



**emmaus  
Bolton**



# **Trustee Information Pack**



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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 safe and supportive home

People who move into Emmaus are referred to as companions. Each person has their own furnished bedroom. 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.



## Creating meaningful opportunities

The people we support spend time participating in our social enterprises and community. For many, taking part in these activities 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 participate together in our community home and social enterprise.

Our residential community is a place where people have a home, make new friends, gain confidence, and get support to help them find a new home, training or work when they move on. 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.

Emmaus Bolton has a small staff team and accommodation for up to 22 companions. We are 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 home and social enterprise. This provides people with a focus and 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 our impact in Bolton.

Emmaus Bolton officially opened in 2005. There are more than 30 Emmaus communities and groups across the UK with over 850 companions living at communities stretching from Bolton to Brighton. No two communities are the same - each has its own individual personality, providing a set of services that meets the needs of local residents.

## 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 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.



*Our wood workshop made 11 picnic tables, that are accessible for people who use wheelchairs, and 33 metres of planters for the Royal Horticultural Society visitor attraction, the RHS Garden Bridgewater.*

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

# Our mission

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

**Respect** Value and respect every person, opposing injustice

**Sharing** Be transparent and honest in all our dealings

**Openness** Demonstrate solidarity and support for those in need

**Solidarity** Create an environment of empowerment

**Welcoming** Share and exchange resources, skills and learning

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# Trustee

## Role overview

Like all charities, Emmaus Bolton relies on a diverse group of people to become trustees and deliver good governance. As a trustee, you will help ensure that Emmaus Bolton runs in a way that complies with our governing document (Memorandum and Articles) and the law. This includes making sure we achieve our purposes. Every trustee is responsible for this: even if certain tasks are done by individual trustees, employees or volunteers, all trustees are responsible. The Charity Commission is a good source of information about trustees' legal responsibilities, if you want to explore this further.

Being part of the board of trustees will be an enriching experience. You will have training to support you in this role, and be welcomed by the existing trustees.

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

Every trustee will have an annual one-to-one meeting with the Chair of the board, and will have additional support in the first year to help you to settle into the role.

We look forward to the skills, enthusiasm and commitment you will bring. We are particularly looking for those with knowledge or experience in audit; legal services; equality diversity and inclusion; supporting people into employment or meaningful training; property services; the environment and sustainability.

Trustees meet monthly (evenings), with additional training sessions and an annual strategy day. Trustees will be expected to attend all, or most, of these meetings so that they contribute effectively to discussions and decisions.



# Trustee

## Role description

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

### Overall Purpose

To ensure Emmaus Bolton pursues its charitable purposes, adheres to its principles and values and works strategically towards the benefit of its beneficiaries and the public. To ensure Emmaus Bolton complies with its governing documents, Charity and Company Law, financial responsibilities and other statutory and relevant legislations and regulations.

### General Duties

- To develop, define and agree the strategic vision, mission and priorities of Emmaus Bolton and monitor and evaluate its performance against these targets.
- To ensure Emmaus Bolton uses its resources exclusively for the advancement of its charitable purposes and solely in line with its values and principles.
- To ensure legal and regulatory compliance to key governing documents and always act in the best interests of Emmaus Bolton and its beneficiaries.
- To ensure the financial sustainability and stability of Emmaus Bolton and its assets by overseeing and reviewing Emmaus Bolton budgets, accounts and financial reports.
- To ensure the proper investment of Emmaus Bolton funds and protection of Emmaus Bolton reserves.
- To ensure clear, effective and efficient administration of Emmaus Bolton activities, including good governance, risk management, policies, procedures and oversight.
- To support the Chair and Chief Executive in their leadership of Emmaus Bolton and ensure proper and formal arrangements for recruitment, appointment, supervision, support, appraisal and remuneration of Emmaus Bolton's Chief Executive.
- To ensure commitment and active participation in the national, regional and international Emmaus movement.
- To work towards Emmaus Bolton being an equitable, diverse and inclusive organisation.
- To safeguard the positive name, values and work of Emmaus.
- To prepare for by reading all papers, attend and actively contribute to monthly board and committee meetings and any related events, visioning days or training sessions.

In addition to the above general duties, trustees are expected to bring specialist skills, experience, knowledge or expertise in specific areas. It is their duty to use these specialisms to support the board collectively to reach sound decisions. This may involve leading discussion on issues where they have specific expertise, highlighting key issues and providing insight, advice and guidance on new initiatives.



# Person Specification

Essential	Desirable
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## Skills, Knowledge And Experience

<ul style="list-style-type: none"> <li>• Understanding of the role, responsibilities and legal duties of a trustee</li> <li>• Experience or understanding of strategic development</li> <li>• Experience or understanding of risk management</li> <li>• Organisational leadership skills</li> <li>• Strong interpersonal and people skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience or understanding of finance and fundraising</li> <li>• Understanding of charity legislation</li> <li>• Evidence of continuing professional development</li> </ul>
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## Behavioural Competancies/Characteristics

- Committed to integrity and transparency
- Able to communicate clearly with a diverse range of people
- Effective member of a team who is inclusive and supportive of others
- Able to maintain confidentiality and handle sensitive information appropriately
- Able to respect boundaries between leadership and management
- Able to commit the necessary time to the role
- Committed to the principles of solidarity
- Commitment to Emmaus values and code of conduct
- Able to operate with independent, evidence-based judgement
- Ability to examine information and determine consequences
- Positive attitude towards change
- Strategic, creative and agile thinker
- To demonstrate commitment to our values and behaviours (see previous page and below)

## Our behaviours

It is not only what we do that is important: the way we do things matter enormously. Our values form the guiding principles of the way we act in our community, from these come key behaviours that bring the values alive. These are our behaviours for success and describe things everyone at Emmaus Bolton can do to help us reach our goals.

### Welcoming

I am always approachable. I am open about my work and pleased to explain what I do and why I am doing it. Challenge from a 'critical friend' is welcomed and helps us to continuously improve.

### Appreciative

I am grateful to everyone who cares about our community. I do not take their interest and support for granted. Time will be taken to thank people and keep them informed.

### Thorough

I do everything to the best of my abilities. I complete all that is required of me so that the best possible outcome is assured. I will ensure that I am informed and prepared to engage in meetings and debate, asking questions to make sure that we achieve the right outcome or decision.

### Enterprising

I always look for new and better ways to achieve our objectives, and to increase our income or reduce costs. I work collaboratively to look for ways to improve support for companions, staff, trustees or visitors. I look for opportunities to involve more people in what we do for the benefit of the community.

### Respectful

I treat everyone with respect whatever their views and opinions, and call out inappropriate behaviours that impact negatively on others.

Signed.....

Dated.....



# Trustee

## Application process

To express an interest in becoming a trustee at Emmaus Bolton, please send your CV by email to [info@emmausbolton.org.uk](mailto:info@emmausbolton.org.uk) by **26 January 2025** and let us know why you are interested in the role.

We are looking to balance our new trustee intake with a mix of people with trustee experience and those new to the role.

We are actively looking to increase the diversity of our board to be reflective of the community in Bolton, and encourage

applications from young people, those with lived experience of homelessness or social isolation, people with disabilities or ethnic minority backgrounds.

Applicants will be invited to an informal interview at Emmaus Bolton, with the opportunity to meet staff, companions, volunteers and other trustees and tour the property. Shortlisted candidates will be invited to observe one of our monthly trustee meetings prior to a decision being made and confirmation of a three year term.