



Trustee Candidate Information Pack

Dear Candidate,

Thank you for your interest in The Woodhouse Centre and a voluntary Trusteeship. For someone with the right combination of experience, creativity, and passion for helping others, this is a unique opportunity to make a difference in our organisation and the local community we exist to serve.

The Board of Trustees is a group of volunteers with a range of experience in local and community groups, and experience drawn from varied professions. The Woodhouse Centre's Constitution defines the Board membership as between 3 and 12 Trustees, but we typically operate with between 4-8 people. Three Trustees hold the offices of Chair, Secretary, and Treasurer.

Trustees have a role in guiding the strategic direction of The Woodhouse Centre and its activities, and a critical role in governing the charity's affairs – including financial, legal, regulatory, and human resources. As The Woodhouse Centre is a small charity, Trustees take on additional voluntary activities, which may match the Trustee's professional background, previous experience, or personal interests. There are opportunities both to contribute and to develop new experience as a result of taking part. More details are outlined in the role description.

This pack explains the selection process, and includes tips to help you prepare your application. Contact thewoodhousecentre@gmail.com with any questions. Thank you!

Resources & Tips for Applicants

1. Read this pack, and all information supplied carefully.
2. The job description describes both the main responsibilities of a Trusteeship and a description of the typical activities and time commitment Trustees can expect.
3. Take a look at our website, for more info & photos <https://thewoodhousecentre.org.uk/> - you may also find us on Facebook by searching for The Woodhouse Centre
4. Look us up at The Charity Commission (formal objectives, financial accounts, etc.) <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/262608>
5. You may like to visit the Centre to get a better idea of what we do. Call ahead, or drop in Monday - Thursday, 09:30 - 12:30. (Phone & address are on our website)
6. Read more about the Men In Sheds 'movement' in the UK <https://menssheds.org.uk/>
7. Find out more about becoming a charity Trustee <https://www.gov.uk/topic/running-charity/trustee-role-board> (including 'The essential trustee: what you need to do' pack)
8. Prepare your CV and complete the application form at the end of this pack.
 - o Ensure your contact details are correct
 - o Highlight similar experience or transferable skills in your application form
 - o Tell us about any needs or arrangements you'd like us to consider in case you are invited to interview
 - o Include references - we will not contact your referees unless you are selected, and not without first letting you know
9. Send your CV + Application Form via email to thewoodhousecentre@gmail.com



Charity Information & Trustees' Priorities

The Woodhouse Centre began in 1971 as a facility in which local people could come together to work on purposeful activities together - in order to connect with and meet others, to learn to do work with their hands, and produce hand-made objects and crafts. Today our emphasis is on social interaction - both in general, and in relation to crafts and working together to produce hand-made items. Members produce knitting, crochet, sewing and needlework products and gifts. We also offer a 'Men In Sheds' wood-working shop equipped with power and hand tools, where wooden products are made - including popular bird boxes & feeding tables, and hedgehog boxes.

Members are retired people or adults otherwise not in full-time employment, with a range of backgrounds, experience, and abilities. They meet in The Centre or the Shed during opening times, working independently or together on craft or hand-made projects. Many projects are chosen by members themselves, but we also offer volunteer-led or guided projects - especially those we know result in products that can be sold in craft sales. We have a few members with upholstery or chair-caning experience, and they work on refurbishment commissions taken in by the Centre or repairing furniture that has been donated and which we later sell. The Shed takes on occasional commissions or repairs, too - depending on the capability of the members working there. We've begun to experiment with craft workshops, hosted by volunteers or local craftspeople, to introduce new crafts and skills to our members and the public.

The charity raises funds through a combination of local grants, donors, and fund-raising events and sales. We hire out the main Centre to local groups for meetings and activities, in order to get more use out of the facility in the afternoons and evenings, and this earns a modest income. The community is generous with donations and contributions leading to sales or commissions. While we neither expect to 'make a profit' off sales of goods, nor expect members to 'produce' or deliver specific items, we value the "lift" a maker experiences when their products are sold to appreciative members of the public!

We are a fairly new Board of Trustees, and our "fresh eyes" can see possibilities for expanding the reach and impact of the charity's purpose, without upsetting the atmosphere of friendly camaraderie. We'd like to **grow the membership**, attracting people from more diverse walks of life, and of different ages and abilities. We'd like to **diversify the crafts & activities on offer** and grow our ability to **teach new crafts & activities**, adapting them for all abilities and experience. We want to **develop and grow our volunteer force**, tapping into local talent to help extend the impact we can have. And, as is necessary for all charities, we want to develop our experience in **fund-raising and identifying new income streams**. We're working with a new Manager (hired March 2022) and the team to nudge changes in these areas.

As a Board we are nearing completion of a large project to change the legal structure to a Charitable Incorporated Organisation (CIO) which involves transferring the assets to the new CIO. We expect this to complete in June/July this year; the CIO offers a more legally secure structure, and makes it easier for us to adapt as the Board of Trustees changes. We are also part-way through an audit of the charity's policies and procedures, updating these as required.



