



emmaus
working together to end homelessness

Chair

Information Pack



Contents

Thank you for your interest in the role of Chair at Emmaus South Wales

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, communities and social enterprises.

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How Emmaus works

Emmaus supports people who have experienced homelessness and social exclusion. Our communities offer:



A stable home and a base to progress

Within Emmaus communities, everyone is provided with a furnished bedroom. It's a stable home from which people can build their confidence, skills and plans for the future. We ensure that all bills are covered, home essentials provided and fresh meals prepared each day. Each community includes shared living and dining areas where individuals can relax and socialise together.



A chance to gain skills and work experience

We offer the people we support opportunities to gain work experience within our social enterprises and communities. Many people find that participating in meaningful work brings focus, purpose and a sense of routine to their day. The opportunity to contribute to their community and become an active part of society plays an important role in restoring people's self-esteem.



A sense of belonging and community

Each Emmaus community is a supportive and welcoming environment where people can rediscover companionship and a sense of belonging. Our communities are places where each individual is given space and supported to rebuild, develop and thrive in their lives. We foster the sharing of life experiences and encourage peer support, helping everyone to grow together.



I've have really settled into life at the community. The support staff have been wonderful and I'm able to release emotions that have been trapped inside for years. Being around positive people and staying away from drugs is my priority right now, I intend to build bridges, whereas in the past, I often burnt bridges.

Jimmy, companion at Emmaus South Wales



Emmaus overview

Emmaus is a secular organisation supporting people affected by homelessness and social exclusion. There are currently 29 Emmaus communities across the UK, providing a home, tailored support and meaningful work to more than 850 people, known within Emmaus as companions. In addition to existing Emmaus communities, there are three emerging groups working to establish new communities.

Emmaus is different to many homelessness charities and support services as we go beyond just offering a bed for the night; we provide longer-term support, stability, opportunities for personal development, and a strong sense of community.

Social enterprise is central to the Emmaus model as it provides work opportunities for companions but also generates a large proportion of the funding needed to maintain communities. Having something to do every day provides structure and a sense of purpose to Emmaus companions.

Our social enterprises play a huge part in helping to restore the self-esteem that many people lose when they are homeless, and enables them to make the most of their existing skills, while learning new ones.

Solidarity, helping others less fortunate than yourself, is central to the Emmaus way of life. Everyone at Emmaus, including companions, staff, trustees and volunteers, is encouraged to carry out acts of solidarity to support people who need it most.

For companions in particular, solidarity has a huge impact on their confidence and self-worth, showing them that they can make a difference to someone else's life and add value to the lives of people around them.

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



Chair

overview

Like all charities, Emmaus South Wales 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 South Wales board meets regularly and there are a number of sub-committees which meet both online and face to face with a particular focus. Trustees govern on a voluntary basis and do not get paid for the role.

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.

Chair

Role description



Location:	Emmaus South Wales
Role type:	Voluntary (with expenses)
Accountable to:	Emmaus South Wales Chief Executive
Responsible for:	Governance, staff, companions and volunteers

Purpose

The Emmaus South Wales Chair is a trustee of Emmaus South Wales and must adhere to both the general purpose of a trustee as well as the specific purpose of their Chair role.

General trustee purpose:

To ensure Emmaus South Wales 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 South Wales complies with its governing documents, Charity and Company Law, financial responsibilities and other statutory and relevant legislations and regulations.

Specific purpose of the Chair role:

To provide leadership and facilitation to the board of trustees and Chief Executive to ensure effective decision-making and delivery of the charitable purposes, strategic priorities, mission, vision, strategy and values of Emmaus South Wales.

To drive continuing board development and lead on ensuring the board, its committees and any subgroups, model(s) best practice governance, communication and compliance with internal articles, policies, procedures and relevant external regulation/legislation.

To act as a highly effective external facing ambassador for Emmaus South Wales.

Role description - continued

Duties

The Emmaus South Wales Chair must also adhere to the general duties of a trustee as well as the specific duties of their Chair role.

General trustee duties:

To ensure Emmaus South Wales uses its resources exclusively for advancing its charitable purposes and solely in line with its values, principles and public benefit.

To ensure legal and regulatory compliance including always acting in the best interests of Emmaus South Wales and its beneficiaries and adhering to governing documents.

