



**Hayle Community Action Group**  
**Trustee Application Pack**

## Join Our Team as a Trustee!

Hayle Community Action Group is excited to announce that we are becoming a Charitable Incorporated Organisation (CIO) using the association model. This means our members play a key role in making decisions for our community's future. We are currently seeking passionate and dedicated individuals from across the entire community to join our team as trustees and become members of our new charity.

### About Us:

As a placeshaping group, our mission is to enhance and transform the community spaces within Hayle. We work on various projects aimed at improving public areas, facilities, and services to create a more vibrant, inclusive, and sustainable environment for all residents.

### What does a Trustee do?

As a trustee, you will play a vital role in guiding and supporting our organisation. Your responsibilities will include:

**Strategic Oversight:** Helping to shape and drive the strategic direction of our projects.

**Governance:** Ensuring that the organisation complies with its governing documents, charity law, and other relevant legislation.

**Financial Management:** Overseeing the financial health of the organisation, ensuring proper financial control and reporting.

**Community Engagement:** Acting as an ambassador for the group, helping to engage and involve the community in our work.

**Decision-Making:** Participating in meetings and working collaboratively with other trustees and members to make important decisions.

### Who are we looking for?

We welcome applications from individuals with a variety of skills, experiences, and backgrounds who are committed to making a positive impact in our community. It is crucial that our board of trustees reflects the diversity of our community including across generations. While having a spread of skills, experience, and knowledge on the board is important, you do not need to have previous experience as a trustee to apply. We value passion, commitment, and a willingness to contribute.

### Why join us?

Becoming a trustee is a rewarding opportunity to:

**Make a Difference:** Directly impact the improvement and development of community projects.

**Gain Experience:** Develop new skills and gain experience in governance and leadership.

**Build Connections:** Work with a dynamic team of like-minded individuals and engage with the wider community.

If you are interested in becoming a trustee and helping shape the future of Hayle, please contact us via [julie.baldwin@hayletowncouncil.net](mailto:julie.baldwin@hayletowncouncil.net) for more information. We look forward to welcoming new members to our team and working together to make a positive change.

**Join us in our mission to make Hayle a better place for everyone!**

## About Hayle Community Action Group

Hayle Community Action Group (formerly Hayle Town Team) was established in 2021 as a placeshaping group to develop improvements in Hayle. Hayle Town Council were awarded £90,000 of 'Vitality Funding' from Cornwall Council on behalf of HTT. As the group were not constituted and did not have a bank account HTC have acted as the accountable body for the group's funding. In 2022 HTT commissioned a public consultation with the funding to create a shared vision for Hayle and subsequently commissioned the Hayle Masterplan. The Masterplan developed projects from the 'Vision for Hayle' report that will bring positive change to the community.

HCAG members made the decision to become a Charitable Incorporated Organisation in order to progress the projects of the masterplan effectively and unlock critical funding opportunities for the work of the group. Group members chose the Association Model of a CIO which places decision-making in the hands of members rather than trustees. HCAG collaborates closely with a range of stakeholders, including Hayle Town Council, due to the diverse ownership of sites in the town. This partnership ensures that community-led place-shaping initiatives are effectively coordinated and supported to achieve shared goals for the town's development and enhancement. The ethos of HCAG is rooted in inclusivity and community representation, with the ambition to have members from all groups and organisations in the town. This approach not only ensures that the group is truly representative of the community but also facilitates coordinated action for projects.

## Future Plans and Objectives

The Vision for Hayle report was the starting point for developing ambitious ideas for the town that meet the varied needs of the community. Ideas were organised into six areas:

- Play and space
- Economy and work
- Leisure and recreation
- Movement and travel
- Community
- Natural environment

These themes underpin the work of Hayle Community Action Group.

The Hayle Masterplan outlines the following five key project areas:

- King George V Memorial Walk
- Hayle Recreation Ground
- Hayle Railway Station
- Copperhouse
- Foundry

As a working document, the masterplan will develop over time to the changing needs of the community. It works as a useful starting point to assist with funding applications and demonstrate our intentions to stakeholders.