Selection process:

- Applications will be reviewed as they arrive, and provided the application meets general criteria for the role, an interview will be arranged.
- Interviews will be held with 2 current Trustees and are expected to last around 1 hour. Interviews may be held in person (face-to-face) at The Centre, or via video conference online, as agreed with everyone involved.
- There may be a short second interview with a 3rd Trustee, but this is likely to be a 30 minute telephone conversation only.
- If selected, the Trustees will contact the candidate's referees for to verify the information put forward in the candidate's application and interview.
- Subject to references, and the candidate's declaration of eligibility and conflicts of interest, a candidate will be invited to join the Board of Trustees.

NOTE: The Woodhouse Centre is seeking 1 or 2 new Trustees at this time but will consider additional applicants if available.

Selection criteria include:

- Enthusiasm for voluntary work, the objectives of The Woodhouse Centre, and the groups likely to benefit from the charity's contribution to the local community.
- Experience working as part of a team – such as in committees – to achieve a shared goal.
- Able to make or input to decisions, or develop proposals leading to decisions, drawing on experience, available information and data, and good independent judgement.
- Strong communicator, with demonstrable emotional intelligence (sometimes called EQ), and evidence of having developed relationships with diverse people and stakeholders.
- Strengths in any (or many) of:
 - Governance and legal aspects of charitable enterprise
 - People management or knowledge of human resources policy and procedures
 - Property law or facilities and asset management
 - Fundraising or writing grant proposals
 - Office technology and systems
- Creative problem-solver, able to find solutions to new problems as they arise; knowledge of how to support people and organisations through change and transition.
- Meets eligibility criteria (as stated in the job description)



JOB DESCRIPTION: TRUSTEE (VOLUNTARY)

About The Woodhouse Centre

The Woodhouse Centre is a workshop for people living in Oxted and surrounding areas, where men and women participate in a variety of handicraft and woodworking activities. The Centre's cheerful and busy environment inspires creativity, enables productivity, and encourages social companionship.

Members are often retirees or other adults who are not in full-time employment, so the Centre provides purposeful and rewarding work, in a social environment. Products and repaired items are offered for sale to the public, or are prepared in response to specific commissions, raising funds for the Centre.

The Centre includes a '[Men in Sheds](#)' which offers men and women the chance to learn woodwork and use the tools and resources to work on projects at their own pace and in a friendly and inclusive venue.

The Centre is located in Oxted (next to the leisure centre, behind Morrison's), and is open four mornings each week: Mondays – Thursdays, 09.30 – 12.30, while the Men in Sheds is open Monday – Saturday, 09.00 – 17.00.

Job Purpose

Trustees have a strategic leadership role in The Woodhouse Centre (TWC) with ultimate responsibility for directing the affairs of the charity, ensuring that it is solvent, well run and delivering the charitable outcomes for the benefit of the public for which it has been set up. The Trustees are responsible for ensuring that The Woodhouse Centre is run in compliance with all legal and regulatory requirements, particularly in respect of The Charity Commission.

Main Responsibilities

- Ensure that The Woodhouse Centre (TWC) complies with its Constitution, charity law and any other relevant legislation or regulation.
- Providing leadership and direction for The Woodhouse Centre, in particular in pursuit of our Objectives (set out in our Constitution) and the benefits to our members and the local area.
- Supervision and support of staff, including the Centre's Manager. Direct line management of staff is allocated to a Trustee.
- Assisting the Manager with business planning and policy for TWC as appropriate, setting overall policy, defining goals, setting targets and evaluating performance against those targets.
- Taking the lead in any Trustees' activities, or helping others to reach sound decisions, where the Trustee has special knowledge, skills or experience.
- Ensuring that major decisions and policies are made and by Trustees acting collectively, and that those decisions are adopted and policies are implemented.
- Determining/approving the annual budget and monitoring progress against it, including approving the annual reports and accounts. Ensuring financial stability for TWC and the proper investment of TWC's funds.
- Support the Manager in upholding contractual agreements, managing partnerships and relationships with suppliers and customers. Ensuring the leasehold properties and assets of TWC are secured and well managed.



- Undertaking an ambassadorial role by representing TWC at appropriate events, meetings or functions as appropriate, and at all times safeguarding the reputation and values of TWC.
- Taking part in recruitment of staff and volunteers as required.

