



Community First
Yorkshire

TRUSTEE RECRUITMENT PACK



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Welcome

Thank you very much for your interest in becoming a Trustee of Community First Yorkshire. We are an influential, regional body that works with voluntary and community organisations, social enterprises (VCSE) and rural communities across North, South and West Yorkshire.

For over 40 years, we have provided an important rural advocacy role, encouraging partners to deliver equitable services and facilities for rural communities and individuals, and help them to develop solutions that meet those needs. Our rural advocacy and influencing role is funded by the Department for Environment Food and Rural Affairs (Defra) and we are the Action with Communities in Rural England (ACRE) Network member for North, South and West Yorkshire.

As we continue to work to support the VCSE sector and advocate for our rural residents, we are looking for new Trustees to positively challenge Community First Yorkshire to be the best it can be. The Board plays a significant role in providing leadership and guidance as we continue to evolve our work.

We are seeking Trustees that will bring new skills, knowledge and experience to help us fulfil our ambitions and achieve maximum impact.

At Community First Yorkshire, we pride ourselves on championing diversity and inclusion. It's important to us that our Board reflects the diversity of those we support. We also recognise diverse teams improve the quality and richness of our work, and that diverse connections are essential for creating lasting change.

Alongside our desire for greater diversity on the Board, we're also interested in recruiting trustees who bring finance skills and/or equality, diversity and inclusion (EDI) skills and/or marketing skills.

We are also seeking Trustees who have knowledge of the local health agenda and/or corporate business knowledge and/or grassroots knowledge of the VCSE sector.

If you would like to use your talents and skills to contribute to supporting our work and be part of an exciting and evolving organisation, we'd love to hear from you.

Thank you for your interest in Community First Yorkshire.



A handwritten signature in blue ink, which appears to read "David Sharp". The signature is fluid and cursive.

David Sharp
Chair of Trustees

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We will achieve our vision by championing and connecting community and voluntary groups; providing leadership and practical support; encouraging volunteering and building collaboration.



About Community First Yorkshire

What we stand for

Our vision is to improve the lives of people living in Yorkshire through more thriving, connected, inclusive and sustainable communities.

What does this mean?

We aim to help communities to be more:

- **Thriving:** our local communities will feel vibrant, prosperous and multi-generational. People will actively want to be part of our communities
- **Connected:** people in our communities will not feel isolated or disadvantaged by their location whether in terms of access to services, loneliness, mobile phone or broadband connectivity
- **Inclusive:** everyone in our communities will feel welcome, accepted and valued; regardless of age, gender, race or sexual orientation
- **Sustainable:** there will be rewarding and worthwhile employment for our citizens whether at the beginning, middle or end of their careers. There will be affordable housing available to our citizens. We will work together towards carbon neutral communities.

We strive to embody our corporate values of:

- **Professionalism:** we have high standards and we are solutions-focused
- **Integrity:** we are open, honest and ethical
- **Consideration for others:** we are mindful of the needs of others.

Our mission: we achieve our vision by championing and connecting community and voluntary groups; providing leadership and practical support; encouraging volunteering and building collaboration.

We know that a strong and resilient community and voluntary sector enables both a strong sense of social cohesion and place in all our local areas so our work is:

- connecting and championing community and voluntary groups
- providing leadership and practical support to community and voluntary groups through training and development, funding and governance advice, incubating social enterprises, being both a catalyst and a critical friend; encouraging volunteering and building collaboration.



What we do

We work with voluntary and community organisations, social enterprises (the VCSE sector) and rural communities across North, South and West Yorkshire to inspire and support positive local action.

We do this by empowering communities through supporting leaders, facilitating partnerships and collaboration, providing practical support to organisations and advocating for social action and volunteering.

We are funded by Defra to provide an important rural advocacy and influencing role, enabling communities to develop the

confidence to help themselves and ensure their needs are heard.

We work across the VCSE sector in North Yorkshire, which is made up of 7,400 VCSE organisations.

About half of these employ staff, the other half are volunteer-led and run. We have identified there are 15,500 full and part time employees in the VCSE sector in North Yorkshire and circa 68,000 volunteers.

We offer a range of community projects and services and are here to help community groups or organisations grow.



