

APPLICANT PACK

Trustee / Treasurer

EMMAUS
Village Carlton



THANK YOU

for your interest in the role of Trustee and Treasurer roles at Emmaus Village Carlton.

This pack provides you with useful information about our organisation, the job 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.

CONTENTS

How Emmaus works	3
Emmaus overview	4
Vision, mission & values	5
Strategic plan	6
Our movement	8
Role description	9
Job description	10
Terms of appointment	16
Application process	17

Emmaus supports people who have experienced homelessness and social exclusion.

HOW EMMAUS WORKS

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 rings 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.

DAMIAN

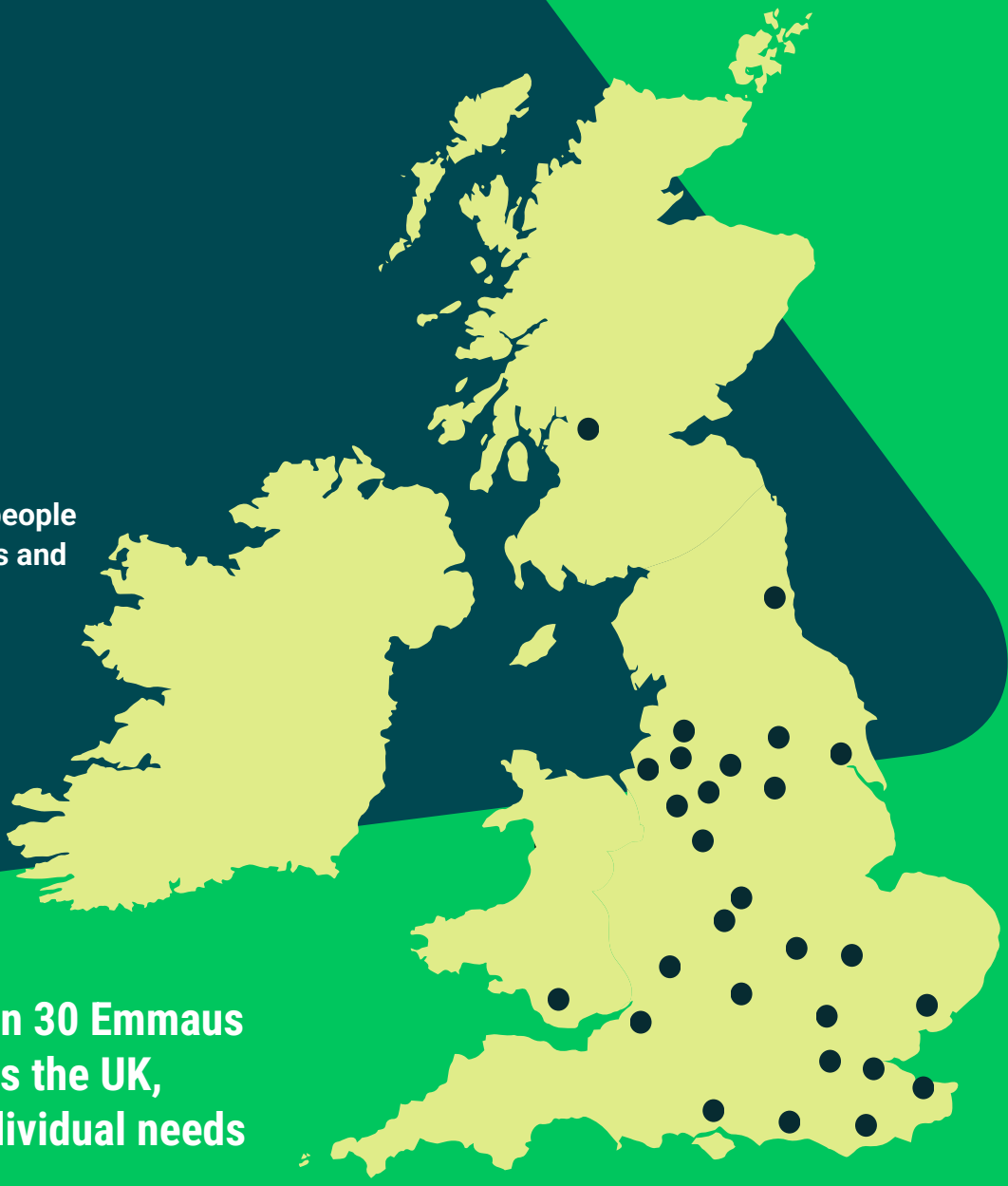
Former companion of Emmaus Salford



"I never thought I'd be homeless but stuff happens. Honestly, I wouldn't change what I've been through because I wouldn't be who I am today. I wouldn't have met my true self and proved how strong I am. Coming to Emmaus is one of the best decisions I've ever made."

