



## Trustee Recruitment Pack

Macc  
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Manchester M4 5JW  
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[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 a trustee 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 reshape our Board. As trustees, we want 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. Here are 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 Trustee

## Main Responsibilities

**A trustee is non-executive. His or her responsibilities are:**

- 1) To serve on the governing body of Macc. They have ultimate responsibility for directing the affairs of Macc and ensuring that it is solvent, well run and delivering the strategic outcomes for the benefit of the Manchester community for which it has been set up
- 2) To adhere to the specific statutory duties of a trustee (as spelt out in the Companies Act and by the Charities Commission) as set out below
- 3) To use their skills, knowledge and experience to help shape the development of Macc and to reach sound decisions including:
  - Acting as an Ambassador for Macc and using their networks to promote the work of Macc and, where appropriate identify opportunities for collaboration with external initiatives
  - Giving strategic direction to the organization, setting overall policy, defining goals and setting targets and evaluating performance against targets
  - Scrutinising board papers, leading discussions and focusing on key issues
  - Providing guidance on new initiatives
  - Working in partnership with other trustees and where appropriate members of Macc staff
  - Safeguarding the good name and values of Macc
  - Monitoring the performance of the Chief Executive and, where appropriate the senior team

## Person Specification

### Essential skills and attributes

- Integrity, strategic vision, good independent judgement and a willingness to speak his or her mind
- Commitment to Macc and an empathy with, and commitment to, its vision and values
- An ability to work effectively as a member of a governance team and maintain constructive relationships with other trustees and members of staff
- An understanding of the voluntary and community sector in Manchester

**We are also ideally looking for candidates who can offer at least one of the following:**

- Having financial skills or qualification
- Knowledge of growing a commercial enterprise
- Experience of developing and setting strategy / disrupting existing models
- Experience of fundraising / identifying new revenue streams

**Time commitment – 5 hours per month**

- The board meets at least six times per year. Meetings generally last 2 hours
- The trustees normally hold an annual 'strategy day'
- The Trustees will attend ad hoc events as appropriate to represent Macc
- Board papers are usually issued one week in advance of a board meeting and are taken as read at the meeting itself

**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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