



**emmaus  
Bolton**



**Trustee  
Information Pack**



# Contents

Thank you for your interest in the role of Trustee at Emmaus Bolton.

This pack provides you with useful information about our organisation, the Trustee role and the application process. Please take the time to read this pack and our website to find out more about our charity, community and social enterprise.

[emmaus.org.uk/bolton](http://emmaus.org.uk/bolton) 

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# How Emmaus works

Emmaus Bolton supports people who have experienced homelessness and social exclusion. We offer:



## **A home for as long as someone needs it**

In our Emmaus community, everyone has their own furnished bedroom. It is their space for as long as they need it. All bills are covered, basic toiletries are provided and fresh meals are prepared in the communal kitchen. Living and dining areas are shared spaces where people can relax and socialise together.



## **Meaningful work in a social enterprise**

The people we support spend time working in our social enterprises and community. For many, taking part in meaningful work provides a focus and routine each day. The opportunity to become an active part of society, and make a contribution to it, plays an important role in restoring self-esteem.



## **A sense of belonging and community**

We offer the companionship, support and sense of belonging that many people who have experienced homelessness may have lost. It's a safe and caring place where people can settle and rebuild their lives. Our community enables people to share their experiences and benefit from peer to peer support.



*There is always hope and there is always another chance. I see every day as an opportunity to make a fresh start. As long as you have got breath in you and an inkling of life, there is always the chance to turn your life and your immediate world around.*



Keve, companion of Emmaus Bolton



# Emmaus overview

Emmaus Bolton is a local charity supporting formerly homeless people by providing a home and an opportunity to progress. The people we support (known as Emmaus companions) live and work together in our community home and social enterprise.

Our residential community is a place where people can make it their home, make new friends, gain confidence, and get access to the support needed to secure their own home. Whilst at Emmaus Bolton, companions have a chance to improve their health and wellbeing, learn new skills and gain qualifications.

In providing companions with the space, stability and support they need, we enable people to take stock of their lives and make positive changes for the future. This approach is proven to produce long-term sustainable results for people who have been stuck in the cycle of homelessness.

Here at Emmaus Bolton, we have a small staff team and accommodation for up to 22 companions. We are also supported by a dedicated team of local volunteers and our board of trustees.

All companions directly contribute to the success of Emmaus Bolton by helping within our community home and social enterprise. This provides people with a focus each day and work experience to enhance their future opportunities.

Becoming a trustee at Emmaus Bolton is an opportunity to apply and develop your skillset for a worthwhile cause. The role offers variety, responsibility and satisfaction, especially seeing people overcome challenges to achieve their goals. We're working together to end homelessness and have exciting plans to further develop our charity, community and the impact we have in Bolton.

## Social enterprise

Emmaus Bolton offers a range of social enterprise services to support people, communities and the environment.

Much of our social enterprise activity is focussed on saving good quality items from going to waste. Our Bolton charity shops, online shop and eBay store sell a wide range of donated furniture, household items, electrical items, clothes, books, entertainment and bric-a-brac from our base on Fletcher Street. Connected to our charity shops we offer free furniture collections.

We have a fully-equipped workshop on-site, where companions develop skills in furniture-making and upcycling. We make picnic tables, garden benches and planters, as well as shelves, tables and racks for inside the home. We make-to-measure and carry out basic repairs of furniture items. All donated electrical items are PAT tested on-site.

Emmaus Bolton's Cafe Pierre overlooks our seasonal garden centre and we have a scrap store, which sells clean surplus and excess arts and crafts material in addition to fabric, in rolls and pieces, which has been repurposed in our on-site Recycling Centre.

The majority of our income is generated in our social enterprise. Companions help out in almost every area, directly contributing to our charity whilst gaining skills and valuable work experience.

## Solidarity

One of the most important parts of the Emmaus ethos is solidarity. This means working to help someone less fortunate than yourself. Solidarity can be very valuable for companions as it is often key to helping to rebuild self-esteem, proving that everyone has the capacity to make a difference to the lives of others.

Here at Emmaus Bolton we operate Lucie's Pantry food bank. This solidarity service is run by volunteers and benefits Bolton residents who face financial hardship and may be at risk of homelessness themselves.

As well as our core services, companions also occasionally offer beneficial services to the local community. We see this as an important part of our solidarity activities, helping other local non-profit organisations, and also individuals living locally.



*Simon made six picnic tables for the Royal Horticultural Society visitor attraction RHS Garden Bridgewater, developing his joinery skills. He followed a unique Emmaus Bolton design incorporates people who use wheelchairs.*

Simon, companion of Emmaus Bolton

## Our mission

To work together to overcome homelessness and social exclusion while using our voice to achieve social change.

