## Help on Your Doorstep (HOYD) is looking for three new trustees.

We are an Islington centred charity and looking to recruit trustees who have a connection with Islington (for example by living, studying or working in the area) and want to improve the life chances of Islington residents. We welcome applicants who have never been a trustee before, or even think no-one would choose them to be a trustee.

Help on Your Doorstep is committed to having leadership that reflects its service users. Individuals with Human Resources or Finance or IT expertise are always a bonus but your lived experience, understanding of the community and neighbourhood you live in is a highly valued skill by the charity. Please consider applying for this important role.

## Who are we?

Help on Your Doorstep, working in the borough since 2009, has a unique, innovative service and operates across the whole of Islington working with several thousand residents every year.

* Our award winning **Connect** service sees our advisers out in the community knocking on doors to find residents in need who are not aware of or connected to the range of statutory and voluntary services available to them in Islington. We have over 150 partners we can refer to and we enable our partners to increase their reach in Islington to the most difficult to find residents in need. Having a broad network means, crucially, we can refer residents to multiple relevant expert services for the problems they are experiencing, rather than being limited to addressing a single specific issue. We support them to move on to take control of their lives.
* Our team of **Social Prescribing Link Workers** receive non-medical referrals from local GPs to connect to our network of partners for practical assistance with housing, financial and welfare advice. The team can direct to community support for activities that address practical, social and emotional needs that improve health and wellbeing.
* We also run three Good **Neighbour Schemes** centred on large housing estates in the borough in Kings Cross, Bemerton and New River Green. Our teams work alongside Islington residents to strengthen the sense of community through bringing them together for face-to-face group activities like exercise and meditation classes or social and support groups. The team looks to help residents improve their lives, find happiness and make the most of the opportunities available in Islington.

Our aim is always to empower Islington residents to achieve a better life. HOYD plays a leading role in a range of boroughwide forums and activities on issues ranging from poverty and the cost of living to health planning and access to legal advice.

Trustees are unpaid volunteers who take on responsibility for directing the charity’s management and administration. The charity will pay any out-of-pocket expenses that you have for travel, care costs, etc to attend meetings. Trustees meet four times a year for board meetings, and there are other sub-committee meetings during the year. You will be invited to join the team on outreach “door knocking” sessions or at events throughout the year. We have a full day for planning our strategy once a year.

# Role description

The Help on Your Doorstep Trustee Board consists of the chairperson, vice-chairperson, treasurer and up to 1 member. Board members act both as charitable trustees and directors of Help on Your Doorstep, which is a company limited by guarantee as well as a registered charity.

Board members are responsible for overall governance of the organisation, including oversight of its strategic direction and financial management. The role is voluntary and therefore unpaid, although reasonable expenses will be reimbursed. You will be given an induction to the charity and training on the responsibilities of trustees and practical issues like how committee meetings are run. An existing trustee will offer to be your buddy or mentor to support you and answer questions you might have in your first year.

## Key responsibilities of the Trustee Board

* + Ensuring that Help on Your Doorstep operates within the terms of its Constitution, and complies with charity law, company law and other relevant legal requirements.
  + Giving strategic direction to Help on Your Doorstep, setting overall policy and the broad objectives of its business plan.
  + Ensuring that Help on Your Doorstep applies its financial resources exclusively in pursuance of its objectives as defined in its Constitution.
  + Ensuring the financial stability of the organisation, including by making sure that adequate procedures are in place for financial management and that the organisation remains solvent.
  + Ensuring that Help on Your Doorstep complies with its legal responsibilities as an employer and overseeing the recruitment of senior staff members.

## Commitment that you will need to make as a Board member.

* + Attending quarterly Board meetings and helping the Board reach sound decisions, using any specific skills, knowledge or experience that might assist this process.
  + Preparing for Board meetings by reading in advance any papers that have been circulated.
  + Between Board meetings, responding to emails/phone calls from Help on Your Doorstep staff or other Board members on an occasional basis as required.
  + Following through decisions and undertaking actions as agreed at Board meetings, where appropriate.
  + Where opportunities arise, raising awareness of Help on Your Doorstep through external networking.
  + Bringing your expertise, contacts and experience to Help on Your Doorstep’s activities when relevant.

Further information on what is involved in being a Charity Trustee is available in this Charity Commission publication - [Charity trustee: what’s involved (CC3a) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/charity-trustee-whats-involved). The guide includes information about [who is eligible to be a charity Trustee](https://www.gov.uk/guidance/charity-trustee-whats-involved#before-you-start---make-sure-you-are-eligible), please read this information to make sure you are eligible before continuing with your application.

# Person specification

## Essential skills, knowledge and experience

* A commitment to the values of Help on Your Doorstep and improving the health and wellbeing of Islington residents.
* An interest in the work of Help on Your Doorstep.
* An understanding and acceptance of the legal responsibilities of trusteeship.
* Good and independent judgment and willingness to speak honestly and openly, including declaring any conflicts of interest.
* Able to voice an opinion, even when it is in the minority, and ask challenging questions in a respectful and constructive way.
* Ability to recognize where there is a need to ask further questions, get additional advice.
* Ability to think strategically and creatively and make decisions.
* Ability to work effectively as part of a team.
* A commitment to equal opportunities and inclusion.
* Willingness to devote sufficient time to fulfilling the role of trustee.

*And experience of one or more of the ‘additional criteria’ listed below.*

## Additional criteria

* Lived experience of being empowered/ improving your life with support from local services.
* Knowledge of Islington’s statutory or voluntary sector
* Fundraising
* Charity law and/or governance
* Change management.
* Human Resources including equality and inclusion.
* Digital/ ICT strategy

We are also particularly interested in applications from Islington residents. People from Black and Minority Ethnic groups, disabled people and adults aged between 18-45 are currently under- represented on our Board. We are keen to recruit trustees from these backgrounds and would encourage suitably qualified applicants to apply.

There will be a full induction and support given to new trustees so previous experience of being a charity trustee is not essential to the role.

# If you would like to apply

Please complete our HOYD Trustee survey on Survey Monkey - see link below

Link = <https://www.surveymonkey.com/r/3BG8GQ6>

Our chair of trustees, Don Kehoe, [dkehoe@helponyourdoorstep.com](mailto:dkehoe@helponyourdoorstep.com) is happy to discuss the role and answer any questions you have before making an application.

If your application is successful, you will be invited to attend a board meeting as an observer on Monday, 17th June 2024 before you need to decide whether you want to join the board.