



RECRUITMENT PACK



employment

children & families

learning

community & wellbeing

enterprise

inclusive integration

Purpose of this pack



This pack gives key information about Halifax Opportunities Trust and the role/ responsibilities of being a Trustee. Please read this carefully before making your application.

If you wish to discuss any queries or questions you may have about the information and role of Trustee, please don't hesitate to contact Alison Haskins, CEO of the Trust at alison.haskins@regen.org.uk

Application and Selection Process

The process has three stages:

1. You submit your application form by the closing date to show your relevant experience, interests and skills for the role.
2. We review your application and will then contact you to discuss the role and answer any questions you might have, this will be 'the interview'.
3. We will make a decision and inform you and explain the next steps.

Applications are invited from people who are over the age of 18 and who live, or work, in Calderdale. We are particularly interested in receiving applications from people who live or work in Park or Warley wards. We would also like to hear from applicants who represent the diverse communities who live in Calderdale. We therefore welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age (as long as you are older than 18).

Please read ALL the information in this pack to help you make your application.

The deadline for applications for this role is 21st May 2021

Interviews: w/c 31st May and 7th June 2021

Email applications to: recruitment@regen.org.uk or post to: Halifax Opportunities Trust, HR Department, Elsie Whiteley Innovation Centre, Hopwood Lane, Halifax HX1 5ER

After identifying successful candidates, eligibility will be assessed and references taken up, before formally offering a place on the Halifax Opportunities Trust Board.

About Halifax Opportunities Trust

Halifax Opportunities Trust (HOT) is a registered charity. Our purpose is “to work to make a vibrant, multi-cultural and self-sustaining community in Calderdale”.

HOT was established in 2000 and initially focussed on the community of Park ward in Halifax. As time has gone on and the charity has grown and strengthened, it has started to work in other areas across Calderdale whilst always retaining a key presence and its roots in central Halifax.

The Trust is ‘socially enterprising’ which means it delivers contracts and pursues business opportunities as a way of achieving its charitable goals. This way of working means our organisation doesn’t have to rely on donations and grants and we generate most of our income by trading (e.g. the rents we receive from tenants in our buildings; delivering contracts for the council; selling vegetables from the Outback). HOT owns a subsidiary company (Elsie Whiteley Innovation Centre Ltd) which runs our two office/unit rental sites.

HOT has four key values which drive its organisational culture and behaviours. These are: We Care, We are Committed, We are Enterprising and We Collaborate. Trustees are expected to uphold and protect these values.

The six key areas of activity for the Trust are as follows:

1. We help people find good jobs that meet their aspirations

Our team of qualified Employment Advisors work with job seekers to help them move forward, overcome any barriers and find good quality jobs. We pride ourselves on our friendly approach and our ability to understand what local people need to achieve success. This work is often funded by the Department for Work and Pensions and/or European grant aid.

2. We provide learning opportunities that build skills for life and work

HOT provides a range of certified and non-certified training programmes including apprenticeships, employment-related short courses and professional development.

3. We help people to build happy and productive lives in the UK

We run an extensive English for Speakers of Other Languages (ESOL) programme, which includes citizenship training. We organise visits to UK institutions (e.g. the Houses of Parliament) and encourage the people we work with to organise their own groups, events and celebrations to help support their integration into British life.

4. We help children to have a great start in life and provide practical support to families



The Trust is commissioned to deliver Children’s Centre services across Central Halifax and the Upper Valley areas of Calderdale. The Centres provide a range of community-based activities for families with young children. This includes family support for families with children 0-19 years of age and daycare at 3 nurseries for children 0-4 years of age (2 classed as Outstanding by Ofsted).



Little Gems Pre-School (based at Hanson Lane Enterprise Centre) provides Early Years education for two year olds entitled to 15 hours of free childcare per week. It is also Ofsted ‘Outstanding’.

5. We provide quality space for local businesses

The Trust supports enterprise through our business facilities at Hanson Lane Enterprise Centre and Elsie Whiteley Innovation Centre. HOT offers substantial rental subsidies to start-up businesses based in these premises to encourage and support enterprise. Income from rental of these business and conferencing facilities supports the valuable charitable work of the Trust in other areas.



Hanson Lane Enterprise Centre offers a mixture of serviced office space and light industrial units suitable for a range of businesses such as caterers, workshops and storage spaces. HOTs employment, integration, training and wellbeing services are all based at Hanson Lane.



Elsie Whiteley Innovation Centre provides space for new and start-up businesses; for growing companies; for putting on events; meetings; product launches and training sessions. It is a commercial hub for creativity, innovation, networking and collaboration. It is named after a local female entrepreneur who set up her own fashion label in the 1940s and whose clothes were made in the building before it was converted into the Innovation Centre in 2007.

6. We help people to connect with people & activities in their local community

Being well and happy is an aspiration that we all have. The Trust provides activities for local people to enhance their wellbeing, including arts, crafts, healthy lifestyle, volunteering and social groups.



The Outback is a unique community kitchen and garden based in the heart of Park Ward. The one-hectare site runs on organic and sustainable principles and the thriving garden is packed full of herbs, fruit and veg. There are lots of interesting areas for local children to explore and learn more about the natural environment whilst the straw bale kitchen provides a perfect space for local people to gather and cook food. Its fully equipped kitchen is available to hire and makes a great venue for cooking courses, training courses, meetings and events.



