



Volunteer Pack

Chair of Trustees

Role Profile and Responsibilities



WHO WE ARE

The Network exists to **resource churches and community organisations to design out poverty in the areas they serve**. We intend to see people set free from the life-affecting consequences of poverty and are committed to working alongside people in the communities we serve to enable them to live fulfilling lives - not just to be able to make ends meet and get by - but to find direction, purpose and step into futures filled with hope and opportunity. We will resource people to build sustainable communities of belonging, change, connection and purpose.

We operate at a time when our communities, city and region are struggling financially, with high levels of poverty, a fragile jobs market, a welfare programme that can be difficult to navigate, and in a continued environment of organisational austerity.





OUR WORK

In our journey as a charity since 2003, we have learnt how to deliver a model of care which makes the service we offer unique for the region. We ensure that for every person we come into contact with, they can access the short or the long-term opportunities to:

- **Build Financial Resilience**
- **Build Food Security**
- **Belong to a Sustainable and Caring Community**

Through our commitment to these three overarching aims, we offer something more than being in debt; something more than the next meal; something more than the support to manage food price increase. We are building networks and communities where the socio-economic difficulties of living in poverty and deprivation can be addressed and overcome.

TRUSTEE RESPONSIBILITIES

St Andrew's Community Network (The Network) Board of Trustees is responsible for the strategic oversight of the organisation. It conducts its business through properly regulated meetings and follows agreed processes and procedures. It demonstrates its accountability through the publication of appropriate reports to funders and where appropriate, regulatory bodies, in addition to filing an annual report.

Main Duties of a Trustee:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie, the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place

TRUSTEE RESPONSIBILITIES

Main Duties of a Trustee (continued):

- Ensuring the financial stability of the organisation.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.

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 scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

The work of St Andrew's Community Network is rooted in the Christian faith. To maintain that distinctive, all St Andrew's Community Network trustees affirm, agree with and adhere to a Statement of Faith as one of St Andrew's Community Network's leaders, entrusted to advance the St Andrew's Community Network mission.

CHAIR DUTIES

The Chair of Trustees provides leadership to the Board and strategic support to the Chief Executive, ensuring the charity's governance, vision, and values are upheld. The Chair enables the Board to function effectively - balancing support and challenge - and represents SACN externally with integrity, humility, and confidence.

Key Responsibilities

Strategic Leadership

- Provide clear leadership to the Board, ensuring that SACN's strategy remains aligned with its mission and charitable objectives
- Support the development of long-term plans and major organisational decisions, including partnerships and structural changes

Governance and Compliance

- Uphold the highest standards of governance in line with the Charity Commission's guidance and SACN's governing documents
- Ensure the Board fulfils its legal, financial, and moral responsibilities for the charity's assets, people, and reputation
- Oversee trustee recruitment, induction, and development, maintaining a diverse and skilled board
- Ensure policies and risk management frameworks are robust, current, and effectively implemented

CHAIR DUTIES

Relationship with the Chief Executive

- Act as a critical friend and sounding board to the Chief Executive, providing both challenge and encouragement
- Conduct regular reviews with the Chief Executive on performance, wellbeing, and organisational priorities
- Represent the Board in matters of accountability, appraisal, and succession planning for the Chief Executive role

Board Leadership and Effectiveness

- Plan and chair trustee meetings to ensure productive, inclusive, and well-informed discussion
- Work with the CEO and staff to ensure trustees receive high-quality, timely information to support decision making
- Promote a culture of openness, trust, and collective responsibility across the Board and leadership team

External Representation

- Act as an ambassador for SACN across the voluntary, faith, civic, and funding sectors
- Support engagement with key partners including Trussell, local authorities, funders, and community networks
- Represent the charity at public events and in media, articulating SACN's purpose and impact.

PERSON

SPECIFICATION

Essential

- Demonstrable leadership experience at board or senior management level
- Strong understanding of governance and charity law
- Commitment to SACN's Christian ethos and community-based mission
- Strategic thinker with the ability to balance vision and operational reality
- Skilled communicator and facilitator, able to bring out the best in others
- Integrity, impartiality, and emotional intelligence

Desirable

- Experience of leading organisational change, partnerships, or mergers
- Knowledge of community development, anti-poverty work, or social impact
- Understanding of the Liverpool City Region civic and voluntary landscape

TIME COMMITMENT

- Approximately 1-2 days per month, including quarterly board meetings, committee participation, and regular contact with the CEO
- Attendance at key SACN events and stakeholder meetings as required

EXPENSES

All Trustees are entitled to claim reasonable travel and subsistence expenses in carrying out their duties. This includes travel to and from meetings and food/refreshments at evening or weekend events. Any Trustee or connected person cannot be employed or receive payment from the charity or other financial benefit other than reasonable agreed honorariums payments in line with the memorandum and articles of association.



HOW TO APPLY

Expressions of interest should be directed to richj@standrewslive.org.uk with a short statement outlining your relevant experience and motivation for supporting SACN's mission.

To discuss the role further, please contact us on the details below:



0151 226 3406



richj@standrewslive.org.uk





St Andrew's Community Network

'Change is possible. There is hope.'

St Andrew's Community Network is a Registered Charity in England and Wales
Charity No. 1105307 | Company No. 04918017