



Community First Trustees Information Pack

Community First is at the forefront of sustainable, robust community development in the outstanding rural counties of Herefordshire and Worcestershire. Our charity has been providing infrastructure support across the two counties since 1990. From ensuring people have vital access to public transport to saving village halls and pubs to working with partners to support people with mental health and well-being needs.

We are searching for innovative and driven trustees to support the Chief Executive and the team in building a bold new strategy to reinvigorate Community First by developing new services and working alongside communities to make a real difference in the lives of local people.

The successful individual will join us at an exciting time of growth and renewal. We know our communities have changed, and we want to be part of that change. You will help drive the development of new services that will make a difference in the lives of local people.

So, whether you have previous trustee experience or you're looking for a new challenge, your skills, expertise, and knowledge can make a difference.

Find out more about the roles and what's involved in this Information Pack, alongside a job description for each Trustee role.

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Welcome from Jane Bamber, Chief Executive Officer

“I would like to welcome you to Community First Herefordshire and Worcestershire.

We are delighted that you are interested in joining us.

You will join us at an exciting time and the start of a new journey as we build on over thirty years of providing high-quality advice and support across our sector to grow more resilient communities in Herefordshire and Worcestershire.

It is a crucial moment for Community First. Our communities and sector landscape are experiencing many changes after COVID-19. Charity sector infrastructure organisations are operating within a fragile ecosystem, and changes to funder strategies have exposed this vulnerability, with some infrastructure bodies reporting challenging times ahead.

At Community First, we recognise these challenges. We are addressing them by diversifying our services and core strengths and creating creative and innovative strategic plans that take us back to the heart of our Vision and Mission.

Community First wants to get back out into our communities. To listen, learn and act, responding to each community to draw upon and harness their personality and strengths to overcome the challenges they may face. We aim to create thriving, sustainable communities, working together to support each other with a renewed approach to sharing knowledge and opportunities and collaborating with others who care about the people and places at the heart of our rural landscape.”

About Community First

Community First has been at the frontline of infrastructure growth in rural communities for over 45 years. Founded as Rural Community Council for Herefordshire and Worcestershire in 1976, becoming Community First in 1990, the charity’s impact has focussed on tackling poverty, education shortfalls and health provision within the two counties.

Community First is at the forefront of sustainable, robust community development in Herefordshire and Worcestershire. We specialise in providing high-quality advice and support to community groups and organisations to help them grow and meet the needs of the communities they serve.



Our work and impact

Community First is a deeply embedded community development and infrastructure charity. Community First supports local communities, village halls, parishes and small businesses, providing advice and support centred on development, modernisation and growth to spark sustainability, regeneration and renewal for more resilient communities.

In recent years, Community First has worked with a wide array of partners, including Herefordshire and Worcestershire County Councils, Malvern District Council, The University of Worcester, NHS England, Rural Community Councils, Mind (National and Local), Chamber of Commerce Herefordshire and Worcestershire, The Co-Op, Worcestershire Community Foundation, Worcestershire Voices, Talk Community and many others.

Led by our values, our approach has been inclusive, innovative and sustainable.

By collaborating and working with many different organisations, we seek to deliver projects and provide the support that continues to make a real difference in the lives of thousands in local communities across Herefordshire and Worcestershire.

About the role

The role of the Board of Trustees is to ensure the delivery of the aims and objectives of Community First and to provide the strategic leadership needed to determine our future direction. We are looking for trustees to fulfil roles including:

- Chair of Trustees
- Honorary Secretary
- Honorary Treasurer
- HR Specialist
- Faith Networks Advisor

In undertaking one of the roles above, the Board of Trustees must ensure Community First:

- Operates within the objectives set out in the governing document.
- Utilises assets and resources for charitable purposes.
- Acts in the interests of its beneficiaries.



- Complies with charitable law.
- Adheres to the organisation's values.
- Upholds the reputation of the organisation. The primary responsibility of our Trustees is to provide the Community First with strategic leadership and maintain a governance perspective.

More details are in the Trustee job role description supplied.