Person Specification

Trustees have a strategic leadership role in The Woodhouse Centre, guiding the charity and its staff to deliver on the Objectives which directly benefit its members and the wider community. Trustees have a responsibility to work together to make collective and sound decisions. As such, Trustees must be:

- Committed to The Woodhouse Centre's Objectives and its strategy for delivering these, and to acting for the benefit of the charity, its members and the community.
- Willing to devote the necessary time and effort to their duties as a Trustee.
- Able to act with integrity, strategic vision and good independent judgement, avoiding conflicts of interest.
- A strong communicator, able to listen, show empathy and consider the views of others, and be willing to speak their mind with tact and diplomacy.
- Aware of the legal responsibilities and liabilities of a trustee
- Able to work effectively as a member of a team, including potentially leading a dedicated project, committee or working groups
- Flexibility and enthusiasm to get involved with the Centre's activities

It would also be beneficial for a Trustee to have:

- Prior experience of committee or trustee work
- A knowledge of the local area and community, and charitable work such as that undertaken by TWC to benefit local vulnerable people
- Awareness of the financial and political pressures that can affect the effective working of the voluntary and community sector
- Experience of working within the voluntary sector
- Knowledge of any of the following specialisms: fund-raising, legal aspects of charitable enterprises, governance, marketing, event management, HR and people management, office technology and systems, media relations, property law or facilities management.

Eligibility Criteria

- You must be at least 16 years old
- You must not be disqualified under the Charities Act for reasons including:
 - You are disqualified as a company director
 - Have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
 - Are an undischarged bankrupt, or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
 - Have been removed as a trustee of any charity by the Charities Commission (or the court) because of misconduct or mismanagement
 - Are on the sex offenders' register.
- If selected, you will be required to sign a declaration of eligibility, and to declare any potential conflicts of interest.



Time Consideration and What to Expect

The Board of Trustees meets regularly through the year (usually monthly unless circumstances require this to be altered). As this is a small charity, Trustees provide active support of The Woodhouse Centre's staff and regular activities, which requires ad hoc decision-making (usually via email) outside of Board meetings. Preparation for meetings – including reviewing papers or proposals – is expected. (As a rough estimate, the time commitment for these matters is approximately 4 hours per month.) Trustees may also take up specific offices, including Chair, Secretary, or Treasurer.

Small projects are managed by Trustees individually or in small groups, including working with the staff and other volunteers of the charity, also outside of Board meetings. The time commitment for Trustees with specific skills and key areas of involvement will vary. Fundraising, Public Relations and other events and activities take place from time to time, and Trustees often contribute to these, either as representatives of the Board, or as 'hands-on' volunteers. (The time commitment for these activities varies and may be up to 1-2 days per month.)

As an illustrative example Trustees may get involved in activities such as the following:

- Review & update a policy (Health & Safety or Data Protection) and related procedures as applied to the day-to-day activity in Men In Sheds or member communications.
- Scheduling volunteers on a rota of upcoming fundraising events in which handmade goods made by members are sold to the public.
- Help to set-up a stall at a local craft fair and sell goods to the public, and explain the purpose of The Woodhouse Centre, perhaps inviting new members to join.
- Attend a local council meeting or another charity to talk about the work done at The Woodhouse Centre, in order to raise the charity's profile, or to invite a partnership with another organization.

Document:	Trustee (Voluntary) Job Description	Version:	2.1
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TRUSTEE APPLICATION FORM

Full (legal) Name	
Preferred Name	
Home Address & Post Code	
Tel or Mobile:	
E-mail	
Current Occupation	

Please give brief details of your recent employment history (e.g. last 10 years) including dates, employer, positions held. **Alternatively, you may enclose a CV with this application.**

Please describe any voluntary work (can be a Trusteeship, or any other voluntary responsibilities) with other organisations, or any work in the charity or non-profit sector:



Describe your experience operating as part of a Committee, Board of Directors or other governing body in a paid or voluntary capacity.

Why do you want to become a Trustee of the Woodhouse Centre?

Please declare here any activities you are involved in which might result in a conflict of interests.



Please indicate which of the following skills or competencies you could bring to the Board?	Experience Level 0=None to 5=High	Comments
Accounting / Finance		
Advice provision		
Business & strategic planning		
Conflict resolution		
Disability / vulnerable adults issues		
Education and training		
Equal opportunities & diversity		
Event organisation		
Fundraising & sponsorship		
Governance & regulation		
Health & safety		
Human Resources policy & procedure		
IT or office computing		
Interviewing		
Knowledge of local community		
Knowledge of voluntary sector		
Managing premises / facilities		
Legal		
Marketing & PR		
Mentoring		
Monitoring & evaluation		
Networking		
Partnership working		
People management / line management		
Policy & research		
Project management		
Risk management		
Volunteer management		
Any other relevant skills that you think may support your application:		



Please give details of two people who would be willing to provide a reference

REFERENCES – we will not contact your references without discussing with you first.	
Reference 1 – how do you know this person?	
Name:	
Title:	
Email:	
Phone or mobile:	
REFERENCES – we will not contact your references without discussing with you first.	
Reference 2 – how do you know this person?	
Name:	
Title:	
Email:	
Phone or mobile:	

INTERVIEW ARRANGEMENTS & AVAILABILITY	
If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.	
Are there any dates or times when you are NOT available for an interview?	

DECLARATION:

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signed (or type your name):	
Date of application:	

Please submit this form along with your CV via email to thewoodhousecentre@gmail.com
 This form is available as a word doc on our website <http://www.thewoodhousecentre.org.uk/>