**Trustee Role Description**

**The Purpose of The Woodworks Project**

The Woodworks Project is a Bath-based charity that empowers people to find their purpose, through woodworking and upholstery, in a creative and supportive environment. The Woodworks Project was set up to help people facing difficulties through their mental or physical health, or who have a history of addiction. The charity offers opportunities for people in Bath and surrounding areas to participate in engaging activities, whilst learning traditional crafts skills from highly trained and compassionate tutors.

Following the outbreak of Covid-19, the Board of Trustees has taken the step of hibernating the charity. The Trustees had determined that in order to ensure the long-term future of the charity, we needed to secure a number of diverse funding and revenue streams. Integral to this financial model was an operating model that increased the number of people ‘coming through’ the workshop, whether as funded clients or through paid courses. The Board of Trustees is working through how we secure funding, build revenue and deliver our aim of strategic of social inclusion while managing social distance and ensuring a safe working environment.

Prior to the outbreak of Covid-19, we had made significant investment, in both time and resources, to refurbish and relocate to our new workshop. We are proud of the teams’ hard work and were looking forward to our future in our new environment. We are determined to reopen the charity but fully appreciate it will need to be Covid-19 resilient in terms of business model and operating environment. We are looking for additional Trustees to help us with this process, by contributing to the strategic review and ensuring the long-term future of the charity.

**Trustee**

The duties of a trustee are as follows:-

* Ensuring the charity is carrying out its purposes for the public benefit;
* Complying with the charity’s governing document and the law;
* Acting in the charity’s best interests;
* With your co-trustees, making balanced and adequately informed decisions, thinking about the long term as well as the short term;
* Managing the charity’s resources responsibly;
* Using reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary;
* Giving enough time, thought and energy to your role;
* Preparing for and actively participating in all trustees’ meetings; and
* Ensuring the charity is accountable
* Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Head of Charity

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 on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

The Woodworks Project has identified certain areas of professional knowledge and experience that would be complimentary to those of our existing Board. These include Volunteering and the Volunteer Environment, in Law / Charity Law, Commercial or Sales experience, Fundraising, and Safeguarding.

## Person Specification

* A commitment to the organisation
* A willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**What are we looking for?**

We are seeking 2-3 additional trustees. We are looking for enthusiastic and dedicated individuals, who collectively bring a range of skills and experience to compliment those of the existing board, to help take the charity forward.

The right candidates will enjoy the challenges of reviewing the charity’s strategy and helping to bring it out of hibernation then growing and supporting a maturing organisation to deliver the charity’s charitable objective.

Trustees should ideally have a common sense approach, understanding of the limitations of a small organisation, being creative and innovative in helping the Board to cultivate an ambitious but realistic strategy. A local knowledge and network with businesses and/or charities and experience or involvement with charitable groups and communities within the Bath area is desired, as we welcome new ideas, different experiences and fresh perspectives to the Board.

We would particularly value professional knowledge and experience of Volunteering and the Volunteer Environment, Law / Charity Law, Commercial or Sales experience, Fundraising, and Safeguarding.

Preferably candidates will have an interest in traditional trade-skills, especially upholstery or cabinet making, however this is not essential.

Ideally, trustees will be based in or near Bath, however, the organisation is very much open to applications from further afield.

**Benefits for Trustees**

This is an opportunity to work with an organisation which assists a huge variety of vulnerable individuals from the local community. You will play a key role in shaping and growing the organization. You will work with a passionate and friendly team who love what they do and who are committed to supporting vulnerable people as well as the trades of Woodworking and Upholstery and principles of sustainability.

**Before you apply**

Application is by CV and a covering letter which should state why you wish to work with the organisation, how your skills would add value to the Board and any other relevant information that you wish for us to consider.

Please apply to info@thewoodworksproject.com