



# Get on Board

## Trustee Recruitment Pack



CLICK HERE to visit our website



# Hello and welcome!

**Thank you for your interest in being an Action Together Trustee** and considering being an integral part of our organisation and helping us to reach our goals for stronger communities in Oldham, Rochdale and Tameside.

We'd like to share with you some of our passion for what we do. To give you a better understanding of who we are and what we aim to achieve, we have put this pack together with the hope of inspiring you to join us.



# A message from our Chair

## Camilla Guereca

I have been a Trustee for Action Together since the charity was formed in 2016, and the Chair since January 2023. I became a Trustee because Action Together is an organisation with strong values, which I apply to all aspects of my life and work within the charity. We are an organisation striving to reduce poverty and inequality and advocating for the needs of the sector at a local and Greater Manchester level - something I care passionately about.

I am extremely proud of the amazing work Action Together does in the communities we serve. With 130 passionate volunteers and 75 dedicated staff, Action Together has a strong team, committed to taking action together and providing practical help to local people and Voluntary, Community, Faith and Social Enterprise (VCFSE) organisations. In this way, we aim to strengthen communities and enhance the quality of life of local people.

Across Oldham, Rochdale and Tameside, there are thousands of people changing lives, improving neighbourhoods and contributing positively to our local area. Action Together offers a range of support to strengthen those communities. We believe that by learning together, sharing skills and pooling resources we can get much more done.

This year we're particularly keen to attract interest from Oldham & Tameside. Hopefully the information included in this recruitment pack will help you decide whether you'd like to apply to be an Action Together trustee."

I really hope that if you do become a Trustee of Action Together, that you will share our passion and commitment to making our communities stronger, and better places for all to live, grow and be proud of.

Camilla Guereca



# So, who are we and what do we do?

Action Together is a membership organisation and there are currently 3,000 members across Oldham, Rochdale and Tameside. These, in turn, represent and support many diverse local needs and interests.

We are a charity whose purpose is promoting social benefit for the people who live in the communities we serve. We provide lots of different practical help to support local member groups and organisations.

## **Our work is divided into core functions:**

### **Leadership and Advocacy**

We lead and advocate for the Voluntary, Community, Faith and Social Enterprise sector in our communities to be heard



We empower people from diverse organisations and marginalised groups to be leaders and advocate for the communities or issues that are important to them.

We represent the sector in strategic spaces and advocate for more investment, sharing of power and decision-making involving the sector.

We ensure that community insight and community voice informs local decisions and influences key decision-makers and funders.

### **Volunteering**

We support people and groups to make more of a difference, and give their time to the things that matter most to them



We believe that volunteering is at the heart of creating, supporting and maintaining stronger communities.

We develop and champion volunteering to empower more local people to share their skills, capacity and common purpose. Our volunteers are supported and recognised for their valuable contribution to local social infrastructure.

### Investment

We secure investment that supports local action, removes barriers and helps to get funding to where it's needed most



Our funding approach works on two levels: our efforts to ensure that investment is secured for the sector and reaches the community organisations and projects that need it, and our holistic investment in the strength and sustainability of our communities through capacity building.

### Capacity Building

We support groups and organisations to develop, grow and make a bigger impact in their communities



We work in neighbourhoods to build deep relationships with local groups and strengthen what they do.

We provide advice, practical training and development support to community organisations of all sizes, enabling them to become resilient, successful and sustainable.

### Partnerships and Collaboration

We facilitate local action groups and networks to create a valuable and effective space for collaborative working and joint action



We bring together diverse perspectives to address the impacts and root causes of poverty and inequalities in our local communities.

We work in partnership with community groups, the public sector and other local organisations to influence system change and deliver social justice.



# Our Values

Action Together's values underpin all of our work: including its strategy, operational plan, workforce development and recruitment. Our values should resonate with the perception and reality of working with, and for, us as an organisation and, crucially, in our Trustees' role in the governance of the company.

**Our values are to:**

**Believe it's possible**

**Believe it's possible** – vision and ideas matter. We have confidence in the power of people and communities and strive to release their potential to create the widest possible benefits whilst promoting social justice

**Strengthen others**

**Strengthen others** – we work in ways that strengthen people, places and partnerships. We achieve this by working collaboratively, sharing skills and developing relationships between people, groups and agencies

**Be true**

**Be true** – we are brave enough to share constructive insight in order to make progress. Our unique insight comes from our connections with, and amplification of, the diverse range of voices of people and groups that we work with

# Our strategy to 2028

We launched our new five-year strategy in December 2022, to take us from 2023 to 2028. The strategy covers all of our core work in Oldham, Rochdale and Tameside, with these shared strategic priorities:

1. Strengthen social infrastructure for connected communities
2. Advance our approach to social change
3. Grow and transform as a local funder

Please click [here](#) to find out more.



