



**emmaus**  
working together to end homelessness

# Trustee

Information Pack





# Contents

Thank you for your interest in the role of  
Trustee 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.

|                             |         |
|-----------------------------|---------|
| <b>How Emmaus works</b>     | page 3  |
| <b>Emmaus overview</b>      | page 4  |
| <b>Mission &amp; values</b> | page 5  |
| <b>Emmaus movement</b>      | page 6  |
| <b>Trustee overview</b>     | page 7  |
| <b>Role description</b>     | page 8  |
| <b>Person specification</b> | page 10 |



# 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





# Trustee

## 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.

# Trustee

## Role description



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

### 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.

### General 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.

# Trustee

## Role description - continued



### General duties

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 whistle-blowing policies and procedures to ensure they are effective, compliant and followed.

To support the Chair and Chief Executive in their leadership of Emmaus South Wales and with proper and formal arrangements for the recruitment of new trustees.

To support the Chair with ensuring proper and formal arrangements for the recruitment, appointment, supervision, support, appraisal, performance management and remuneration of the Chief Executive.

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.

### Specialist duties

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.



# Trustee

## Person Specification



### Skills, Knowledge and Experience

#### Essential:

- Understanding of the role, responsibilities and legal duties of a trustee
- Experience or understanding of risk management and financial oversight
- Experience of strategic development and/or working at a strategic level
- Strong interpersonal, people and organisational leadership skills

#### Desirable:

- Understanding of charity legislation
- Evidence of continuing professional development

### Behavioural Competencies/Characteristics

#### Essential:

- Committed to act with 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 trustee leadership and executive management
- Able to commit the necessary time to the role
- Committed to the principles of solidarity
- Committed to Emmaus values and code of conduct
- Able to operate with independent, evidence-based judgement
- Able to examine information and determine consequences
- Positive attitude towards change
- Strategic, creative and agile thinker