

September 2020

APPLICATION FOR TRUSTEE ROLES

Thank you for your interest in becoming a Trustee of Age UK Sheffield.

Within this pack you should find:

- A copy of the advert for these roles
- A Trustee role description and dates for our 2021 Board meetings

We want to make our Trustee roles open to the whole community and there is no application form at this first stage of the process.

To express your interest in becoming a Trustee, simply e-mail me at steve.chu@ageuksheffield.org.uk, or phone me on (0114) 250 2850 for an informal and confidential discussion.

Yours sincerely,



Steve Chu
Chief Executive

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Working with and for older people in Sheffield

President: Mr NJA Hutton MBE Vice President: Prof. A Walker, G Moore, Mrs R Wilson
Age UK Sheffield is a registered charity (1108413) and company limited by guarantee. Registered in England and Wales number 5207254.
Registered office: First Floor, South Yorkshire Fire & Rescue, 197 Eyre Street, Sheffield, S1 3FG.





Trustee of Age UK Sheffield (voluntary roles)

Age UK Sheffield is a dynamic local charity and social enterprise, providing information, advice and services to people aged 50 and over in Sheffield. We support older people to lead independent and fulfilled later lives.

This is an exciting time for our charity, having just been awarded a grant of £581,500 from the National Lottery Heritage Fund to redevelop The Old Coach House building in Hillsborough Park.

We have also recently opened our first two charity shops. These two initiatives are designed to extend our recognition and visibility in the city, whilst also contributing additional income which we can use to support our vital services to older people in Sheffield.

Every year we support over 3,000 older people in the city to improve their independence, health and wellbeing. In 2019/20, we helped people to increase their income by over £3 million, by supporting them to claim benefits they were entitled to but were not previously claiming. We are also dementia experts, providing a leading day centre, and advice and training to other professionals working with people living with dementia.

In the past few months, we fundraised to deliver food parcels to older people who had to isolate at home from the coronavirus, delivering over 3,200 essential food parcels in four months.

There are 24,000 people aged 65 or over living in poverty in Sheffield. And 12,000 lonely and isolated older people in the city. Our work is led by our Board of Trustees, who serve three-year terms, and we are now looking for additional Trustees as part of our usual recruitment cycle.

The successful candidate(s) will join a strong Board which is highly-regarded within the national Age UK network.

Applications are welcomed from all sections of the community and to make our recruitment process as accessible as possible, at this stage there is no application form.

To express your interest in becoming a Trustee, simply e-mail Steve Chu, Chief Executive, at steve.chu@ageuksheffield.org.uk, or phone him on (0114) 250 2850 for an informal and confidential discussion.

The closing date for this initial expression of interest stage is: Friday 2nd October 2020, at 9.00am



Age UK Sheffield Trustee role description

Our Trustees are skilled, experienced, and passionate about helping older people in Sheffield to lead fulfilled later lives. Trustees have specific duties which they fulfil to help ensure charities like ours fulfil our objectives in a responsible and accountable manner.

The duties of a Trustee

The following is a summary of an extract from the Charity Commission guidance CC3a, "Charity trustee: what's involved". This was updated on 10th July 2015 and can be found on the internet. It lists Trustees' six main duties as follows:

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

It is recommended that you read more of guidance note CC3a to find out more about the Trustee role. We can supply you with details of our governing documents upon request.

Other duties

In addition to the above 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 on key issues
- * Providing guidance on new initiatives
- * Other issues in which the trustee has special expertise

Trustee person specification

Our Trustees bring with them a wide range of different skills, knowledge and experience. All of them demonstrate a number of basic commitments which help to maximise their effectiveness:

- * Passion for, and commitment to, Age UK Sheffield, and supporting independent later life
- * Willingness to devote the necessary time and effort
- * Strategic vision
- * Good, independent judgement
- * Ability to think creatively
- * Willingness to speak their mind
- * Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- * Ability to work effectively as a member of a team
- * Acceptance of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership



2021 meeting dates

2021 Charity Board Thursdays at 4pm
Thu 11 Feb
Thu 25 Mar
Thu 20 May
Thu 22 Jul
Thu 16 Sep
Thu 4 Nov
Fri 19 Nov
Fri 10 Dec