Experience

Experience in the following are all skills that would help Community First to fulfil its vision and mission.

- Grant writing/applications
- Marketing/branding
- Charity governance
- Small charity leadership
- Fundraising/Funding
- Community Development, specifically in rural areas
- Community infrastructure
- Health and social care
- Charity Advisor
- Community Leadership, specifically in rural areas

If you feel you have only one skill listed above or any relevant skills not listed and think you can make a difference, we would like to hear from you.

Requirements of the role

- Attend each quarterly trustees' board meeting.
- To take part in Working Groups or Board sub-committees as required.
- Assist in the planning of Community First's activities/events.
- Assist in Community First's fundraising activities.
- Assist at any in-person/online events where required.



- Answer/respond to other trustees/board members & partner organisations' emails (a Community First email address will be provided).
- Ideas to progress Community First.
- Outstanding communication skills.
- Willingness to champion Community First's activities.
- To be a trustee for a term of three years (after which you can be re-appointed if you desire for a further three years).
- To provide your details to the England & Wales Charity Commission.

You will also be familiar with or a resident of Herefordshire and Worcestershire. You can do most of the activity for the role remotely, but occasional travel to/within the two counties will be required.

Time commitment

Our Trustee board meetings occur online four times a year (quarterly). We can support online or hybrid meetings to suit your needs. You will be expected to attend these meetings and an annual AGM.

All Trustees report regularly to the rest of the board and work closely with our Co-Founder/CEO on a day-to-day basis as needed.

We expect your time commitment to be up to 5 hours a month, subject to change depending on any planned events, activities or other obligations we may have.

Remuneration and Expenses

The role of Trustee of Community First is voluntary, and Trustees will not receive any remuneration for their services for serving on the Board of Trustees.

Reasonable and proper out-of-pocket expenses incurred by Trustees while carrying out their role will be reimbursed following our governing document, trustee expense policy and UK charity law.

Declaration of Eligibility

All trustees declare that:

- They are over the age of 18.
- They are not undischarged bankrupt.



- They have not previously been removed from the trusteeship of a charity by a Court or the Charity Commission.
- They are not under a disqualification order under the Company Directors Disqualification Act 1986.
- They have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- They have not entered a composition or arrangement with creditors or have an individual voluntary arrangement (IVA) and are not on the Insolvency Service Register.

Trustees will fulfil their responsibilities and duties as a Trustee of Community First as described in the role description in good faith and accordance with the law and within Community First's objectives/mission.

Conflicts of Interest

Trustees declare that:

They do not have any financial interests in conflict with those of Community First (either in person or through family or business connections) except those formally notified in a conflict of interest statement.

They will specifically notify any such interest at any meeting where trustees are required to make a decision that affects any personal interests and will absent themselves entirely from any decision on the matter and not vote on it.

They have read the England & Wales Charity Commission's guidance on automatic Disqualification, which does not apply.

More about becoming a Trustee

Five minute guides

The England & Wales Charity Commission have put together these five minute guides to show the role of a trustee and what's involved.

- [Charity purposes and rules](#)
- [Making decisions at a charity](#)
- [Managing charity finances](#)



- [Managing conflicts of interest in a charity](#)
- [What to send to the Charity Commission and how to get help](#)
- [Safeguarding for charities and trustees](#)
- [Political activity and campaigning by charities](#)

How to apply

If you are interested in becoming a Trustee of Community First, please email a copy of your c.v. along with a personal statement that includes why you are applying for the role and any relevant skills and experience .

Please email these to ceo@comfirst.org.uk by Friday 6 October 2023.

We look forward to receiving your application.

Interviews will take place in mid-October, with an appointment and induction in November 2023.

Following a successful interview and appointment, new trustees will be asked to come along to their first board meeting to meet the other Trustees and get up to date with where we are with our vision and mission.

Data protection

Data protection Community First's policy is to respect your privacy and comply with any applicable law and regulation regarding any personal information we may collect about you during this recruitment process. This policy aligns with the General Data Protection Regulation (GDPR), enacted on 25 May 2018. Read our [Privacy Policy](#).