



## Chair of Trustees Recruitment Pack

Macc  
Swan Buildings  
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0161 834 9823  
[www.macc.org.uk](http://www.macc.org.uk)

Macc is a Charity Registered in England and Wales No 1145921 and a Company Limited by Guarantee No. 7788593

## Thank you for your interest in becoming Chair of the trustees of Macc.

Macc is a charity and put simply our purpose is the city of Manchester. We work to inspire, enable and support the people of Manchester to get involved and build the communities where we live, work and grow. Macc delivers a wide range of activities including:

- **Helping local charities, community groups and social enterprises** to be well-run, successful organisations with the resources they need to make a real difference.
- **Supporting local people to be active citizens through volunteering** – matching local people with local organisations and causes through our Volunteer Centre.
- **Building an influential and connected community through policy, insight and influence** - convening the city's Voluntary and Community Sector Assembly, building partnerships with the local public sector and private businesses.
- **Celebrating the work, talents, creativity and diversity of all our local communities** through our annual Spirit of Manchester programme, telling the story of the wealth of activity in local communities across the city.

We believe every individual and community has unique skills, talents, knowledge and insights that are important. We also believe that our collective skills, knowledge and lived experience uniquely equip us to do the work we do. All of our work is informed by three key values:

- Being **supportive** - providing mutual support and encouraging one another
- Being **cooperative** - facilitating positive change in society by working with people
- Being **influential** - harnessing people's skills and building their confidence to shape and inform policy and practice



## A Message from the Chair

Macc's position is at the heart of Manchester's voluntary, community and social enterprise sector, working alongside public bodies and local businesses. This gives us a unique perspective on this city and a role unlike any other organisation.

This is an exciting time for Macc and a great moment to join our family. Over the last ten years, we have established and consolidated our position as the key support organisation for the work of charities, voluntary groups and social enterprises in Manchester. This position gives us a unique platform from which to move forward.

Our external environment remains challenging: widening inequality alongside economic investment, pressures on public services alongside a new interest in civic engagement and participation – and of course pressures on funding. But we see more and more opportunities to tackle and solve local challenges, to build collaboration. We believe Manchester has huge potential to become a truly 21<sup>st</sup> Century city and it is very clear that Macc has a key role to play in that. The city's "Our Manchester" strategy, which Macc helped shape, sees Manchester as a thriving, sustainable, progressive city. We want to help bring this vision to life and have been considering what more we can do to keep pushing forward, learning from other cities in the UK and across the world.

Macc needs to keep evolving, becoming more ambitious, more disruptive and more proactive; to act as a catalyst, helping shape Manchester, supporting, connecting and involving the people and organisations who live here, work here and love this place. To achieve this, we are becoming a Civic Foundation, a bedrock and core of the city. To help us on this journey, we are seeking to bring in a new Chair and reshape our Board to bring together a range of perspectives and skills to forge Macc's new vision and turn it into practical action, ensuring Macc is a well-run organisation playing a leading role in the city, working alongside our dedicated and highly experienced staff team.

If you would like to find out more about Macc our past, present and future, we can arrange a call with our CEO, Mike Wild.

This is a great opportunity to be at the forefront of progress in this city, to make new connections and help build the future. I hope you will consider joining us.

Ed Cox  
Chair, Macc Board of Trustees

# 10 things you should know about the Voluntary, Community and Social Enterprise Sector in Manchester

- 1 3,394 voluntary organisations, community groups and social enterprises
- 2 66% are micro organisations (annual income under £10,000)
- 3 10% of the sector identify as being a Social Enterprise
- 4 £526 million total income of the sector (2014/15)
- 5 89% of organisations have at least one source of non-public sector funds, bringing significant added value
- 6 55% of organisations now have less than 3 months of running costs in reserves
- 7 110,900 volunteers (including committee/board members), giving 278,600 hours each week, valued at £252.1 million per year
- 8 11,000 full time equivalent paid staff (16,300 total employees) in the sector whose contribution is valued at £347 million per year
- 9 92% have some direct dealings other VCSE organisations, 84% with Manchester City Council and 65% with private businesses
- 10 6.1 million interventions were made with beneficiaries in the past year

Key facts from Macc's **State of the Sector** research into the scale of the work done by charities, community groups and social enterprises across Manchester. This was part of a collaborative project with partners across Greater Manchester to show the contribution we make to the city region.

