



## **Coffee4Craig Trustee Vacancy - General 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 set up 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 LinkTree <https://linktr.ee/coffee4craig>

We are seeking to appoint a new General 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](mailto:boardoftrustees@coffee4craig.co.uk)

**Application deadline:** Midnight Sunday, 17 October 2021



### **ROLE DESCRIPTION**

**Job title:** General 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.



### **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 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.
- Has knowledge of developing fundraising strategies and monitoring performance against fundraising targets.