## Our values

Respect Value and respect  
Sharing Be transparent  
Openness Demonstrate  
Solidarity Create an en  
Welcoming Share and e



# Emmaus movement

Emmaus Bolton is an independent local charity that is governed by a board of trustees from across Greater Manchester. Whilst our work is focused locally, we are also part of a much wider Emmaus movement. We are a member of the Emmaus UK federation, Emmaus Europe and Emmaus International.

The history of Emmaus began in Paris in 1949 when the first Emmaus community was founded by Father Henri-Antoine Grouès, better known as Abbé Pierre. He was an MP, Catholic priest and former member of the French Resistance who fought to provide homes for those who lived on the streets of Paris.

After the first Emmaus community opened, many more were established across France. Abbé Pierre became an international figure and travelled the world spreading the word about Emmaus, leading to new communities being set up on four continents. Abbé Pierre continued to campaign until his death, in January 2007, aged 94.

There are currently over 400 Emmaus groups spread across more than 40 different countries around the world. Across the globe, all Emmaus groups have the same values whilst operating in very diverse social, economic and political contexts. All share the same goal; acting against the causes of poverty and being vehicles for social transformation through allowing the poorest to become actors in their own lives.

The first Emmaus in the UK opened in 1991 and Emmaus Bolton officially opened in 2005. There are now 30 Emmaus communities in the UK with more than 850 companions living at communities stretching from Glasgow to Dover. No two Emmaus communities are the same – each has its own individual personality, providing a set of services that meet the needs of its local area.

Find out more about the roots of Emmaus and how the movement has developed to serve people in need.

[emmaus-international.org/en/](https://emmaus-international.org/en/) 



# Trustee Overview

Like all charities, Emmaus Bolton relies on a diverse group of people to become trustees and deliver good governance. Governance is a term used to describe the trustees' role in:

- the long term direction of the charity, including its objectives or purposes
- implementing policies and activities to achieve objectives complying with legal requirements
- accountability to those with an interest or 'stake' in the charity.

We aim to maintain a board of trustees which has people with individual expertise in leadership, organisational development, housing, marketing, fundraising, health and safety, legal and finance.

The Emmaus Bolton board of trustees meet once every two months. Meetings are in the evenings, allowing those trustees who work during the day to participate and attend meetings.

In addition to full trustee meetings, we have another committee that meets regularly, reporting to the board. The Finance Committee meets monthly. Trustees and staff are members of this committee.

All trustees are encouraged to visit and maintain regular contact with the community, and where possible, spend time working alongside companions and join companions, staff and volunteers for lunch.



# Trustee

## Role description

<b>Location:</b>	Emmaus Bolton
<b>Role type:</b>	Voluntary (with expenses)
<b>Accountable to:</b>	Board of Trustees
<b>Responsible for:</b>	Governance, staff, companions and volunteers

### Duties & responsibilities

Trustees are responsible for providing appropriate oversight, governance and leadership to Emmaus Bolton to fulfil its charitable aims. Each trustee must:

- attend board and other meetings as appropriate
- read and scrutinise board papers and other communications
- read discussions and provide guidance and support on new initiatives
- abide by Emmaus Bolton's policies and procedures, ensuring these are effectively implemented throughout the organisation
- participate in activities to promote Emmaus Bolton to existing and new stakeholders
- contribute on other issues or areas of special expertise
- accept ultimate responsibility for directing Emmaus Bolton's affairs, ensuring it is solvent, well-run, and delivering its charitable outcomes.

#### Statutory responsibilities

Under the Charities Act 2011, a trustee's main duties are to:

- ensure the charity is carrying out its purposes for the public benefit;
- comply with the charity's governing document and the law;
- act in the charity's best interests;
- manage the charity's resources responsibly;
- act with reasonable care and skill; and
- ensure the charity is accountable.

Under the Companies Act 2006, a trustee is referred to as a director in company law and their main duties are to:

- act within the directors' powers
- promote the success of the company and to act in good faith
- exercise independent judgement
- exercise reasonable care, skill and diligence
- avoid conflicts of interest
- not accept benefits from third parties
- declare interest in proposed transactions or arrangements.



# Trustee

## Application process

To express an interest in becoming a trustee at Emmaus Bolton, please email [info@emmausbolton.org.uk](mailto:info@emmausbolton.org.uk)

Where a trustee role is advertised on the Emmaus Bolton website, you will find an expression of interest form. Please complete the form and return it via email to [info@emmausbolton.org.uk](mailto:info@emmausbolton.org.uk)

On receipt of the completed form, you will be invited to an initial meeting at a mutually convenient time. Where possible, we do prefer trustee applicants to visit our community to meet with one or two trustees, staff and companions in person.

Following the initial meeting, the board will invite you to be an observer at one of the trustee meetings, prior to a decision made and confirmation of your appointment.