EMMAUS OVERVIEW

Emmaus is a secular organisation supporting people affected by homelessness and social exclusion.



There are more than 30 Emmaus communities across the UK, each tailored to individual needs

Emmaus communities across the UK provide 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.

EMMAUS IN THE UK

Emmaus in the UK has a federal structure, which means that each community and group is an independent charity with its own staff team and board of trustees.

Emmaus UK was set up to unify and support the federation, providing a central set of services that bring members together and support the movement's growth in the UK.

Anyone wishing to set up a new Emmaus group must go through a rigorous affiliation process, which includes developing a firm business plan and demonstrating the capacity to establish a social enterprise and community. New groups are supported throughout this process and mentored by a more established community and by Emmaus UK.

OUR PURPOSE

We exist to give hope and a sense of belonging to those who have experienced homelessness and poverty.

OUR VISION

A sustainable world in which everyone has a home and a sense of belonging.

OUR MISSION

To empower people affected by homelessness and poverty to change their lives for the better whilst using our voice to achieve social change.

OUR VALUES

Respect for others, ourselves and our environment

Sharing our resources, skills, challenges and successes

Openness to ideas, challenges and to other points of view

Solidarity, helping those in greatest need and opposing injustice

Welcoming, friendly, approachable and inclusive to all

OUR STRATEGIC PLAN FOR 2026 - 2030

OUR VISION / OUR BELIEF

Our Vision

- A world in which everyone has a safe home and a sense of belonging; where they have the support they need to flourish.

Our Belief

- We believe in fairness, social justice, self-respect and a world full of opportunity

OUR STRATEGIC FOCUS

- We will develop the support we give to people facing homelessness.
- We will build our reputation and contribution to the wider community.
- We will increase our financial capacity and stability to ensure we continue to fulfil our purpose.

OUR VALUES DETERMINE HOW WE WORK

We will work together better by:

- We are inclusive, respectful and non-judgmental in all that we do.
- We empower, develop and provide opportunities for our people.
- We support and enhance our wider community.
- We protect and sustain our environment.

OUR PURPOSE

- We are a charity that empowers people to overcome homelessness. We provide the foundation of a home and a life changing package of support.

Donna-Louise

Chief Executive, Emmaus Village Carlton



> This is a great moment to join the Board of Trustees at Emmaus Village Carlton as we embrace a positive future with a focus on our new strategy this year and the implementation of the Supported Housing Act during 2027. We are taking this opportunity to expand our Board to help us on this journey

OUR MOVEMENT

The first Emmaus in the UK opened in 1991. There are now 29 Emmaus communities in the UK with more than 850 companions living in communities stretching from Glasgow to Dover and Norfolk to South Wales.

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.

Emmaus in the UK is now well established but we are also part of a much wider and diverse global movement. Emmaus started in France in 1949, shortly after the Second World War, when homelessness was a significant problem. After the first Emmaus community was created in the eastern suburbs of Paris, many more communities opened in France and across Europe, the Americas and in Asia.

The growth of the movement gave rise to the gradual development of a network of organisations that met in Bern, Switzerland, in 1969 to adopt the Universal Manifesto, the founding text of the Emmaus movement.

Today, the Emmaus movement includes more than 420 Emmaus groups, located in over 40 countries. Across four continents – Africa, Asia, Europe and the Americas – Emmaus groups work to help the most excluded and tackle the causes of poverty.

All Emmaus groups have the same values whilst operating in very diverse social, economic and political contexts. Ever since the Emmaus movement began, it has always been both secular and independent in leading its struggle to tackle the causes of poverty and exclusion. The movement defends its vision of society: a fairer and more sustainable world where people are at the heart of the system and where there is a place for everyone.



Find out more about how the Emmaus movement has grown to serve and campaign for people and communities in need.
emmaus-international.org/en/

APPLICANT PACK

JOB DESCRIPTION - Trustee

Location: In person quarterly meetings and AGM at Emmaus Village Carlton.

