

Dear Applicant

Thank you for your interest in joining Norfolk Clubhouse Charity.

Norfolk Clubhouse – A peer driven community for mental wellbeing

Norfolk Clubhouse is part of a worldwide network of social enterprises that exist to provide positive work and life experiences for individuals 18 years and over, living with and managing long term mental health problems. It seeks to serve the varying communities within Norfolk to provide a sustainable place of belonging based on meaningful relationships which aid our mental wellbeing.

Our Vision

Ensure that people with long-term mental health issues can find the support, belonging and opportunities they need to move forward with confidence.

Our Mission

We are building a member-led community in Norfolk where people living with mental health challenges can find connection and purpose. Through coaching, training, and meaningful work placements, we support and enable our members for as long as they need us.

Our Value Base

Work together

We succeed as part of a wider system, and collaboration makes us stronger.

We utilise a holistic, community based approach.

Take responsibility

With trust and support, we enable people to shape their own path forward.

Value everyone

Each person's unique experiences, skills and perspectives enrich our community.

Priorities

- To promote personal and community connection.
- To reduce social isolation in Norfolk.
- To expand the Clubhouse model of peer-driven community throughout Norfolk.

The role of Trustee

It is the responsibility of the Board of Trustees (Management Committee) to work together to ensure good governance and the long-term sustainability of the organisation.

The Trustee (Management Committee member) is appointed for a maximum period of three years. Trustees are recruited and appointed up to the maximum number of twelve. A staff team run the day to day operations of the charity.

Trusteeship in general

The Charity Commission's description is:

"Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run."

Here are a couple of links to the general duties of Trustees:-

Charity Commission (England and Wales): [CC3 – The Essential Trustee](#)

The Foundation for Social Improvement: [The Essential Trustee series](#) (six videos based on CC3)

Description of Trustee Rôle

Volunteer Role Title: Trustee
Reports to: Board of Trustees (Management Committee)
Statutory Duties
<p>To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.</p> <p>To ensure that the organisation pursues its objects as defined in its governing document.</p> <p>To ensure the organisation uses its resources exclusively in pursuance of its objects.</p> <p>To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.</p> <p>To safeguard the good name and values of the organisation.</p> <p>To ensure the effective and efficient administration of the organisation.</p> <p>To protect and manage the property of the charity and to ensure the proper investment and management of the charity's funds.</p> <p>To appoint new Trustees and monitor their performance.</p>

Other Duties

Scrutinising board papers.

Leading discussions.

Providing guidance on new initiatives.

Share particular expertise as appropriate with other Trustees and staff members.

Person Specification

Volunteer Role Title: Trustee	Department: Management Committee (Board)
Qualities	<p>Creativity, objectivity, honesty, fairness, trustworthy, integrity, respect, wisdom, discretion and sound judgement.</p> <p>A commitment to act solely in the best interests of the Charity and organisation as a whole, without sole regard to personal interest or benefit.</p> <p>Leadership qualities – humility, warmth, transparent communication, knowledge and understanding, competence.</p> <p>Readiness to take and be accountable for decisions made.</p> <p>The necessary time to be an effective trustee.</p> <p>Enthusiasm and motivation for the mission of the Charity.</p> <p>A good team player and open and willing to embrace and work through possible conflicting opinions positively.</p> <p>No significant potential conflicts of interest.</p>
Knowledge & Skills	<p>Understanding of and empathy with the Clubhouse model of working with those with mental ill health and the recovery process.</p> <p>Strategic vision and the ability to focus on practical issues.</p> <p>An interest in promoting social justice and an understanding of social, political and economic issues which may contribute systemically to mental illness.</p> <p>Understanding of and commitment to Equal Opportunities and the Equalities Act 2010.</p> <p>We welcome individuals with skills and experience in any one of the following areas:</p> <p>Financial Management</p> <p>Business Development & Fundraising</p> <p>Strategic Planning</p>

	<p>Change Management</p> <p>Safeguarding</p> <p>Health and Well-being</p> <p>Law as related to Charities</p> <p>Human Resource Management</p> <p>Marketing, PR and Communications</p>
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