#LetsGetSociallyActive is HOT's community development project in Park ward. Our two Community Organisers get out into the neighbourhood, meet local people and help to stimulate social action to bring about positive changes and benefits in Park.



Staying Well offers community, creative and arts activities to adults who are seeking to expand social connections, make new friends and enhance their general wellbeing.



Active Calderdale is an ambitious borough-wide project to improve the take up of exercise and movement amongst the least active people. HOT runs the project in central Halifax.

In addition to the schemes described above, HOT is regularly developing and delivering new community projects and initiatives. More information about the Trust is available on our website: www.regen.org.uk and also via our various social media channels

What is the role of a charity trustee?

Trustees have ultimate **legal responsibility** for a charity's management and administration. It is important to understand the legal duties of a trustee so that prospective trustees are fully aware of the responsibility and expectations of the role.

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity; ensuring it adheres to its charitable objectives and complies with its constitution.

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of HOT. The trustee board must always act in the best interests of HOT, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

The specific duties of HOT trustees are to:

- ensure that HOT complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that HOT pursues its objects as defined in its governing document
- ensure HOT applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees by giving firm strategic direction to HOT, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of HOT
- ensure the financial stability of HOT.

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, and evaluating or offering advice on other areas in which the trustee has particular expertise.

More detailed information about the legal role of a trustee is available from the Charity Commission website. The Charity Commission is the regulatory agency for all charities in England and Wales. <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

HOT is also a Company Limited by Guarantee, so the trustees are also directors of the limited company.

Time commitment and expenses

Reimbursement: The role of trustee with HOT is unpaid and voluntary. Expenses incurred to attend meetings (e.g. travel, childcare) are reimbursed.

Hours: Four meetings a year which take place from 4 – 6pm, plus the AGM & a one-off meeting to agree annual accounts. Trustees are also encouraged to join one of the sub-committees of the board. These typically meet four times a year in mid-afternoon.

Location: Usually at Hanson Lane Business Centre, Hanson Lane, Halifax HX1 5PG (n.b. currently taking place online due to the Covid-19 pandemic)

Trustees attend an induction session at HOT prior to their first board meeting and other training is provided to trustees to ensure they are informed and confident about their role. Other information about the board:

- Papers are distributed one week in advance of meetings.
- Trustees may be asked to join the Finance and HR Sub Committee, the Risk & Governance Sub Committee or a Task & Finish Group. The Sub Committees meet four times a year, for approximately one and a half hours, during normal office hours, at Elsie Whiteley Innovation Centre. Task & Finish Groups are set up to consider and advise on new business opportunities or other matters of importance for the Trust. They typically last for one, two or three sessions.
- Trustees can claim out of pocket expenses incurred in travelling to meetings or care expenses incurred in order to attend meetings.

Person specification

HOT trustees all live or work in the borough of Calderdale and have a broad range of skills and experience. We also seek to ensure that there is fair demographic representation on the board (e.g. gender, ethnicity) so that we are meeting our organisation purpose and our values in all areas of the charity.

Each trustee should have:

- commitment and passion for HOTs purpose
- willingness to meet the minimum time requirement
- integrity
- able to see the big picture
- independent judgement
- an ability to think creatively
- willingness to speak their mind
- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ability to work effectively as a member of a team and to take decisions for the good of HOT.

We are currently seeking trustees with the following skills, experience and knowledge:

- Living or working in Park or Warley wards
- Supporting families and children
- Running a social enterprise and/or dealing with social finance
- Property development, particularly affordable housing development

The board of trustees collectively needs skills and experience in the following areas:

- experience of living or working in Calderdale
- financial management
- income generation and enterprise, particularly social enterprise
- the regulatory environment for charities and companies
- the voluntary sector
- national and local government and statutory bodies
- community development or community activism
- human resource management
- collaborative partnerships
- social investment and impact

HOT also recruits trustees with specific knowledge, skills and experience related to its areas of delivery and new initiatives.

Halifax Opportunities Trust is an equal opportunities employer and positively encourages applications for trusteeship from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Liability, DBS checks and Conflict of Interests

Liabilities

Directors of companies have additional statutory duties arising from their status under the Companies Act 2006. HOT is incorporated as a company limited by guarantee, this protects and limits the Director's liability to £1, except in exceptional circumstances.

HOT has indemnity insurance to indemnify any of the Directors from liability in the course of fulfilling their duties except for failures by the Board that cannot be insured against such as where a breach occurs resulting in a fine following criminal proceedings or penalty for non-compliance with regulatory requirements. Personal liability of this kind is very rare and Directors who have followed the guidance of the Companies Act and Charities Act will generally be protected.

Disclosure and Barring Service (DBS)

HOT Board members need to undergo a DBS check (previously known as a CRB). This is due to the specific activities that HOT carries out.

Conflicts of interest

Applicants should make very clear at the time of application whether any conflicts of interest, or potential conflicts of interest, may arise. These includes themselves and any immediate family. Conflicts of interest do not preclude someone from becoming a trustee, but it is important that HOT is fully transparent about any additional relationships it has with members of its governing body.

Examples of conflicts of interests are:

- Employment with a charity or company that trades with HOT
- A commissioner of HOTs services
- Commercial provision of services to HOT

Exclusion from becoming a trustee

Anyone who fits one of the criteria below may not be a trustee/director:

- Has been disqualified from acting as a company director
- Has been disqualified from acting as a charitable trustee
- An undischarged bankrupt