Having a strong collective voice helps to raise the profile of the voluntary, community and social enterprise sector.

We aim to ensure that our sector's needs and ambitions are represented at a policy and decision-making level across North, South and West Yorkshire. We do this by involving appropriate colleagues as well as ourselves in the right meetings so that their views are heard.

We facilitate several thematic groups and networks to bring people together to hear the views of a range of community groups, share intelligence and draw on a range of expertise. These meetings involve public sector partners to learn about, influence and feed into plans, policies and service changes.

Connecting voices



Support for community groups and organisations

Our Community Support North Yorkshire team helps voluntary, community and social enterprise (VCSE) groups to grow and thrive by providing specialist advice, guidance and training.

We are a local infrastructure support organisation for North Yorkshire. Our experienced team offers a wide range of organisational support for established and aspiring trustees, employees and management committees, as well as volunteers. This includes finding potential grants and funds, support with applications and fundraising ideas, understanding governance structure, registration and compliance, business planning and financial management and carrying out an organisational health check.



We have a rural advocacy and support service which is funded by Defra.

We believe it is important that rural issues and the 'rural voice' are heard. Not only by us but by all levels of government (especially those who create policies that can affect rural communities).

The Government at national, regional and local levels, regularly issue policy statements. These can impact communities in rural Yorkshire.

The feedback we get from communities is important to our work, we want to know how rural residents are being affected, what is working well and not so well for them.

Rural



Health

Voluntary sector and community organisations have a vital role to play in improving public health and reducing health inequalities in North Yorkshire.

The Humber and North Yorkshire Health and Care Partnership, the **Integrated Care System (ICS)** covering a large part of North Yorkshire, is keen to ensure the VCSE sector in our region knows how to get involved so that our VCSE leaders can make the most of collaborative opportunities with the NHS.



To further our vision, we develop and expand our research and development through collaborative projects. We manage and run several projects that help to support communities across North, South and West Yorkshire. They vary from enabling rural housing to digital connectivity in North Yorkshire, from Men's Sheds (bringing men together to connect, converse and create) to developing an age friendly community in North Yorkshire.

Our projects



Jobs

We advertise the latest sector jobs so members of our community can find new opportunities for employment.



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I am really enjoying being a trustee and using my time, skills, knowledge and experience to further the objectives of this great organisation. It is a great way to meet new people, learn new things and give back to my community.

*Rebecca Buckley
Trustee*



Becoming one of our Trustees

Community First Yorkshire is a registered charity (Charity no. 515538) and company limited by guarantee (Company no. 01839458).

We are hugely fortunate in that we have several trustees who have served us diligently and faithfully for a number of years, bringing insights and a history to the organisation that has enabled us to stay true to our objectives and founding principles. Alongside this we have welcomed new trustees to the board over the last six years and we are now looking to

add two new members.

The Board is chaired by David Sharp and is currently made up of seven Trustees, which we are looking to grow over time to a maximum of 12.

There are two Committees of the Board - the Finance Sub-Committee and the HR Sub-Group. These sub-committees allow us to focus board meetings on wider strategic matters, safe in the knowledge that our financial and HR issues are addressed through the subgroups, which report into the Board.

Key responsibilities

As a member of the Board of Trustees you will be responsible for setting the strategic aims, objectives and direction of Community First Yorkshire. You will use your knowledge, skills and experience to ensure we achieve our objectives, represent the interests of all our stakeholders and act as an advocate for the organisation.

Statutory duties include:

- Setting and maintaining the vision, mission and values
- Ensuring Community First Yorkshire always complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Maintaining proper financial control and ensuring Community First Yorkshire applies its resources exclusively in pursuance of its objectives, as defined in the governing documents
- Ensuring accountability
- Supporting the organisation's operational management
- Maintaining effective Board performance
- Always promoting and acting in the best interests of Community First Yorkshire.

In addition to the above, we are looking for Trustees to bring:

- An understanding of issues relating to voluntary sector organisations and /or rural community development
- A willingness and ability to devote the necessary time and effort to their duties as a Trustee. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the Trustee has special expertise.
- Integrity, objectivity, creativity, strategic vision and good, independent non-political judgement
- The ability to work effectively as a member of a team
- A willingness to undertake training, self-assessment and external assessment
- An ability to recognise conflicts of interest
- A willingness to speak their mind
- An ability to use electronic communication methods where appropriate, including social media.

