

## Trustee (x3) - Mustard Tree

<b>Role</b>	Trustee (x3)
<b>Location</b>	Manchester, UK
<b>Time Commitment</b>	6-8 Board meetings per year
<b>Reporting To</b>	Chair & Board of Trustees
<b>Responsible To</b>	Our beneficiaries
<b>Remuneration</b>	Unremunerated
<b>Term</b>	Initial term of 3 years

### About Mustard Tree:

Mustard Tree are one of the most established charities in the North of England supporting those facing poverty and homelessness. We have over 25 years of experience helping people across greater Manchester where our compassionate and intelligent approach, creates a safe space, a community of hope and aspiration, opportunity and belonging where together we lift each other's confidence and skills.

Our work impacts the lives of thousands of people every year, who are the most vulnerable and hard to engage with groups in our society. In 2018-19 we expect that:

1. **3000 people struggling to make ends meet** will be able to obtain household essentials such as furniture, white goods, clothing and personal items in our community shops, helping people's budget go further and preventing people from falling into debt and further poverty.
2. **1000 individuals and families** across Greater Manchester will use our Food Clubs, enabling people and families can buy 15 fresh and healthy items such as meat, fish and vegetables for just £2, to help subsidise their weekly shop.
3. **100 street homeless** people will come to Mustard Tree every Friday evening for a hot meal, advice and conversation.
4. **200 people** will join our structured volunteering programme to improve their employability and life skills, and 80% of each cohort will meet their self-determined goals
5. **80 people every day** will get a hot meal when they come to Mustard Tree for classes, practical work experience and support.
6. We will provide key skills training such as money management, computer skills and customer service skills to **200 people**
7. **80 people** will take up the opportunity for work placements, and at least 50% will move on to employment.

## **Our Vision, Mission & Values:**

### **Vision**

We believe in a Greater Manchester where everyone has the opportunity to be a connected, valued and contributing member of society.

### **Mission**

We create opportunities for people to help themselves through providing practical support, friendship, connections into work, improvements to health and wellbeing plus new experiences to encourage aspiration.

### **Values**

Mustard Tree has developed a set of values that underpin all we do and how we work:

- **Belief** – Empowering people and communities to empower themselves
- **Dignity** – Culture of kindness, respect, compassion; where all are welcome
- **Opportunity** – Progress and development is at the heart of everything we do
- **Diversity** – Embracing the differences and valuing the contribution of all
- **Partnership** – Working together, building strong relationships based on trust

By maintaining and embedding these values, we define how we work with each other and others – the Mustard Tree way.

## **Role Description:**

As our organisation grows, we are now looking for three new trustees to help us ensure we fulfil our duties to beneficiaries, deliver our vision and mission, and sustainably grow for the future.

There is an expectation that Trustees will:

- Regularly attend and contribute to Board meetings.
- Commit and participate actively in any Board and sub-committee work.
- Prepare well for meetings; reviewing and commenting on reports and papers.
- Have a passion for and interest in matters relating to alleviating poverty, marginalisation and homelessness.
- Play an active role in setting strategic direction, and in the governance of the organisation.
- Embody our values & mission.

As a trustee your obligations will be to:

- Ensure the organisation complies with its governing documents, charity law, company law and regulations.
- Ensure the organisation pursues its objects as defined in governing documents.
- Ensure the organisation is using resources in a sustainable and appropriate manner.
- Ensure the effective and efficient administration of the organisation.
- Protect the reputation and stability of the charity.

## Job Description - Mustard Tree Trustees

- Monitor and hold senior management to account.
- Maintain an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

### **About You:**

You will have a strong empathy with our mission and values, and will want to inspire people to change lives for those who are impacted by homelessness and marginalisation. You will have a proven track record of sound judgement and decision making in your field, together with (ideally) experience of operating on (or within) a charitable board, public sector or commercial organisation. Mustard Tree has its roots in the Christian tradition and you should be comfortable with that.

- We would particularly welcome applications from diverse backgrounds, and those with lived experience of the issues we are impacting.
- We would particularly welcome applicants with specific experience in:
  - Marketing & Communications (multi-channel).
  - Charitable Governance & Operations.
  - Lived experience of the challenges facing those we help.
  - Finance
  - Entrepreneurship.
  - Education

### **Our Trustees:**

You will be working closely with the Chief Executive, Jo Walby and with the trustees:

**Patron:** Warren Smith J.P. – Her Majesty’s Lord Lieutenant of Greater Manchester

#### **Chair: Bronwen Rapley**

Bronwen is chair of trustees. She has worked in housing for 30 years, initially as a solicitor and then in the housing sector and in Regulation. She is currently the Chief Executive of Onward Homes a large North West based housing association.

#### **Jonathan Downing:**

Jonny is deputy chair of trustees. He is a chartered accountant with a national practice who specialises in international tax. He brings his financial expertise, but not so much of the international tax aspect!

#### **Paul Wenham:**

Paul is the Director of a charity based in East Sussex. With over 15 years’ experience of working across the charitable sector, Paul is able to support Mustard Tree’s development as an excellent charity.

#### **Vikas Shah MBE**

Vikas is the Managing Director of Swiscot Group, a global textiles & commodities trading business. He is also Visiting Professor of Entrepreneurship with MIT Sloan

## Job Description - Mustard Tree Trustees

on their European MBA Programme in Lisbon, and has over 10 years' experience working with charities in a number of sectors.

### **Prof. Chris Summerton**

Chris is a senior Consultant working in the NHS in the specialty of Gastroenterology. He is also a leader in medical education and is a Professor at Salford University. He has lived in Manchester for over 20 years and has been active in the charitable and voluntary sector on a local and national level during that time.

### **Jim Kielty:**

After a 25 year career in IT including running his own company, Jim joined Mustard Tree in 2009 first as a volunteer and then as Operations Manager. In that role he played a major part in setting up our community interest company Standfirm and in the establishment of our branches in Eccles and Little Hulton. He continues to actively support the Mustard Tree's development having managed the refurbishment project of 110 Oldham Road as well as contributing to the charity's strategic direction

### **Anthony Preston CBE**

Anthony has been a long-term supporter of Mustard Tree and has been instrumental in its growth and development since 2005. He is known internationally throughout the business world as the founder of the highly successful 'Pets at Home' retail chain, but his business career began in the family business in Oldham Road, Manchester, in a building which was built by his father and which is now the headquarters of the Mustard Tree's Manchester operations. Anthony was awarded the CBE for services to business, entrepreneurship and philanthropy in 2015.

## **Application Process:**

Interested parties are requested to submit **by email - [trustee@mustardtree.org.uk](mailto:trustee@mustardtree.org.uk)** the following documents:

1. A CV, highlighting areas relevant to our work, and the role of a trustee.
2. A Covering Statement.

Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed, and how they have helped you achieve relevant, positive results.

## **Application Timescales:**

To be effective, Mustard Tree needs to understand a wide range of practices, sectors and perspectives, and is seeking to enhance the diversity, skill-sets and experiences of the Board. With that in mind, the trustee recruitment will be a rolling programme over the next 12 months in order to give the charity time to attract specific expertise.

In the first instance, relevant candidates will be contacted for an initial informal discussion with one of the Trustees.