# Benefits of being a Trustee

In recent years there has been a lot of research on the benefits of volunteering, both on a personal and professional level. Trusteeship, however, is a unique form of volunteering and brings its own distinct brand of challenge and reward. Here are some of the benefits of becoming a Trustee:



## **Contributing to a great cause**

There's no doubt that being a Trustee is one of the most effective ways in which you can contribute to your local community or to a cause you really care about. As a Trustee, you play an integral part in the good governance of Action Together



## **Strategic experience**

Put your strategic experience to practical use. Trusteeship is a fantastic way of getting a head start on this, giving you the opportunity to develop and hone your critical thinking, problem-solving and analytical skills as well as developing vital strategic sensibilities and team working skills



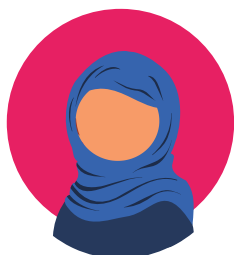
## **Professional networks**

Perhaps you are interested in broadening your professional career. If so, surrounding yourself with a wide variety of contacts is one of the best things you can do for your career. Ensuring that you have access to people from diverse backgrounds can be useful on so many levels



## **Broadening skills and experience**

Being a Trustee can be a very worthwhile experience, not least because it can allow you to adapt and apply everything you have learned in your day job to an entirely new context. Through trusteeship you can gain a clearer idea of your own strengths and weaknesses whilst simultaneously learning altogether new skills



## **Team working**

The ability to collaborate effectively with others, to constructively challenge the ideas of fellow Trustees as well as those of the CEO and senior management is essential to ensuring that the Board's strategic decisions are scrutinised and tested before being implemented. Negotiating, empathising, listening and clearly communicating ideas and concerns are huge factors in this process and often help to set the tone and culture of Board meetings

# What it means to be an Action Together Trustee

The overall role of a Trustee is to further the organisation's purpose, keeping within its charitable objectives.

As a Trustee you will be part of the Board of Trustees who have the legal responsibility of being the primary decision makers for Action Together. You will act in the best interests, set the strategy or plan, make key decisions, and oversee the running of Action Together. It is not the role of a Trustee to carry out the day-to-day activities of Action Together.

Watch our [Introduction to Trustee Responsibilities](#) video.

## Main functions of a Board of Trustees:

- Ensuring that Action Together operates within the requirements of the law, the Charity Commission and Companies House and its own Memorandum and Articles of Association
- Determining the overall strategic direction of the Charity
- Promoting and protecting Action Together's position, values, integrity, image and reputation
- Ensuring high standards of governance that command the confidence of Action Together's stakeholders, including members, service users and commissioners
- Monitoring the performance of the CEO and holding her/him to account for delivery against the business plan, budget and balanced scorecard performance



The majority of operational decisions are delegated to the CEO, in line with his or her responsibilities for managing the organisation in accordance with the strategic, planning and budgetary parameters and risk management strategy approved by the Board.



## **Your duties and responsibilities in more detail will be:**

### **1. Providing strategic leadership**

- Consider the organisation as a whole and its beneficiaries, whether as a member of the Board or any of its sub committees, working groups etc
- Reflect the organisation's vision and principles, strategy and major policies at all times
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities where appropriate

### **2. Ensuring policies and practices are in keeping with our aims and values**

- Follow the code of conduct at all times, particularly when exercising the functions of the Board or any of its sub committees or working groups
- Attend meetings of the Board members
- Reflect the Board members' policies and concerns on all its sub-committees and working groups

### **3. Ensuring best practice**

- To appoint the Chief Executive and monitor his/her performance, as appropriate
- To ensure the effective and efficient administration of the organisation, and its financial health
- Be an active member of the Board in exercising its responsibilities and functions
- Maintain constructive relationships with senior staff
- Take part in training and development sessions provided for the benefit of the Board members, as appropriate
- Fulfil such other duties and assignments as may be required from time to time by the Board
- To use specific skills, knowledge or experience to help the Board members reach sound decisions; This may involve scrutinising board papers, leading discussions, focusing on key issues, or providing advice and guidance on new initiatives
- In co-operation with the Board and Chief Executive, help to draw up and review strategy documents which embody Action Together's objectives with targets over a 3-5-year timescale

