

Recruitment Pack Volunteer Trustee



Advice and information **volunteering** housing
befriending *social groups* **practical support in the**
home *Legal Advice* **arts and culture** Gardening
Charities *Community initiatives* supplementary
schools **Keep active & Well** share your views
clubs and associations *health and wellbeing*
community groups *fitness and sports* children and
families finance, debt and benefits **employment and**
enterprise

**Supporting partnerships, collaboration,
cooperation and coalition**

Championing the voice of less-heard communities

**Office space and meeting rooms and a mailbox
service**



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Tel: 020 7952 1230 email: info@sobus.org.uk

Registered Charity No.1071089 and Company Limited by Guarantee. Registered in England No.03471416

About us

Originally the Voluntary Sector Resource Agency (VSRA), then renamed as the Community & Voluntary Sector Association (CaVSA), Sobus was established in 2014 following a merger of CaVSA and the Fulham Community Partnership Trust.

Sobus is a small but key organisation working in Hammersmith & Fulham to strengthen local communities through supporting and developing the local community and voluntary sector. We are the Council for Voluntary Services (CVS) in Hammersmith & Fulham and also offer enterprise support through our Hub in North Kensington to entrepreneurs, businesses and individuals in RBKC.

Sobus works directly with residents to enable them to address local issues through social action, and supports organisations, businesses and entrepreneurs around our hubs in Fulham and North Kensington with affordable office and meeting room spaces. We work at grass roots level to nurture and support responses to local needs and at strategic levels to influence and inform local developments and decision making. Sobus supports existing and emerging community and voluntary organisations through training and 1-2-1 support, and enables better collaboration and partnerships through a range of networks and communication projects.

With over 500 local community organisations registered on our database, and operating in an environment of unprecedented change, Sobus is at an exciting and challenging point of its development.

Our values

1. Collaboration, cooperation and coordination:

- Outward looking: supporting organisations to come together to reduce duplication and maximise resources and benefits for local residents.
- Inward looking: Working collaboratively with other organisations to empower and support our communities.

2. Innovation and empowerment:

- Outward looking: enabling organisations to help themselves by developing their skills, capacity and sustainability. Supporting organisations to make a difference.
- Inward looking: Embracing challenges, seeking new opportunities and solutions. Developing services which make a difference in our communities.

3. Individuality and Independence:

- Supporting and enabling communities and organisations to establish and thrive – supporting a diversity of options and choice

4. Equality and Diversity:

- championing and promoting diversity and equality in everything we do, and in every aspect of our management and governance.

5. Passion, Professionalism, Integrity and Accountability:

- Demonstrating these qualities in our daily work and behaviours, actively seeking opportunities to develop individual skills and the effectiveness of our services.

Our vision and mission

Our vision is of strong and engaged communities, where residents and organisations are empowered to make a positive difference to the causes they believe in, and our mission is to achieve this through providing voice, representation and support to residents through the organisations that support them

Our strategic objectives:

The Board has agreed that in order to deliver its vision and mission Sobus will pursue the following strategic objectives

- Support a stronger, sustainable Voluntary Community Sector (VCS) in LBHF
- Strengthen the voice of the VCS and those they support
- Develop and support Collaboration, Cooperation and Coordination with and between the VCS, and build and develop stronger links with statutory and corporate sectors
- Maximise and make best use of our assets to support the VCS in Hammersmith & Fulham and the enterprise community in North Kensington
- Be a sustainable, responsible, responsive and effective organisation

Our staff

Our staff team is well established and is committed to developing high quality, professional and results driven services. We are committed to developing staff skills through formal and informal training and peer support. Staff are encouraged to suggest new ideas and review our existing service offers and activities to ensure we provide services which best meet the diverse needs of those we support. More than half of our staff live locally, and our core team have more than 50 years experience of working with the voluntary sector and communities in Hammersmith & Fulham.

The role of the Board of Trustees

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. This is the case regardless of the terminology used to describe the role. For Sobus, as a company limited by guarantee, Trustees are also company Directors. The Board comprises:

- Chair
- Vice Chair
- Treasurer
- Up to 9 additional non-executive Trustees

Our committed team of Trustees, are elected for a three-year term and may continue to stand for election for three consecutive terms. We are keen to include on the Board Trustees who are familiar with Hammersmith and Fulham and/or North Kensington and representative of its diverse community.

