

## **JOB DESCRIPTION FOR WCNS DIRECTOR/TRUSTEE (updated Aug 2021)**

The Winchester Churches Nightshelter (WCNS) is a registered charity based in the centre of Winchester, Hampshire, and a Company limited by guarantee. We have been helping those experiencing homelessness since 1988 and support on average over 100 people every year into more permanent accommodation.

WCNS currently has a secure financial footing. Due to natural turnover, we presently have a reduced board of 7 Trustee Directors, advised by an Expert by Experience. Following a period of expansion at WCNS, we are aiming to increase numbers on the board. Our staff team has grown in recent years and now totals 13 (including 5 part-time staff). We support 10 residents at our premises on Jewry Street and we have 3 more on properties able to house a further 12 residents who have progressed to independent living.

We have a support base of over 300 volunteers who assist with our work in a variety of ways. We are immensely proud to have been awarded the MBE for Charities in 2017, the **Queen's Award for Voluntary Service** in recognition of the work our volunteers undertake on behalf of the Nightshelter.

We are now looking for new directors with experience in both senior executive and non-executive roles who can contribute their expertise to achieve our mission of helping to break the cycle of homelessness by enabling people to rebuild their lives through independent living.

We seek applicants drawn from a diverse range of backgrounds, to take the Nightshelter forward in times of expected funding cuts and increasing need for our services. We are looking for forward thinking and business minded individuals who can support the Nightshelter during an exciting time in our development.

We are searching for people who share our passion and commitment, and who have the skills, the knowledge and experience to support excellent governance and oversight of our charity. We welcome applications from those with direct experience of Board level governance. The role is unpaid but immensely rewarding in terms of the positive impact of the work we do helping those experiencing homelessness.

Our residents come from all walks of life. We value diversity of perspective and we welcome applications from a broad range of backgrounds and fields and from any religious faith or none.

### **Role of the Director**

Key responsibilities of the Nightshelter Directors are:

- Working with the Board to promote the vision, mission, and values of WCNS and enhance its profile
- Contributing actively to giving WCNS strategic direction, setting overall policy, defining goals, and evaluating performance against agreed targets
- Exercising expert judgement and scrutiny for WCNS, contributing fully to Board meetings and sub-committees to ensure excellent governance
- Participating in robust decision-making, risk management and control to protect the charity, its clients, staff, and volunteers
- Exercising integrity, creating a culture which helps to achieve the charity's core purpose and ensure public trust and confidence in the charity
- Supporting the Chief Executive and the wider staff team, where appropriate

**Time Commitment:** Trustee/Director meetings are held up to 9 times a year, usually close to our premises in Winchester on a Monday evening, although during the pandemic all meetings have been held virtually.

Trustee/Directors should expect 5 hours a month depending upon their duties. This is an important role, carrying legal and financial responsibilities, which will require time and commitment.

**Qualities required:** We welcome applications from candidates with the relevant skills and expertise to undertake the role effectively, who have an interest in, and understanding of the trends, issues, and environment regarding homelessness, and who are eligible to act as a charity trustee.

We are hoping to appoint three Trustees to the Board, and we are particularly interested to hear from candidates who have a background in any of the following:

- A Treasurer that will work closely with the Chair, Board of Trustees, and the Chief Executive to maintain an overview of the charity's financial affairs, and ensure that proper fiscal records, policies, and procedures are maintained. The Treasurer's experience and expertise in financial management will contribute significantly to the work of the Board of Trustees, particularly in relation to financial planning and maintaining the financial security and sustainability of the charity in the period ahead.
- A Company Secretary / Administrator to assist with the smooth running of the Board and ensuring that the administrative requirements of Companies House and the Charity Commission are met
- Knowledge of risk, strategy, and business planning
- Fundraising, and good business links locally
- IT/digital strategy

**If you are interested in learning more or want to** obtain an information pack or arrange a visit, please contact the Chief Executive for an informal discussion.

(Chief Executive: [Michele@wcns.org.uk](mailto:Michele@wcns.org.uk)). Further information can also be found on our website: [www.wcns.org.uk](http://www.wcns.org.uk).

**If you wish to apply for a position on the Board**, please supply a C.V. together with a supporting statement explaining how you think you can help us, along with the details of 2 referees. The closing date for applications is Sunday 10<sup>th</sup> October.

**Notes: Reasons for registering as a Charitable company limited by guarantee** so that we have our own legal personality and can enter into contracts with other organisations and hold property in its own name. We registered with Companies house in Feb 2000, and then a few months later in April the same year registered as a charity mainly because being a charity means that gift aid is recognised by HMRC, and a company would not be recognised for gift aid.

**Trustee or Director?** While a board of directors governs a non-profit, a board of trustees is responsible for governing a charitable trust, foundation, or endowment. If a charity is incorporated the trustees will also be directors and therefore, subject to duties and requirements under the Companies Act 2006. The title used is usually in the charity's governing document. "Board of Directors/Trustees". Liability for Directors: – Our constitution states that liability of Directors is limited to **"not exceeding one pound."**