



Volunteer Centre Sutton
Market House, 216-220 High Street
Sutton
Surrey SM1 1NU

Telephone: 020 8661 5900
Email: hello@vcsutton.org.uk

www.vcsutton.org.uk

Our mission is to Empower people and Strengthen Community. We do this by unlocking the power of volunteering. Volunteer Centre Sutton encourages people to support community and individuals, those most in need within Sutton, including the delivery of our own award-winning volunteer led projects. We are a dynamic charity with the potential to support thousands of people and organisations. New Trustees will help to broaden our horizons and shape strategic development and will bring a breadth of professional knowledge and lived experience to the Board. They will champion and support the staff and volunteers to ensure we remain a key strategic partner.

The board of trustees is currently seeking experience in the following areas:

- strategic leadership
- financial management
- digital strategy
- income generation and grants
- Marketing

[Read our latest Impact Report \(2020-2021\)](#)

[About Us - Volunteer Centre Sutton\(vcsutton.org.uk\)](http://vcsutton.org.uk)

Trustees have a duty to ensure that the charity is well run, solvent, legally compliant, and working towards the charitable purpose for which it was established, and Trustee roles are an important and a highly rewarding way to support an organisation. Please note that Trustee roles are unremunerated voluntary positions, although reasonable travel expenses will be paid.

Volunteer Centre Sutton is committed to equality of opportunity, supports and encourages under-represented groups and values diversity. We seek people from a wide range of backgrounds, who will bring a fresh perspective to the Board and Volunteer Centre Sutton are keen for the Board to reflect the diversity of the communities that they work with and therefore welcome applications from all sections of the community.

Duties of a trustee board member:

- ensure that Volunteer Centre Sutton complies with its governing document (constitution), charity law, company law and any other relevant legislation or regulations
- ensure that Volunteer Centre Sutton pursues its objects as defined in its governing document
- ensure Volunteer Centre Sutton applies its resources exclusively in pursuance of its objects.





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- contribute actively to the board of trustees by giving firm strategic direction to Volunteer Centre Sutton setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of Volunteer Centre Sutton
- ensure the financial stability of Volunteer Centre Sutton

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, utilizing expertise in strategic leadership, fundraising, IT, marketing etc.

Minimum time commitment

Trustees are expected to attend the majority of board meetings. Board meetings are held six times a year, with a mixture of virtual and face to face. Meetings last approximately two hours. Trustees may be asked to join one of four board committees Human Resource [HR], Finance and Income Generation (FIG), Governance and Policy (G&P) and Marketing each of which meets bi-monthly for approximately two hours, during normal office hours, in Sutton. Currently these are held via virtual means.

How to apply

2020 with Covid was a challenging year for us all, however through the use of thousands of Volunteers, essential support was provided across London and the UK in the fight against this pandemic. This showed the value and impact that volunteers can bring to communities, individuals and Organisations. The role of Trustee is an exciting and rewarding opportunity to lead volunteering through Volunteer Centre Sutton into the next phase of their growth. We assist Organisations to maximise volunteering and we deliver Queens award winning programmes to the young, adults and ageing population.

Contact Anita Maullin, Chief Executive for a preliminary discussion or send your CV and a covering letter stating why you feel you are suitable for this post and what skills you can offer.

Email: anitamaullin@vcsutton.org.uk. **Phone:** 02086615900

The closing date will be Friday 26th November however as Trustees will be reviewing ongoing applications, you are encouraged to send your details in as soon as possible.





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Job Description

Person specification

Each trustee must have:

- a commitment to the mission of Volunteer Centre Sutton
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of Volunteer Centre Sutton.

As a member of the Board, Trustees will develop a range of skills and experience which are applicable beyond the third sector. They will do so whilst making a valuable contribution to the essential work of Volunteer Centre Sutton.

Please note, all Trustees are required to have an Enhanced Disclosure and Barring Service (DBS) check and hold an up-to-date certificate. The DBS check will be arranged by Volunteer Centre Sutton.



Volunteer Centre Sutton is the operational name of Sutton Borough Volunteer Bureau
Company type: Charitable Incorporated Organisation | Company number: CEO19319 | Charity number: 1048978