



**emmaus**

**Colchester**

working together to end homelessness



# **Trustee** Information Pack



# Contents

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

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/colchester](http://emmaus.org.uk/colchester) 

<b>Welcome</b>	page 3
<b>How Emmaus works</b>	page 4
<b>Emmaus overview</b>	page 5
<b>Emmaus movement</b>	page 7
<b>Chair of Trustee role</b>	page 9
<b>Application process</b>	page 11

# Welcome



Dear Applicant

We are delighted that you are expressing an interest in the significant role of Chair of Emmaus Colchester at a time of great challenge and opportunity for our organisation.

With the latest rough sleepers and homelessness statistics being released – the stark reality is unavoidable - homelessness not only remains a concerning issue but one that is not improving despite the efforts of charities such as Emmaus Colchester.

Emmaus supports formerly homeless people by giving them a home, meaningful work in a social enterprise and an opportunity to get back on their feet again.

For many people who experience homelessness, one of the biggest obstacles they must overcome is a loss of self-esteem. Emmaus provides an opportunity to regain this, with a chance to make a real contribution to their community.

Emmaus communities are not hostels for the homeless; they provide a home for as long as someone needs it. For many, this support and stability is like the family they don't have, providing a safe environment in which to settle and rebuild their lives.

The current board of trustees, staff, companions and CEO have recently developed 6 core strategies that will be driving the up-and-coming years and are seeking an experienced Chair to support us on this journey.

This is an exciting time to join our charity as we move towards a new era for Emmaus Colchester, one that is driving quality, growth and increasing opportunities for those we are here to serve.

On behalf of the Board, I hope that you will be inspired by what you read and that you will submit an application for a role which I know you will find both challenging and rewarding.

On behalf of the Emmaus Colchester Community,

Brian Cooke  
Chief Executive officer

# How Emmaus works

Emmaus Colchester 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 opportunities in a social enterprise**

The people we support spend time working in our social enterprises and community. For many, taking part in meaningful work gives them 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 their 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.



Emmaus has really given me something to focus on and with the support they've given me, I'm able to see forward into my future. I know this is my home and I feel I can work on myself here.

Chris, companion at Emmaus Colchester



# Emmaus overview

Emmaus Colchester 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 Colchester 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 Colchester, we have a small staff team and accommodation for up to 28 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 Colchester by helping within our community home and social enterprise. This provides people with a focus each day and work opportunities to enhance their future opportunities.

Becoming a trustee at Emmaus Colchester 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 Colchester.

## Social enterprise

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

Much of our social enterprise activity is focused on saving good quality items from going to waste but we deliver so much more. Our two Colchester charity shops sell a wide range of donated furniture, household items, electrical items, clothes, books, entertainment and bric-a-brac. We additionally have an Online Shop which sells curated vintage and antique items. Connected to our charity shops we offer a house clearance service and free furniture collections.

We have a dedicated workshop in our largest shop. We carry out basic repairs of furniture items and all donated electrical items are PAT tested on-site. We also use our workshop space to improve and upcycle items to help them become even more desirable for sale.

The majority of our income is generated in our social enterprise. Companions help out in 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.

At Emmaus Colchester we run seasonal campaigns to support local grassroots organisations and the work they do. Operation Christmas and Easter have become a staple in our calendar and both companions and staff look forward to the community projects.

We regularly support Refugee Asylum Seeker and Migrant Action group with furniture, homeware and clothing to support people new to the city with the items they need to set up a home.



“The support at Emmaus has helped make me a better person and the team continue to help guide me to make better decisions, and I hope this will continue.