Person Specification

The Board is looking to appoint at least two Trustees and will be seeking a blend of skills and expertise that complement the current make-up of the Board.

While we welcome applications from all, based on a recent audit of our current Board, we are particularly interested in hearing from people who:

- Are based in West/South Yorkshire
- Reflect the diversity of those we support
- Bring expertise in finance
- Have experience in marketing and communication
- Have an understanding of the local health agenda.



Person Specification

Ideally based in West/South Yorkshire

Community First Yorkshire operates across North, South and West Yorkshire.

We have good representation on the Board from current North Yorkshire residents and we are looking to recruit

Trustees who can bring insights from different local communities and economic contexts, particularly in West and South Yorkshire.

Reflect the diversity of those we support

At Community First Yorkshire, we pride ourselves on championing diversity and inclusion. It's important to us that our Board reflects the diversity of those we support.

We also recognise that diverse teams improve the quality and richness of our work, and that diverse connections are essential for creating lasting change.

We know that our Board is currently under-representative of some communities

and characteristics, so we are especially keen to receive applications from:

- People of colour and people from different ethnic backgrounds
- Deaf and disabled people
- Young people
- People with caring responsibilities
- LGBTQ+ people
- People from economically disadvantaged backgrounds.

Bring expertise in finance

With our diverse portfolio of work, we are regularly exploring new streams of income to support our work.

We recognise while our current Board members are financially competent, we do not have a finance specialist on our Board.

We are looking to find someone who can support us to explore a wide range of ideas in terms of future funding for our work and who is willing to join the Finance Sub Group.

Understand the local health agenda

We are increasing our work in the health sector, recognising the role that the voluntary sector and community organisations can play in improving public health and wellbeing and reducing health

inequalities in our local communities.

We are keen to maximise the impact of our work on the health agenda and would welcome applications from individuals who are involved in health and wellbeing.

Have experience in marketing and communications

We are always challenging ourselves at Community First Yorkshire to engage wider audiences in our work. In particular, we are looking to reflect and raise the voices of the rural communities we support.

As a result, we are looking to recruit a Trustee who specialises in this area and can support our wider marketing and communications work.

Key relationships

Chair of Trustees, David Sharp, other Trustees, Community First Yorkshire's CEO Jane Colthup and Community First Yorkshire's Senior Management Team.

We also encourage Trustees to interact with our team through 1-2-1s and attending sessions and social events. You can find out more about the Board of Trustees [here](#).

Key details

Time commitment

Four Board meetings per year. The AGM is usually timed to coincide with a Board meeting. The Finance Sub Committee meets prior to each Board meeting. The HR

Sub Group meets at least once per year, and more frequently as required.

Other ad hoc meetings of task and finish groups as needed.

Location

There are two Board meetings a year will take place face to face in a village hall

within the region. All other Board meetings will take place online.

Terms

Trustees serve an initial three year term and are eligible for re-appointment for an additional consecutive term of three years. In exceptional circumstances or when particular skills are an ongoing requirement, this may be longer. No Trustee may serve for

a period exceeding nine years.

Co-opted trustees are appointed for up to one year (to the date of the next AGM) and then have the option of standing for election for up to two further three-year periods.

Remuneration

The role of Trustee is unremunerated, although reasonable out of pocket expenses will be reimbursed.

How to get in touch

If you would like to be considered to join our Board, please send a copy of your CV and an email outlining why you're interested in becoming a Trustee, highlighting how your qualities, experience and skills fit with the requirements of the role to [Jill Wynne](#). Please use no more than 800 words and title your email 'Trustee Application'.

Alternatively, if you would prefer to submit an application in a different format e.g. video recording, please let us know. We are keen to hear from anyone who may be interested in applying and don't want the application process to be a barrier.

If you require any support with submitting your application, please do get in touch.

Deadline for applications

The deadline for applications is at 12 noon on Monday 24 February 2025.

Shortlisted applicants will be invited to attend an interview with members of the Board at our offices in Askham Bryan, York.





Community First Yorkshire

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