## Trustee Profile and Person Specification

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### ROLE DESCRIPTION

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#### ROLE DETAILS:

<b>ROLE TITLE:</b>	Trustee
<b>HOURS:</b>	3 hours minimum per month
<b>SALARY:</b>	Voluntary role. Reasonable expenses are reimbursed.
<b>LOCATION:</b>	Hayle
<b>ACCOUNTABLE TO:</b>	HCAG members

*Version: Agreed by members 05/06/24*

#### PURPOSE OF THE ROLE

#### DUTIES AND RESPONSIBILITIES

##### Trustee Duties and Responsibilities:

##### **1. Strategy - Ensure the charity is carrying out its purposes for the public benefit.**

Work with members and trustees to help lead and maintain the vision, values, and charitable objectives for the CIO serving our community set out in our constitution.

##### **2. Compliance - Comply with the charity's governing document and the law, and accountability**

Work with the Board of Trustees to ensure compliance with the CIO's governing document, legal requirements as a charity and company ltd by guarantee.

##### **3. Finances - Manage the charity's resources responsibly.**

Oversee the financial management of the charity, ensuring resources are used efficiently and effectively to further its charitable aims and objectives.

##### **4. Skills - Act in the charity's best interests and with reasonable care and skill.**

Apply your skills, knowledge, and experience to make informed decisions that benefit the charity and its beneficiaries, exercising due diligence and prudence.

##### **6. Representing the organisation**

Act as an ambassador for the charity, promoting its values and mission to stakeholders, partners, and the wider community, and representing its interests professionally and ethically.

##### **7. Performance monitoring**

Monitor and evaluate the charity's performance and impact, ensuring that objectives are met, resources are used efficiently, and beneficiaries' needs are effectively addressed.

## Person Specification

HCAG seeks to recruit new trustees who:

- live and / or work within 3 miles of Hayle
- are committed to our objectives and values
- and who have considerable skills and experience

The Board of Trustees needs skills and experience in the following areas across the whole board of trustees:

- Governance
- Leadership and Management
- Financial acumen
- Community projects/local charities
- Local government
- HR and Personnel
- Health and Safety
- Equalities
- Knowledge of the voluntary, community, and social enterprise sector
- Strategy
- Setting targets, monitoring, and evaluating performance and programmes in commercial and non-profit making organisations
- Health and wellbeing
- Education
- PR, marketing, and communications
- Accountancy
- Placeshaping

While an individual trustee does not need to meet every requirement, if you can offer experience in one or more of these areas, we would love to hear from you. We want to ensure that the board is as representative of the community as it can be and actively seek applications from individuals of all ages, ethnicities/nationalities, genders, sexual orientations, faiths, disabilities, and other protected characteristics.

## Person Specification

Attributes	Essential	Desirable
<b>Experience of:</b>	<ul style="list-style-type: none"> <li>• Maintaining values of charity/organisation across a diverse range of staff and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Long term planning/and strategic thinking</li> <li>• Representing an organisation externally and with professionalism</li> <li>• Successfully chairing meetings and building strong teams</li> <li>• Being on the board of another charity, not for profit or small business</li> <li>• Using strategic documents and governance processes in guiding an organisation and the executive</li> <li>• An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship</li> <li>• Sound knowledge of charity governance</li> <li>• Strong business and financial acumen</li> <li>• Experience of committee work</li> </ul>
<b>Skills and Attributes:</b>	<ul style="list-style-type: none"> <li>• Highly developed interpersonal and communication skills - able to present an idea effectively and establish rapport and to challenge in a constructive manner</li> <li>• Ability to listen to and welcome alternative opinions and experiences</li> <li>• Flexibility in thinking</li> <li>• A desire to implement the highest standards of governance</li> <li>• Ability to operate as part of a team, providing appropriate input without dominating</li> <li>• Critical thinking skills – able to accurately simulate and analyse information and develop creative solutions</li> <li>• An ability to think creatively</li> <li>• A high level of understanding and interest in the issues Hayle Community Action Group seeks to address/represent</li> <li>• Ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems</li> <li>• Ability to express yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Line management and support of senior staff in leadership role</li> <li>• Knowledge of governance laws, requirements, duties and how a Board operates</li> <li>• Understanding company accounts</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and full commitment to use skills, and experiences to make a difference, through building strong teams</li> <li>• A commitment to the values and principles of the CIO</li> <li>• A willingness to devote the necessary time, effort and commitment to fulfill the role; around 3 hours per month</li> <li>• Sound independent judgement, courage, common sense and diplomacy</li> <li>• politically astute, with the ability to grasp relevant issues and understand relationships between interested parties</li> <li>• Adherence to Nolan’s seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership</li> </ul>	