Michael, companion of Emmaus Colchester



# Emmaus movement

Emmaus Colchester is an independent local charity that is governed by a board of trustees from across Essex. 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 more than 400 Emmaus groups spread across 41 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 Colchester officially opened in 2015. There are now 29 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/) 

# Chair of Trustees

## Role description

<b>Location:</b>	Emmaus Colchester
<b>Role type:</b>	Voluntary
<b>Supporting:</b>	Chief Executive Officer
<b>Responsible for:</b>	Governance, staff, companions and volunteers

### Duties & responsibilities

The role of the Chair is to encourage and facilitate the Board of Trustees. In addition to the statutory duties of a board member, the Chair with strong support from the Chief Executive Officer has specific duties as follows:

#### Board Meetings

- Planning meeting schedules and setting agendas according to board procedures.
- Leading meetings: The Chair leads meetings and facilitates discussion, encouraging all board members to participate and arriving at decisions in an orderly, timely and democratic manner.
- Keeping board members informed: The Chair establishes and monitors systems for distributing information before meetings and keeping board members updated between meetings.
- Acting as a point of contact between meetings: The Chair makes themselves available to board members and others for contact between meetings.

#### Board Leadership

- Building the board: The Chair leads board member recruitment and induction, strengthening the group by finding capable new board members with the necessary skills, ensuring diversity and providing for Chair succession.
- Engaging the whole board: The Chair uses the skills and interests of all board members.
- Developing governance effectiveness: The Chair improves overall board effectiveness by taking steps to increase governance ability in the group and in individual board members. The Chair ensures that structures and procedures are in place for effective training and evaluation of board members.
- Dealing with conflict on the board: The Chair monitors and addresses conflict among board members, and between board members and other parts of the organisation.

#### Policy

- Giving direction to policy-making: The Chair exercises leadership by setting priorities for the board and steering discussion toward strategic issues.
- Monitoring the implementation of board decisions: The Chair ensures that board decisions are communicated and implemented properly.



## Duties & responsibilities

### Representing Emmaus Colchester

- The Chair represents the Community at public gatherings when asked and ensures that the Community maintains positive and productive relationships with the media, donors and other organisations.
- The Chair speaks on behalf of the Community when appropriate, for example to the media.

### Fundraising

- Monitoring funding: The Chair ensures that structures and procedures are in place for securing the resources required by the Community.
- Assisting with fundraising: The Chair plays a leadership role in fundraising through personal contribution of services and building relationships with (potential) donors.

### Staff Management

- The Chair leads the board as it fulfils its management responsibilities toward the Chief Executive Officer overseeing role definition, selection, induction, appraisal, remuneration and discipline.
- The Chair talks regularly with the Chief Executive Officer to discuss strategic issues.
- The Chair is available to help the Chief Executive Officer, staff, board members and others resolve conflicts. The Chair takes steps to address conflict, acting to protect the Community's reputation and preserve morale.

### Statutory Duties

- Ensure that Emmaus Colchester complies with its governing document, Charity and Company Law and any other relevant legislation or regulations
- Ensure that Emmaus Colchester pursues its objectives as defined in its governing document
- Ensure Emmaus Colchester uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- Give firm strategic direction to Emmaus Colchester, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of Emmaus.
- Ensure the effective and efficient administration of Emmaus Colchester.
- Ensure the financial stability of Emmaus Colchester.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To sit on an appropriate sub-committee or advisory group
- To attend appropriate training events
- From time to time, attend functions and other meetings in the interests of Emmaus.

### Other Duties

In addition to the above, each Trustee should use any specific skills, knowledge or experience he or she has 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

## Duties & responsibilities

### Time Commitment

Trustee Board Meetings are held bi-monthly on a mutually convenient evening from 15:00 to 17:00 at the Community.

There are also ad-hoc meetings and an annual AGM which Trustees are expected to attend. Where a Trustee takes on additional responsibilities, they should make themselves available to fulfil these duties and meet the needs of the Community.

As Chair of the Board, the post holder will also need to be available to fulfil the additional responsibilities as set out in the above description.

### Person Specification

- Commitment to the values and ethos of Emmaus
- Willingness to devote the necessary time and effort
- Strategic vision
- Experience of chairing groups of people, with an ability to act impartially and encourage all members to contribute and to reach consensus.
- Strong listening and communication skills
- Strong leadership skills
- Time to attend meetings and to be available for ad hoc discussions
- 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

# Trustee

## Application process

To express an interest in becoming a trustee at Emmaus Colchester, please email [Brian@emmauscol.org](mailto:Brian@emmauscol.org) and let us know why you're interested in the role and what you can bring to our board.

If you'd like to find out more give us a ring on 01206 541616.