



emmaus
Dover
working together to end homelessness



Trustee Information Pack



Contents

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

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/dover 

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Emmaus Dover is a unique charity that offers a home, work opportunities and individual support to people who have experienced homelessness and social exclusion. We don't just give people a bed for the night; we offer a home, stability, companionship, work, personal development and a sense of belonging.

At the heart of Emmaus Dover are our companions. Companion is the name given to those who live in an Emmaus community and carry out roles in the social enterprise, where they support themselves and one another. Living in a stable environment with the work opportunities and individually tailored support helps our companions to regain lost self-esteem and the confidence needed to get back on their feet.

The majority of our charity's income is generated by our social enterprises, which include our charity shop, cafe and garden centre at Archcliffe Fort on Archcliffe Road, Dover. Companions help in every area of our social enterprises, directly contributing to our charity whilst gaining skills and valuable work experience.

Since opening in 1995, Emmaus Dover has steadily grown and we now have the capacity to support 27 companions at any one time. As well as companions, we have a dedicated staff team and a mix of skilled local volunteers who support our work. Emmaus Dover as a family or extended family is a feeling shared between many of our companions, former companions, volunteers and staff. We are a community within the Dover community, working together and supporting one another to achieve individual and collective positive outcomes.

Working at Emmaus Dover can be demanding at times but it is also very rewarding, especially seeing people overcome challenges and achieve their goals. No two days are the same at Emmaus and you can be sure of a diverse mix of people to keep every day interesting. In addition to work within our charity, there is also the opportunity to volunteer alongside other community members in solidarity activities to support individuals and groups in greater need.

How Emmaus works

Emmaus 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 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 given me my dignity back. It's given me an ever-changing family; I love the camaraderie and the banter – we all get on. I would be dead if it weren't for Emmaus, I would have been found with a load of bottles next to me and that would have been it. I would be just another statistic. Emmaus has saved my life.

Paul, companion at Emmaus Dover

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 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



Trustee Overview

Like all charities, Emmaus Dover 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 finance, clinical practice, retail, HR and ICT.

Whether you're an experienced Trustee or wanting to take your first step at Board level, we want to hear from you.

We are recruiting a number of voluntary positions to our Board of Trustees. We are an integral part of the Emmaus international charity and a standalone community based in the Archcliffe Fort, Dover housing the otherwise homeless.

We are providing purposeful tasks, recycling second hand goods and selling them; encouraging a work ethic and providing physical and mental health support.

As a Trustee you will have:

- Induction and training
- Opportunities to make strategic decisions and develop new skills
- Opportunities to network with other professionals
- Influence to shape innovative projects
- The chance to improve the health, wellbeing and life chances of Companions.

The expected time commitment of a Trustee is six meetings per year (held in Archcliffe Fort, Dover in the evenings), some ad hoc committee work and of course visiting the Community.

To arrange an informal chat, contact Andrew Eberlein, our Chair of Trustees chairdover@emmaus.org.uk

Trustee

Role description



Location:	Emmaus Dover
Role type:	Voluntary (with expenses)
Accountable to:	Chair of Trustees
Responsible for:	Governance, staff, companions and volunteers

Duties & responsibilities

Trustees are responsible for providing appropriate oversight, governance, and leadership to Emmaus Dover to fulfil its charitable aims. A trustee has three main responsibilities:

1. Fiduciary responsibility; holding the organisation in trust and ensuring public confidence
2. To determine the overall direction of the organisation
3. To provide leadership

In more detail

The duties of a trustee are:

- To ensure that the charity complies with its governing document, charity law, company law, and any other relevant legislation or regulations;
- To ensure that the charity pursues its charitable objects as defined in its governing document;
- To ensure that the charity applies its resources exclusively in furtherance of its objects, ie 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;
- To contribute actively to the board of trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- To safeguard the good name and values of the charity;
- To ensure the effective and efficient administration of the charity;
- To ensure the financial stability of the charity;
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- To appoint and support the CEO and monitor his or her performance;

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- Sitting on appraisal, recruitment, and disciplinary panels as required
- In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience he or she may have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the charity's work in which the trustee has special expertise.

Trustee person specification

- Commitment to the charity and willingness to learn about the ethos of Emmaus
- 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
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- The skills to analyse proposals and examine their financial consequences
- Willingness to be available to staff for advice and enquiries on an ad hoc basis





Trustee

Application process

To express an interest in becoming a trustee at Emmaus Dover, please email secretarydover@emmaus.org.uk or write to Daniel Wood, c/o Emmaus Dover, Archcliffe Fort, Archcliffe Rd, Dover, CT17 9EL

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.