To develop, agree and refine the strategic vision, mission and delivery aims of Emmaus South Wales and oversee monitoring of performance against these aims.

To ensure the strategic aims of Emmaus South Wales are embedded into the activities undertaken and those activities provide maximum impact to its beneficiaries.

To ensure the financial sustainability and stability of Emmaus South Wales and its assets by overseeing and regularly reviewing Emmaus South Wales budgets, accounts and financial reports.

To ensure the proper investment of Emmaus South Wales funds through oversight of treasury management policies.

To ensure the correct allocation and protection of Emmaus South Wales reserves.

To ensure clear, effective and efficient oversight of Emmaus South Wales activities, including good governance, risk management, policies, procedures, monitoring and evaluation.

To oversee health and safety, safeguarding, complaints and whistleblowing policies and procedures to ensure they are effective, compliant and followed.

To ensure commitment and active participation from Emmaus South Wales in the national, regional and international Emmaus movement.

To support Emmaus South Wales' goal of being an equitable, diverse and inclusive organisation.

To safeguard the positive name, values and work of Emmaus.

To prepare for, attend and contribute to board and committee meetings.

Role description - continued

Specific Chair duties

To support the board to fulfill its duties and responsibilities and ensure it operates solely within the charitable purposes of Emmaus South Wales.

To ensure the Emmaus South Wales Board is an equitable, diverse and inclusive space by chairing meetings in an effective manner and encouraging discussion and informed decision making where all trustees participate and take collective ownership.

To work closely with the Chief Executive to ensure agendas and meetings are well planned, contain appropriate content and that follow up actions are completed.

To ensure the board regularly reviews Emmaus South Wales' financial information and there are appropriate reserves and financial policies in place.

To ensure the board regularly reviews major risks and satisfies itself that there are effective processes in place to mitigate these risks.

To establish a constructive and effective working relationship with the Chief Executive which includes regular communication, speaking openly about concerns and challenges, maintaining an overview of Emmaus South Wales' affairs, seeking and receiving assurance on key matters, ensuring effective governance arrangements are in place and supporting them in their role.

To line manage the Chief Executive including conducting annual appraisals, performance management, personal development, remuneration, succession planning, setting objectives and measuring success against Emmaus South Wales' strategic aims.

To lead on any whistleblowing or complaints in relation to the Chief Executive.

To support trustees to develop their knowledge and capabilities and make full use of their skills and experience to support the board to fulfil its collective role.

To appraise the performance of the trustees, assess any skills gaps and ensure appropriate succession planning, recruitment, induction and training for trustees.

To support all within Emmaus South Wales to positively interact and engage with Emmaus UK, the Emmaus federation in the UK and the international Emmaus movement, through participation in local, regional, national and international meetings and events and ensuring the fulfilment of all membership requirements.

To encourage and facilitate positive resolution of any conflicts that may arise with Emmaus South Wales i.e. between Emmaus South Wales trustees, the wider Emmaus South Wales team, the Emmaus federation in the UK or the international Emmaus movement.

To act as an ambassador for Emmaus South Wales, strengthening its profile and impact, safeguarding its reputation and representing the organisation at events.

Chair

Person Specification



Skills, Knowledge and Experience

Essential:

- Experience of working with trustees, with a strong understanding of the Chair role
- Strong knowledge of the charity sector; highly attuned to sector wide challenges
- Experience of leading strategy and setting priorities
- Experience of identifying and managing risk at a senior level
- Experience of charity governance and legislation
- Prior leadership experience within an organisation of similar scale and complexity
- Experience sustaining multiple relationships with a diverse range of stakeholders

Desirable:

- Good financial literacy and understanding of financial statements
- Evidence of continuing professional development
- A professional network relevant to Emmaus South Wales

Behavioural Competencies/Characteristics

Essential:

- Flexible, emotionally intelligent and diplomatic, with strong interpersonal skills
- Committed to the principles of solidarity, Emmaus values and code of conduct
- Effective team leader and motivator, able to communicate clearly and engage others
- Able to digest information, draw out discussion points and encourage debate
- Able to maintain confidentiality and handle sensitive information appropriately
- Able to respect boundaries between trustee leadership and executive management
- Able to commit the necessary time to the role
- Committed to equity, diversity and inclusion
- Able to examine and determine risks and consequences