

Link Trustees For The Bradwell Centre The Othona Community

The Othona Community is looking for new Trustee/Directors linked to the Centre in Bradwell Essex. You would act as both Trustee to the Othona Community Trust which holds the assets, and Director of the Othona Community Company that runs the operation of the Centres: both are registered charities.

The Role

Othona's Trustees enjoy working as a team on behalf of the whole Community, and we are now seeking to appoint 2 trustees who are designated to the Centre at Bradwell-on-Sea (Link Trustees). You will have the support of Central specialist trustees. We have a Central Chair, financial risk is managed by our trustee treasurer, we have a trustee who leads on safeguarding, and one who leads on risk management, governance and oversight of our health and safety management.

Each Centre has four Link Trustees who form a vital link between the Trustee body and the local Centre Management Committees. The local management committee consists of the Centre Manager, committed volunteers, the 4 Link Trustees and co-opted members.

Alongside your understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and commitment to voluntary public service you must be willing to uphold Othona's inclusive Christian ethos; to think strategically and creatively; and to contribute your views and skills as part of a team.

There are currently two Bradwell Link Trustee vacancies.

The Chair of each Centre Committee is a Trustee/Director and serves as line Manager to the Centre Manager/Warden.

If you have one or more of the following that would be great, but it is not essential:

Previous Trustee experience or similar e.g. school governor
Strategic understanding of management in residential settings and/or the hospitality sector.
Ability to understand basic financial data and read spreadsheets.
Experience of working within Charity Commission guidelines

Time commitment

Trustees together hold two residential weekends per year, one at each of our centres plus a minimum of two additional meetings per year, usually on Zoom, and our AGM in September.

In addition the Centre Management Committees hold four meetings each year, at the Centres or by Zoom; plus an opportunity to volunteer for sub-groups or key responsibilities.

Full induction to the role will be given.

The charity covers all out of pocket expenses including residential stays for Trustee business.

You will need regular access to a computer or other device able to use Google Workspace apps and internet access.

If you would like to explore this role please email to arrange an informal phone chat with Steve Barnes stevebarnes@othona.org. The full role description is at the end of this advert.

For more about the Othona Community itself please visit our websites; www.othonaessex.org.uk and www.othonawestdorset.org.uk

Application is by email to janepearse@othona.org with a CV and names of 2 referees one of which will be from your current employer (or equivalent).

Appointment will be made after an interview. Two references will be taken up. On appointment you will need a basic DBS check, and you will need to confirm that you are not barred from being a Trustee or Director and complete the register of interests.

Mission Statement

'Othona is an open and inclusive Community rooted in the Christian tradition, and drawing on a wealth of other inspirations. We welcome people of all ages, abilities, backgrounds and beliefs. Through sharing in a daily rhythm of work, learning, worship, and play, we seek personal renewal and glimpses of the sacred. In community we explore the relationship between faith and life, and encourage one another in caring for the world and its people.'

The Centres offer the experience of inclusive community, spirituality, and practical creativity providing retreats, workshops, family holidays and a range of other events. We pursue a vision of openness and inclusion, for people of all faiths and none, affirming mutual respect and understanding

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ROLE DESCRIPTION

Trustee of the Othona Community – Link Trustee Bradwell

“Trustees” is the term adopted by the Othona Community to describe those who are appointed as both Trustees of the Othona Community Trust and Directors of the Othona Community Company. The duties of a trustee are as follows.

1. Ensuring that the Othona Community pursues its stated objects, as defined in the governing documents of the Trust and the Company and complies with its published Mission statement by developing and agreeing a long-term strategy
2. Ensuring that the Othona Community complies with its governing documents (i.e. its Trust Deed and Company Articles of Association), charity law, company law and any other relevant legislation or regulations
3. Ensuring that the Othona Community applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
4. Ensuring that the Othona Community defines its goals and evaluates performance against agreed targets, actively managing risk.
5. Safeguarding the good name and values of the Othona Community
6. Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
7. Ensuring the financial stability of the organisation
8. Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds
9. Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Managers/Wardens and other staff.
10. To be an active and strategic member of the Local Centre Management Committee (CMC), supportive of its chair and resident core community.
11. To provide a link between the Trustee Board and the Bradwell Centre.
12. To ensure that Trustee Board approved policies and procedures are followed at the Centre.
13. To report any areas of concern re non compliance with policies and procedures to the Trustee Board in a timely way.

In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees and CMC reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise, and which may include a willingness to stand for election as Centre Management Committee Chair/Line Manager to the Centre Manager.

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Person specification

A commitment to the whole Othona Community and its inclusive Christian ethos

A willingness to devote the necessary time and effort

Familiarity with strategic planning and decision making

Good, independent judgement

An ability to think creatively

A willingness to speak your mind and challenge one another actively and respectfully.

An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

An ability to read and understand financial data and business planning in order to contribute to the financial health of Othona.

An ability to work effectively as a member of a team.

A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Adapted from the NCVO Board Basics by Clare Gough 25.03.2020. Board approved 15.02.2021

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