What we do

The overarching aim of **Sobus** is to “strengthen local communities” through the provision of infrastructure support to the local 3rd sector, the provision of affordable office and meeting room space, and empowering residents to collaborate. Our services and activities include:

Capacity Building & Organisational Development: **Sobus** provides a monthly funding bulletin, plus training and 1-2-1 support to local groups around:

- Fundraising – helping organisations with funding strategies, improving their grant application skills and funding applications
- Governance: helping groups ensure their organisations are run well and are robust and sustainable, including training and advice for Trustees
- Strategic development: supporting you to develop your organisation and services to respond to local priorities and emerging needs
- Monitoring and evaluation: supporting groups to be able to evidence the difference they make.

Coproduction and VCS engagement: **Sobus** supports the direct engagement of local VCS organisations in local service development, strategic planning and decision making processes. We provide training and support to local VCS groups to enable their participation, and support for statutory services to make their engagement opportunities more accessible for the diverse VCS groups in the borough – particularly those supporting isolated or excluded communities.

Forums and networks: **Sobus** directly manages a number of forums and networks, which provide opportunities for local VCS groups to come together, share updates, connect and collaborate. Statutory service representatives frequently attend these events to engage with the VCS and provide information on key issues.

Voice & Representation: **Sobus** represents the local VCS in a range of local strategic partnership and networks, including the Health & Wellbeing Board, Integrated Care Programme, and Cost of Living Alliance. Our focus however is to support the direct engagement participation and involvement of local groups.

Signposting: **Sobus** manages a database of local community and voluntary groups, and uses this to communicate with local groups, and to signpost people to local services and organisations. An online searchable directory will be available soon.

Communication: **Sobus** uses its database to enable communication with and between local community and voluntary organisations, statutory bodies and others. We produce regular news bulletins, a local events calendar, disseminate information and to invite and encourage groups to get involved in local opportunities.

Community Organising **Sobus** works directly with local residents to enable them to voice common issues and concerns and collectively explore and respond to these challenges, including shaping and influencing existing services through engaging with local organisations, or establishing new services and groups.

Information & Intelligence: **Sobus** provides organisations with access to a range of information and data sources, including borough profile and JSNA, and collates data from local organisations to contribute to local service development and decision-making processes.

Collaboration, Cooperation & Partnerships: Sobus facilitates cooperation and collaboration between organisations to develop effective service proposals which respond to local needs, challenges and priorities in a joined up and cost effective way. Sobus supported forums bring together organisations around particular themes and areas of work.

Affordable Premises: Sobus provides affordable serviced offices and meeting rooms at our hubs. Our Dawes Road Hub in Fulham offers meeting rooms for 2-50 people, and flexible office space and business services. Our Dawes Road Hub prioritises local 3rd sector organisations, with reduced rates for our desk use and room hire. Our Freston Road Hub prioritises supporting local enterprise, business start-ups and entrepreneurs.

Training: Sobus offers a range of training and resources for the local VCS, focussing on micro and newly formed groups with training tailored to their individual needs. Our training is developed and delivered collaboratively with other VCS organisations who are experts in their field.

3D Voice: a project to support the voice of BAME led organisations, build their capacity, confidence and engagement in local forums, decision making and other engagement opportunities.

Interested in becoming a Sobus Trustee?

Individuals interested in joining the Sobus Board of Trustees should submit a completed application form, outlining their interest in the role, and how their experience, expertise and skills fits with the role, to Sue Spiller, Sobus CEO: sue.spiller@sobus.org.uk

Individuals will be invited to meet or have an in-person or virtual interview with representatives of our Board of Trustees.

A proposal and recommendation will then be presented or circulated to the Board of Trustees for agreement. If successful, candidates will be invited to the next Sobus Board Meeting.

Further information

For further information about Sobus, the role of Trustees and current vacancies on the Board, or to arrange an informal discussion with the Chair of Trustees, please contact:

Sue Spiller, Chief Executive Officer
Sobus, Dawes Road Hub
20 Dawes Road
London SW6 7EN.
Email: sue.spiller@sobus.org.uk. Tel: 020 7952 1230