Reporting to: Chair and board of trustees

Purpose of the role

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

Principal responsibilities and duties

- To ensure Emmaus Village Carlton 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 Village Carlton and its beneficiaries and adhering to governing documents.
- To develop, agree and refine the strategic vision, mission and delivery aims of Emmaus Village Carlton and oversee monitoring of performance against these aims.
- To ensure the strategic aims of Emmaus Village Carlton are embedded into the activities undertaken and those activities provide maximum impact to its beneficiaries.
- To ensure the financial sustainability and stability of Emmaus Village Carlton and its assets by overseeing and regularly reviewing Emmaus Village Carlton budgets, accounts and financial reports.
- To ensure the proper investment of Emmaus Village Carlton funds through oversight of treasury management policies.
- To ensure the correct allocation and protection of Emmaus Village Carlton reserves.
- To ensure clear, effective and efficient oversight of Emmaus Village Carlton 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 support the Chair and Chief Executive Officer in their leadership of Emmaus Village Carlton 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 Officer.
- To ensure commitment and active participation from Emmaus Village Carlton in the national, regional and international Emmaus movement.
- To support Emmaus Village Carlton's 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 subcommittee 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.

APPLICANT PACK

JOB DESCRIPTION - Treasurer

Location: In person quarterly meetings and AGM at Emmaus Village Carlton.

Reporting to: Chair and board of trustees

Purpose of the role

The Emmaus Village Carlton Treasurer is a trustee of Emmaus Village Carlton and must adhere to both the general purpose of a trustee as well as the specific purpose of their Treasurer role

General trustee purpose:

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

Specific purpose of the Treasurer role:

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

Duties

The Emmaus Village Carlton Treasurer is a trustee of Emmaus Village Carlton and must adhere to both the general duties of a trustee as well as the specific duties of their Treasurer role.

General trustee duties:

- To ensure Emmaus Village Carlton uses its resources exclusively for advancing its charitable purposes and solely in line with its value principles and public benefit.
- To ensure legal and regulatory compliance including always acting in the best interests of Emmaus Village Carlton and its beneficiaries and adhering to governing documents.
- To develop, agree and refine the strategic vision, mission and delivery aims of Emmaus Village Carlton and oversee monitoring of performance against these aims.
- To ensure the strategic aims of Emmaus Village Carlton are embedded into the activities undertaken and those activities provide maximum impact to its beneficiaries.
- To ensure the financial sustainability and stability of Emmaus Village Carlton and its assets by overseeing and regularly reviewing Emmaus Village Carlton budgets, accounts and financial reports.
- To ensure the proper investment of Emmaus Village Carlton funds through oversight of treasury management policies.
- To ensure the correct allocation and protection of Emmaus Village Carlton reserves.
- To ensure clear, effective and efficient oversight of Emmaus Village Carlton activities, including good governance, risk management, policies, procedures, monitoring and evaluation.

JOB DESCRIPTION - Treasurer

General trustee duties:

- To oversee health and safety, safeguarding, complaints and whistleblowing policies and procedures to ensure they are effective, compliant and followed.
- To support the Chair and Chief Executive Officer in their leadership of Emmaus Village Carlton 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 Officer.
- To ensure commitment and active participation from Emmaus Village Carlton in the national, regional and international Emmaus movement.
- To support Emmaus Village Carlton's 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.

Specific Treasurer duties:

- To work closely with the Emmaus Village Carlton Board to ensure they are informed about and enacting their financial duties to Emmaus Village Carlton.
- To ensure Emmaus Village Carlton's strategic plans and activities are financially appraised, oversee financial risk management and contribute to Emmaus Village Carlton's Fundraising strategy.
- To ensure Emmaus Village Carlton has appropriate treasury management and investment policies and procedures and all investments are in line with Emmaus Village Carlton's charitable purposes and strategic aims.
- To ensure Emmaus Village Carlton's financial resources and free reserves are adequate to meet present and future needs and there is an appropriate, adhered to, reserve's policy in place and regularly reviewed.
- To provide effective chairing to the Emmaus Village Carlton's Finance & Risk Sub Committee in line with its standing orders and terms of reference and report back to the wider board.
- To act as a point of contact for Emmaus Village Carlton in its interactions with its independent auditors, where needed.
- To work closely with and support the Finance Manager to: ensure good financial leadership and the coherent and accessible presentation of financial reports. Oversee, approve and, if required, present high standard budgets, accounts and financial reports to the Emmaus Village Carlton Board.
- To ensure that appropriate financial procedures, controls and schedules of delegation are in place and are continually maintained and adhered to.
- To ensure financial compliance with Emmaus Village Carlton's governing documents, Charity and Company Law and any other relevant financial regulations/legislation.
- To ensure the annual accounts are prepared, audited and disclosed in the manner required by relevant accounting standards and statutory bodies and lead on presenting them at annual general meetings.