## **Commitment:**

- 4 x 2-hour Board meetings held per year in person at our Oldham Head Office from 5pm – 7pm
- Attendance at our annual AGM for the day
- Potential attendance (depending on your experience and role on the Board) at our quarterly finance or Governance Sub Group meetings which are held online for 2 hours
- Reading of Board papers prior to the Board meetings
- Ad hoc training ( approximately 1 day per year)
- Occasional email and query responses

## **Remuneration**

The role of a Trustee is a voluntary one although reasonable expenses will be covered.

# Can you make a positive contribution to the Board of Action Together?

We have outlined below some of the areas of expertise and experience which we hope you could contribute to the Board. But please don't regard this as an exclusive list!

Far more important is your willingness and ability to demonstrate your commitment to our values, and to share with us how you can bring your personal and paid experience to support the work of the Board.

**We're looking for people who can offer some of the following:**



Are based within **Oldham, Rochdale or Tameside**, especially with knowledge and experience from within the communities we serve



Expertise and/or knowledge of **legal** practices of medium to large charities



Have experience of **senior/CEO role** in a medium to large charity, or private sector



Have experience of **HR or people management**



Have experience of **working with senior decision makers**, in the localities we work in or within Greater Manchester



Have a keen insight into **digital innovation (including AI)**, and how we can best utilise this



People from CERI that have **strong connections to local communities** in the areas we work – particularly but not exclusively, Pakistani and Bangladeshi



Have the ability to bring groups together through **community organising**



Experience and/or knowledge of **inclusive economic development/ community wealth building** or supporting the development of **social economy organisations**



Expertise and/or knowledge of **health and social care systems**



Expertise in **finance** of medium to large charities



Expertise and/or knowledge of **social enterprise and cooperative development**



Support in achieving our **Equality, Diversity and Inclusion (EDI)** Strategy so we can become a more equitable and inclusive organisation.  
**CERI – Communities Experiencing Racial Inequality.**  
 This refers to groups of people who are treated unfairly by the way society is built as a result of their ethnicity or skin colour

# So, what happens next?

If you are interested in becoming one of our Trustees, we would love to hear from you!

Please complete the [Trustee Application Form](#), which can be found on our [website](#), or requested by emailing [lui.delverto@actiontogether.org.uk](mailto:lui.delverto@actiontogether.org.uk). Please then return the completed form to us at that same email address.

**We would like your completed application form submitted by Monday 22 September.**

Our recruitment panel (including current trustees and senior leaders) will review all applications. Shortlisted candidates will be invited to a friendly and informal interview from 29 September to help both you and us explore whether this is the right opportunity.

If the outcome is that we jointly agree that you could make a positive contribution as a Trustee, the Board will then propose your nomination, with its endorsement, for formal approval at the Annual General Meeting (AGM) on Wednesday 5 November. All nominees will be supported through a structured induction process following the AGM.

If duly elected (by the membership at the AGM), you will then serve initially for a year period and can subsequently serve for further terms.

If you have any queries, please email Lui DelVerto, Executive Support Coordinator, at [lui.delverto@actiontogether.org.uk](mailto:lui.delverto@actiontogether.org.uk) or call 0161 339 2345 for more details.

You will still be able to self-nominate without board endorsement, but you must complete and submit a nomination form to us by Monday 6 October



# Meet our Board

Our Trustees have the overall legal responsibility for Action Together. We value the many different skills, experiences and expertise from our Trustees.

Find out more about our trustees at <https://www.actiontogether.org.uk/our-board>



**Chair**  
Camilla Guereca



**Vice Chair**  
Andy Wiggans



**Treasurer**  
Mina Patel



**Trustee**  
Martin Ashton



**Trustee**  
Dewan Choudhury



**Trustee**  
Jonathan Yates



**Trustee**  
Aqub Nazir



**Trustee**  
Naila Akhter



**Trustee**  
Javed Rehman



**Trustee**  
John Mellor



**Trustee**  
Mark Widdup



We have some seats to fill...  
Could you be an Action Together Trustee?