personal Details Form – available on the Action Planning website.
- Two references will also be required.

All applications will be considered immediately after the closing date and candidates informed if they have been shortlisted for first interview within seven days. The role is subject to enhanced DBS check.

JCT

Correspondence Address:

JCT, London Centre,
83 Margaret Street,
London, W1W 8TB

This new website will be live from mid-November:

www.jct.charity

Before it is online, do look at the old website that will be taken offline once [jct.charity](http://www.jct.charity) is live.

www.jesuscentre.org.uk

Registered charity number 1165925

RECRUITMENT CONSULTANT

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