



Coffee4Craig Trustee Vacancy - Secretary Trustee



OVERVIEW:

Coffee4Craig was founded in 2013 by Risha and Hendrix Lancaster following the death of Risha's brother Craig White, who died of a heroin overdose whilst sleeping on the streets in Cardiff. Coffee4Craig was born in his memory and started as a simple idea that if you pass someone sleeping on the streets, buy them a coffee and say, 'This is from Craig'. From these beginnings, Coffee4Craig has continued to grow and develop.

Coffee4Craig currently runs an indoor evening drop-in provision 7 nights a week, based at 'The Meanwhile' 153 Great Ducie Street, where guests can access a wide range of facilities and support.

For more information, see our website: <https://www.coffee4craig.com/>

We are seeking to appoint a new Secretary Trustee to the Board of Trustees, and are looking for committed, dynamic and motivated individuals who are sympathetic to the aims and objectives of Coffee4Craig.



TIME COMMITMENT

Two-year term with a review after one year.

Estimated 1-2 days per month, including attendance at monthly Board meetings in addition to providing advice and support on specific projects on an ad-hoc basis.

Trustees are also requested to visit The Meanwhile at least once every 2 months to develop a greater understanding of Coffee4Craig and its work.



REMUNERATION

All Trustee positions are on a voluntary basis. The role is not accompanied by any payment; however, reasonable expenses may be claimed e.g. local travel.



LOCATION

Manchester and remotely.

HOW TO APPLY

If you believe that your skills will contribute to the strong and effective governance of Coffee4Craig, please complete the trustee application form [here](#).

Requests for further information should be made to boardoftrustees@coffee4craig.co.uk

Application deadline: Midnight Sunday, 17 October 2021



ROLE DESCRIPTION

Job title: Secretary Trustee

Direct report: Senior members of paid staff (Chief Executive) and the Board of Trustees



ROLE SUMMARY

- Be an active champion of Coffee4Craig within your professional and personal networks.
- Ensure that Coffee4Craig pursues its objectives as defined in its governing document, charity law, company law and other relevant legislation and regulations.
- Ensure Coffee4Craig is carrying its purposes for the public benefit.
- Prepare for and participate fully in Board meetings.
- Act reasonably in decision-making and leadership of Coffee4Craig.
- Use any specific skills, knowledge or experience to help the Board reach quick and sound decisions.
- Participate in sub-committees in line with your skills, knowledge and expertise.
- Help to optimise the relationship between the Board, staff and volunteers.
- Liaise with the Chair or Vice Chair to plan, arrange and produce meeting agendas.
- Share agendas and papers in a timely manner ahead of meetings.
- Take relevant notes, recording all decisions made by the Board, and circulate them to the board in a timely manner.
- Support the Chair in ensuring that Coffee4Craig is compliant with relevant legislation, as well as the requirements of regulatory bodies such as the Charity Commission and regulatory requirements of reporting and public accountability.

- Ensure that all meetings comply with the requirements of Coffee4Craig's governing document.
- Arrange Board meetings and any sub-committees in line with legal and other regulatory requirements, and in accordance with the constitution.
- Ensure that Board decisions are implemented in accordance with the constitution or other internal operations procedures.
- Liaise with the Treasurer and Chair to organise the AGM in line with Coffee4Craig's procedures.
- Assist the Chair and Treasurer in preparing the Trustees' annual report and accounts and ensure timely submission all statutory documents to the Charity Commission.



QUALITIES - ESSENTIAL

- Is committed to Coffee4Craig and has sufficient time and willingness to contribute effectively to Board proceedings.
 - Is able to work effectively as a member of a team.
 - Is able to produce notes and minutes in a timely manner for distribution and action by the Board.
- Is willing to speak up and can remain independent of any influence from another organisation or individual.
- Has a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity.
- Is able to make quick and sound decisions based on an analysis of information presented to them.
- Is aware of developments in the voluntary sector and areas of interest to Coffee4Craig.
- Has a passion for the social sector and social change.
- Can manage risks with a balanced and informed approach.
- Has strong organisational skills, time management and ability to meet deadlines.
- Shows attention to detail and accuracy.



QUALITIES - DESIRABLE

- Has some knowledge of the procedures and governance of Coffee4Craig and our ethos and mission.
 - Has some knowledge of homelessness and the complications surrounding homelessness.