

## TRUSTEE RECRUITMENT

**Bromley Third Sector Enterprise (BTSE)** is a highly respected, award winning consortium of local charities:

- Age UK Bromley & Greenwich
- Bromley, Lewisham & Greenwich Mind
- Bromley Mencap
- Citizens Advice Bromley
- Community Links Bromley
- and currently 50 Associate Members.

BTSE is responsible for delivering the **Bromley Well** Service [www.bromleywell.org.uk](http://www.bromleywell.org.uk), a contract worth £2.3m per year, together with overseeing the delivery of a range of smaller projects.

BTSE also works in strategic partnership with Bromley, Lewisham and Greenwich Mind and Age UK Bromley and Greenwich to deliver Care Navigation within Bromley's Proactive Care Pathway and the Bromley Dementia Support Hub. Such strong and successful collaborations within the third sector are scarce and BTSE is proud of its achievements to date.

The Bromley Well Service provides a single point of access to a wide range of third sector early intervention and prevention services including the following:

- Older People
- Long Term Health Conditions
- Mental Health
- Learning Difficulties and Autism
- Physical Disabilities
- Carers Support Services
- Education, Employment and Training
- Information, Legal Advice and Guidance.

### Recruiting Trustees

As we move to become a registered charity we are looking to recruit new trustees from a variety of backgrounds to join our effective and engaged board at an exciting time of development and change.

**We hope to find the specific skills mentioned in the Trustee Information document, across the Board, along with an interest in shaping the development of the charity. We do not expect everyone to possess these skills. If you're interested in getting involved with Bromley Third Sector Enterprise please complete the application form and return it to [admin@btse.org.uk](mailto:admin@btse.org.uk) by midday on Tuesday 26th May 2020.**

For a discussion about the organisation and the role of trustee do get in touch with either our Chief Executive Toni Walsh [toniw@btse.org.uk](mailto:toniw@btse.org.uk) 020 8315 2573 or Mark Ellison our chair [MEllison@AgeUKBandG.org.uk](mailto:MEllison@AgeUKBandG.org.uk)

## **Bromley Third Sector Enterprise**

### **Trustee Role**

The role of Trustee is to uphold Bromley Third Sector Enterprise's (BTSE) mission and vision and ensure its effective governance. The Trustees will work together with the Chief Executive to set the strategic direction and framework for the organisation.

#### **Strategic leadership – The Board of Trustees should:**

- Provide leadership, ensuring that the charity has maximum impact for its beneficiaries
- Fulfil duties and responsibilities for the effective governance of the charity
- Operate within its charitable objectives, and provide a clear strategic direction for the charity
- Regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure the sound financial health of the charity, with systems in place to ensure financial accountability.

#### **Governance – The Board of Trustees should:**

- Ensure that the governance arrangements are working in the most effective way for the charity
- Encourage positive change and where appropriate address and resolve any conflicts within the board
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the charity.

#### **Relationship with the management team – The Board of Trustees should:**

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring she/he is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Liaise with the Chief Executive to maintain an overview of the charity's affairs, providing support as necessary.

The above list is indicative only and not exhaustive. The Trustees will be expected to perform additional duties as are reasonably commensurate with the role.

### **Experience and Skills required**

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well; Board meetings are currently every two months. You will be expected to join sub-committees as required and these meetings will be in addition to the above.

### **Experience**

- Experience of operating at leadership level within an organisation
- Successful track record of achievement through their career
- Professional experience in one of the following fields is preferable but not essential Governance, HR, Finance, Fundraising, Health and Social Care.

### **Knowledge and skills**

- Strong leadership skills, ability to motivate staff and volunteers and bring people together.

### **Requirements/Practical Considerations**

Trustees are required to attend board meetings every two months at Community House in central Bromley. You may also wish to be considered for a sub-committee role which will require additional meetings.

You will be appointed for an initial term of 3 years and will be eligible for re-appointment for one additional term of 3 years (maximum 6 years).

The position is unpaid, but reasonable out of pocket expenses will be reimbursed.