**Current meeting time requirements**

- 4 Trustee Board meetings and AGM incorporated into Board meeting. These usually occur during the evenings at Hayle Community Centre. Trustees will be expected to attend all trustee meetings. Trustee meeting attendance will be published as part of the CIO's annual report.
- Monthly HCAG meetings (no meeting in August) alternating between Tuesday and Wednesday evenings. Trustees will be expected to attend at least 50% of these meetings.
- Adhoc meetings and training as required.

**Other Information**

- Term is usually 3 years.
- Trustees will be expected to pass an Enhanced DBS check (free to trustees as they are volunteers)
- Training will be provided for the role – through a planned process of induction, agreed support from the Board of Trustees, and the membership of the CIO.
- A Chair of Trustees and Vice Chair will be appointed for a term of one year once the board of trustees is in place.
- Trustees will be asked to opt in to a rota for chairing HCAG meetings.
- Trustees will uphold the highest standards of integrity and probity, adhering to the Nolan Principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) and observing the recommended practice of Principle 3 of the Charity Governance Code relating to Integrity (Acting with integrity, adopting values and creating a culture which upholds the charity's purposes and promotes public confidence).

**PROBATIONARY PERIOD**

Successful candidates will have a three-month probationary period to ensure that it's the right fit for both them and the CIO. Throughout the first three months, the Chair will have regular check-ins to discuss how the appointment is going and to offer/receive feedback and to provide and support needed.

**WORKING CONTEXT**

Trustees will be expected to understand the developing nature of the role within the group.

**EQUAL OPPORTUNITIES**

Trustees will embrace HCAG's Equal Opportunities Policy in all aspects of service delivery, actively promoting services to meet the needs of disadvantaged and minority groups.

**SAFEGUARDING**

Trustees will be expected to work within HCAG's Safeguarding Procedures.

**DATA PROTECTION**

There is a requirement to obtain and/or process information held on paper or electronic records in accordance with the Data Protection Act 2018 and the requirements of HCAG's policies. Information must only be held for the specific registered purpose and must not be used or disclosed in any way incompatible with such purpose. Information must only be disclosed to authorised persons or organisations as agreed by the Director.

**HEALTH AND SAFETY**

Trustees are expected to work within the statutory and CIO's health and safety requirements.

## To Apply

To apply, please send in the following to [julie.baldwin@hayletowncouncil.net](mailto:julie.baldwin@hayletowncouncil.net) :

- A covering letter (1 side of A4) OR a short video explaining why you are interested in the role and how you think you meet the essential criteria listed in the person specification.
- The names/contact details for 2 references (we will only contact your references with your permission, if an offer is made).
- A CV (maximum of 2 sides) if you have one. We appreciate that not everyone has a CV and do not want to dissuade anyone without one from applying.

We will aim to inform candidates if they have been selected for interview by the end of Friday 12<sup>th</sup> July, with interviews taking place the week commencing 15<sup>th</sup> July during the day at Hayle Community Centre. The interview panel will include members of Hayle Community Action Group.

## Supporting Information

Please see below:

- HCAG Constitution
- Vision for Hayle Report (2022)
- Hayle Masterplan (2023)

We appreciate how important it is to talk to someone when considering important decisions. If after reading this application pack you have further questions, please email [julie.baldwin@hayletowncouncil.net](mailto:julie.baldwin@hayletowncouncil.net) to arrange an informal conversation by telephone/Zoom/Teams.