

doorway

Moving on from Homelessness in North Wiltshire

Doorway Wiltshire Limited, trading as Doorway
A Charitable Company limited by Guarantee
registered in England and Wales Company No. 07232063
Charity No. 1137757

Doorway is a North Wiltshire charity based in Chippenham whose aims as defined in its governing document are:-

To relieve poverty and sickness and preserve and protect the good health of homeless and disadvantaged people in Wiltshire in particular but not exclusively by the provision of a drop-in centre.

The Charity is registered with the Charity Commission and Companies House. The Charity employs five part time members of staff.

The Charity is looking for new Trustees to join the existing Board.

The statutory duties of a trustee:-

1. To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that the organisation pursues its objects as defined in its governing document.
3. To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. 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.
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. To appoint the chief executive officer and monitor his/her performance.

Other duties:-

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:

- Scrutinising board papers.

- Leading discussions.
- Focusing and taking a lead on key issues or areas of the Charity's work.
- Providing guidance on new initiatives.
- Ensuring the independence of the Charity.
- Taking responsibility so the Charity adheres to all its policies and procedures.
- Other issues in which the trustee has special expertise.

The Trustees usually meet bi-monthly (at present on a weekday afternoon) for two hours, as well as individually supporting the Staff and the work of the Charity. This can involve an extra 2-4 hours a week on average. The Trustees are looking for colleagues who will bring to the Charity management and/or business skills, or who have experience in in the statutory and/or voluntary sectors (particularly as they concern homeless adults). The Trustees have the satisfaction of providing a framework which allows for between 40 and 50 homeless and vulnerable adults at risk of homelessness to be supported at any one time.

Because the present Chair of Trustees retired in November 2013, one of the Trustees to be appointed should be capable of succeeding as Chair of the Charity.

The additional responsibilities of the Chair include:-

1. Ensuring the Board of Trustees functions properly, encouraging and making the best use of Trustees' skills and enthusiasm, leading the team, reviewing performance, and the recruitment of new Trustees.
2. Ensuring the Charity is managed effectively. This involves co-ordinating the Trustees to see that appropriate policies and procedures are in place and are being observed for the effective management of the Charity.
3. Providing support and supervision for the Chief Executive.
4. In partnership with the Chief Executive, to represent the Charity, for instance at functions or meetings.

If you are interested in becoming a Trustee please contact the Chief Executive at the Doorway office, Lisa Lewis, Doorway Wiltshire Ltd, The Studio, 36 The Causeway, Chippenham SN15 3DB or email info@doorwayproject.org.uk for an informal conversation.

You will then be asked to submit your CV and a covering letter explaining your suitability for consideration for the role.

Because of the nature of the Charity's work, all Trustees (as well as staff and volunteers) must undergo a DBS (Disclosure and Barring Scheme, formerly Criminal Records Bureau) check before their appointment can be confirmed.