## Our key achievements in the last 2 years

Over the last 24 months, it has been estimated that Macc's work has created approximately £6.5million worth of value for the city's economy. Some of the numbers behind this



We have provided direct support to **1072** local voluntary, community and social enterprise organisations



We have delivered **146** training sessions



We have supported **49** voluntary, community and social enterprise organisations to bring a total of **£3,690,031** funding into Manchester



We have distributed **£397,939** of funds managed by Macc to **148** projects



We have delivered **117** events, round-tables and network meetings



Our eBulletin goes out to **5179** recipients every Monday



We have supported **2889** local residents to get involved via Volunteer Centre Manchester volunteering- Over **110,000** people in Manchester are involved in volunteering



We have run our largest ever programme of events for Volunteers Week 2018, involving more than **300** volunteers



We have had **244** nominations for our Spirit of Manchester Awards



We have engaged with **254** local businesses

# What our service users and stakeholders say

## On support from Macc

**“A fantastic, professional service from the staff at Macc!”**

**“We found that the support staff we talked to really understood what it was we needed and gave the advice we could follow”**

**“Understanding our group’s needs and guiding and giving appropriate advice”**

**“Made me more confident in the role”**

**“(It helped us...) to be able to run our operation; if such support was not received we could have been closed”**

**“Just wanted to say thank you for suggesting the [volunteering opportunity] – it’s exactly the kind of thing I’m interested in. I’ve been looking through all the other volunteering opportunities and I can’t believe how many amazing sounding ones there are. The induction was really informative and enthusiastic which made me really excited to start looking!”**

## On our role in the city

“Macc's policy and influence work makes me and my organisation better connected, better informed and more able to respond to Manchester's diverse communities. Macc's policy and influence work has made my organisation more able to bring in additional funds to Manchester. Funders expect us to understand the strategic context within the city and this would not be possible without my connection to Macc's policy and influence work.”

“Plays a critical linking role between different sectors, organisations and individuals with roles to play in building a better society; builds understanding and encourages people to think differently about their work”

“I think there has been a culture shift and the creativity, resourcefulness and common sense from the sector is coming through and the statutory sector are less paternalistic and willing to listen. I think Macc have had an important contribution here.”

## On the Spirit of Manchester

**“It was breath-taking and brilliant. I couldn’t believe we actually won, we don’t get to win. It’s like a memory to have of what you’ve achieved over the years. It was one of the happiest days of my life”**

**“What a great night! Big thanks @MikeWildMacc and @McrCommCentral team. An excellent night, deserve a rest this weekend guys. #SpiritofMcr17”**

# The Role of Chair of Trustees

As Chair, you will be responsible for leading Macc's Board of Trustees and helping to ensure that the organisation achieves its charitable objectives, whilst abiding by its values and keeping within the law.

This is a wonderful opportunity to join a vibrant and committed team who work hard to make a difference to the lives of the people of Manchester. It is also an opportunity to develop your own skills and experience and play a unique role in the city.

## Main Responsibilities

- Promote Macc, honouring its values across a range of sectors.
- Support and lead the Board of Trustees to be effective in ensuring a strong future for Macc.
- Support, challenge and manage the Chief Executive.
- Give strategic direction to support formulation and regular review of long-term strategic plans for the charity.
- Chairing and facilitating Board meetings.
- Giving direction to Board policy making.
- Monitoring that decisions taken by the Board are implemented.
- Bringing impartiality and objectivity to decision making.
- Address any conflicts of interest among Board members and ensure that all Board members have appropriate training development and information relating to their role.
- Adhere to the specific statutory duties of a trustee (as spelt out in the Companies Act and by the Charities Commission).

## Person Specification

- Commitment to and an empathy with Macc and its purpose, beliefs and values
- Strategic and forward-looking vision
- Integrity, strategic vision, good independent judgement and a willingness to speak his or her mind
- Leadership skills exercised through a period of change
- Good communication skills and an ability to maintain constructive relationships with other trustees, members of staff and colleagues around the city.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An understanding of the voluntary, community and social enterprise sector.

**Time commitment**

**This is variable but would normally include the following as a minimum:**

- Trustee Board - meets at least six times per year. Meetings generally last 2 hours
- AGM – 1 day
- Strategy Day – 1 day
- Representation of Macc externally – approx. 2 days
- Chief Executive liaison and support – approx. 6 days on a flexible basis. Mix of half day meetings and support via email / phone

**Remuneration and tenure**

This is a voluntary unpaid position; however, reasonable travel and subsistence expenses will be reimbursed.

The length of the appointment is three years with the possibility of extension to six years.



## How to apply

To apply for this position please send a CV and a supporting statement (no more than two pages please) explaining why you would wish to become a trustee and how you meet some or all of the person specification

Please send your documents to [mike@macc.org.uk](mailto:mike@macc.org.uk) or by post to:

Macc Board of Trustees  
Macc  
Swan Buildings  
20 Swan Street  
Manchester  
M4 5JW

The deadline for applications is **12noon Friday 28<sup>th</sup> September 2018**

If you would like a short informal discussion before deciding whether to pursue this application please contact the Macc office on 0161 834 9823 to make an appointment to speak to Mike Wild, Chief Executive.

### **Recruitment timetable:**

Advert closes	<b>Friday 28<sup>th</sup> September 2018</b>
Shortlisting	<b>Week commencing 1<sup>st</sup> October 2018</b>
Interviews	<b>Week commencing 8<sup>th</sup> October 2018</b>

## Connect with us



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[www.manchestercommunitycentral.org](http://www.manchestercommunitycentral.org)  
[www.macc.org.uk](http://www.macc.org.uk)



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We have over 15,000 followers on our  
Twitter channels



We have produced over 70 short films about voluntary,  
community and social enterprise activity for our YouTube  
channel Macc Manchester, which have received over  
10,000 views between them

### Macc is a member of:



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