



emmaus

Greenwich

working together to end homelessness



Trustee Information Pack



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

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/greenwich 

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Emmaus overview

Emmaus Greenwich offers bespoke support services, meaningful work opportunities, and a home for people who have experienced homelessness or social exclusion. We run social enterprises throughout South London, the proceeds of which go straight back into our community.

Alongside our three charity shops based in Plumstead, Lewisham and Poplar, Emmaus Greenwich runs a house clearance service with all proceeds going towards helping people overcome homelessness. We also run regular outreach projects, offering support to some of the most vulnerable people in the capital. Our Street Souls outreach drop-in events take place regularly, in Greenwich, and offer hot food, warm clothing, and help and advice to people who are experiencing financial difficulties.

At the heart of Emmaus Greenwich 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 work opportunities and individually tailored support helps our companions to regain lost self-esteem and the confidence needed to get back on their feet. More than two thirds of people supported by Emmaus Greenwich move on into jobs, their own housing or return to families.

Emmaus Greenwich is based in Plumstead and was opened in 1994 by His Royal Highness King Charles, when he was the Prince of Wales. Currently the community offers a home for up to 45 companions, who contribute to the smooth running of the community site and our shops.

There are currently more than 30 Emmaus communities and groups across UK, supporting more than 850 companions. You can find out more about our shops [here](#), and organise a collection for furniture items [here](#).

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.



“I have been a trustee at Emmaus Greenwich for many years and I'm proud of how we have grown from a single property with one residential site and retail outlet to the current three shops and four houses for accommodation. Being a trustee is a great way to be involved in the local community and I've met some truly interesting and dedicated people along the way.”

Gaenor Stevenson, Trustee at Emmaus Greenwich

(left) Sir Terry Waite, President at Emmaus UK (right) Gaenor Stevenson

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



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Trustee overview

Like all charities, Emmaus Greenwich 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.

Trustees at Emmaus Greenwich give their time voluntarily and work together to ensure our charity has a clear strategy, and that our work and goals are in line with our vision. Trustees meet five times a year and can get involved with projects and events at our charity if their time permits.

We aim to maintain a board of trustees that has people with individual expertise in Human Resources, Finance, Business development, Retail, Housing Law and GDPR.

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

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, well-being, and life opportunities of companions.

To apply to be a trustee for Emmaus Greenwich email:

info@emmausgreenwich.org

Trustee

Role description



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Location:	Emmaus Greenwich
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 Greenwich to fulfill 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;

Cont....



- 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



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Trustee

Application process

To express an interest in becoming a trustee at Emmaus Greenwich, please email [**info@emmausgreenwich.org**](mailto:info@emmausgreenwich.org).
A form will be issued for you to complete.

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, before a decision is made and confirmation of your appointment.