JOB DESCRIPTION - Trustee

Experience, skills and attributes	Essential	Desirable
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	✓	
Understanding of charity legislation		✓
Evidence of continuing professional development		✓
Behavioural Competencies/Characteristics		
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	✓	

JOB DESCRIPTION - Trustee

Behavioural Competencies/Characteristics	Essential	Desirable
Able to operate with independent, evidence-based judgement	✓	
Able to examine information and determine consequences	✓	
Positive attitude towards change	✓	
Strategic, creative and agile thinker	✓	

JOB DESCRIPTION - Treasurer

Experience, skills and attributes	Essential	Desirable
Experienced senior financial leader	✓	
Experienced at preparing and understanding budgets and financial statements	✓	
Experienced at financial management; strategic and operational	✓	
Excellent financial communication skills to make complex information understandable	✓	
Understanding of relevant financial legislation	✓	
Ability to examine information and determine financial consequences	✓	
Full financial ACA, CIMA, ACCA, CIPFA qualifications or equivalent	✓	
Understanding of the role, responsibilities and legal duties of a trustee and Treasurer	✓	
Experience working with charity finance and knowledge of charity SORP		✓
Experience working with investments (loan/grant making or other)		✓
Experience or understanding of fundraising		✓
Understanding of charity legislation		✓
Evidence of continuing professional development		✓

JOB DESCRIPTION - Treasurer

Behavioural Competencies/Characteristics	Essential	Desirable
Committed to financial integrity and financial transparency	✓	
Able to communicate clearly with a diverse range of people, using reasoned arguments	✓	
Ability to examine financial information and determine risks and consequences	✓	
Able to maintain confidentiality and handle sensitive information appropriately	✓	
Able to respect boundaries between trustee leadership and executive management	✓	
Ability to examine information and determine financial consequences	✓	
Able to commit the necessary time to the role	✓	
Committed to the principles of solidarity, Emmaus values and code of conduct	✓	
Effective member of a team with strong interpersonal skills	✓	

TERMS OF APPOINTMENT

Remuneration:	Trustee are not remunerated, but reasonable expenses are reimbursed.
Time commitment	The Board meets four times per year, with additional commitments including the AGM. The total time commitment is estimated to be up to be 7-12 hours per month, including meetings, preparation and training.
Home-based:	Meetings will be a mixture of in person and on site, occasionally the board meet online via Teams.
Tenure:	Trustee appointment of three years, with the opportunity to renew for two further terms up to a maximum tenure of nine years.
Expectations:	Successful applicants will be required to adhere to the Code of Conduct and to act at all times in accordance with the charity's charitable objects, governing document, policies and procedures
Personal Development:	An exciting opportunity to give something back to a socially conscious organisation.

Dr Jeremy Reynolds

Chair of Trustees, Emmaus Village Carlton

"Emmaus Village Carlton is a very special place: one which literally changes people's lives. Fulfilling our mission is a genuine team effort, bringing together our Companions, our staff and our volunteers.
Our trustees are a key part of that team, working to secure a strong and stable long-term future for our organisation. We now need to expand our board, bringing in new skills and experience. Being a trustee here is a challenging but hugely rewarding role. If you think that you have what we need and would like to join us, we would love to hear from you."



APPLICATION PROCESS

To apply for one of these roles, please send your CV and cover letter to recruitment@emmausvc.org
We welcome informal visits as part of the application process, please get in touch if you would like to arrange this.
Closing date: Ongoing
Interviews: dates tbc, in person



Please ensure you refer to the job description and person specification in this pack when completing your application form.

Those shortlisted will be invited to an interview and tour of the organisation. Interview dates tbc.

Emmaus Village Carlton provides equal opportunity for all job applicants and is committed to providing a work environment free of discrimination. We are dedicated to an inclusive culture, and we strive to create a workplace where teams of people with diverse backgrounds, characteristic, perspectives, ideas and experiences work together.

We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status or parental responsibilities.

To ensure fairness and consistency to select the best candidate for our roles, all applications are anonymised up until an interview has been confirmed so that shortlisting is based solely upon the suitability of the candidate's experience.

If you would like to arrange an informal discussion with our Chair of Trustees about the role or a visit to our organisation, please email: recruitment@emmausvc.org

EMMAUS
Village Carlton

Emmaus Village Carlton
School Lane, Carlton, Bedfordshire, MK43 7LQ
T: 01234 720826

www.emmaus.org.uk/village-carlton