

TRUSTEES

Appointment Brief

2021



WELCOME

Dear Applicant,

Thank you for taking an interest in joining ECT Charity as a Trustee. We believe that everyone has something to contribute to the community transport sector and should feel welcome whatever their contribution.

This is a period of considerable change at ECT, as we have had a change of CEO in 2021 after more than 13 years. We are also looking at the ways we can improve the governance, and as 4 of our trustees reach the end of their 9 year term with us we are making sure we review how we can make these roles as mutually beneficial as possible.

Our aim is to take a good look at what we are currently contributing as a charity, where we do best and also where we think we can do better. This includes the options for us to build new partnerships and take on new activities, whilst making sure our charitable delivery remains the key focus. With this in mind, we are looking to recruit trustees who want to get involved – to bring their skills, experience and ambitions along with them and help make our board a vibrant and productive one.

We are committed to giving you the support you need to enable you to make a positive start with ECT and to start that support off this pack provides: -

- A Trustee Job Description and Person Specification
- Current leaflets.
- An information sheet on the History of ECT, its ethos and where you fit in.
- Application form.

If the opportunity to become a Trustee is still of interest, please contact John Chesters at the above address or john.chesters@ectcharity.co.uk. We will organise the next steps and for you to meet us and visit our community.

We look forward to hearing from you

Patrick O’Keeffe
Co-Chairs of Trustees

John Chesters
CEO

ABOUT US

For ECT Charity, community transport is not just a matter of getting people from A to B. Our aim is to 'make journeys possible' for the most vulnerable and isolated people in our communities. Whether it's a GP appointment, a day out with friends, a minibus serving a special needs school or a simple trip to the shops, we connect people with the services that support them to lead active and independent lives, and when regular transport cannot provide the right solution.

We've been doing this for more than four decades – to an award-winning standard.

ECT started as Ealing Community Transport in 1979, with a founding mission to provide transport for older and disabled people in Ealing. From our headquarters in Greenford, west London, we have expanded our operation to depots in Dorset and Cheshire. Wherever we are based, our instantly recognisable green minibuses can be spotted across the community! Each of these companies offers a different range of services and you can find out more about the specific services available at each of our locations [here](#).

As a leading charity in the community transport sector and one of the largest, we are not only known for the professionalism and commitment of our services and staff, but for the innovative contributions we have made to national policy development and building a [sector-leading approach to social value](#). We have also been applauded for our delivery of best-in-class, accessible transport for global events such as the 2012 Olympics, Prince Harry's Invictus Games 2014 and the 2017 World Para Athletics Championships. Most recently, the charity has stepped up to support our communities and partners in public and third sectors during the huge challenges of the Covid-19 pandemic.

You will get a good sense of the support that our services have given to our communities from the [stories](#) on our website.



OUR FINANCES

ECT Charity is in a strong financial position. In 2018/19 our total income was £4.9 million. The majority of our income comes from delivering community transport contracts for local authorities and transport authorities, who commission ECT to provide high-quality transport services for people unable to use mainstream transport due to mobility or other difficulties. This social enterprise model allows ECT Charity to sustainably deliver its charitable objectives, ensuring we will be able to support our beneficiaries in the long term.

Through the provision of these services and its direct charitable work, ECT generated £1.66 million of social value in 2018/19.

You can see our accounts over the past few years at the Charity Commission's website [here](#).



VISION, MISSION & VALUES

Vision

Our vision is for inclusion & accessibility for all members of society, whatever their transport needs.

Mission

Our mission is to:

- Provide top-quality, safe, affordable, accessible transport services for every community we serve;
- Collaborate with partners who share our vision for inclusion and accessibility; and
- Be a dedicated and energetic advocate for the positive impact of community transport on the health and wellbeing of individuals, communities and public services around the UK.

Values

Our values are as follows:

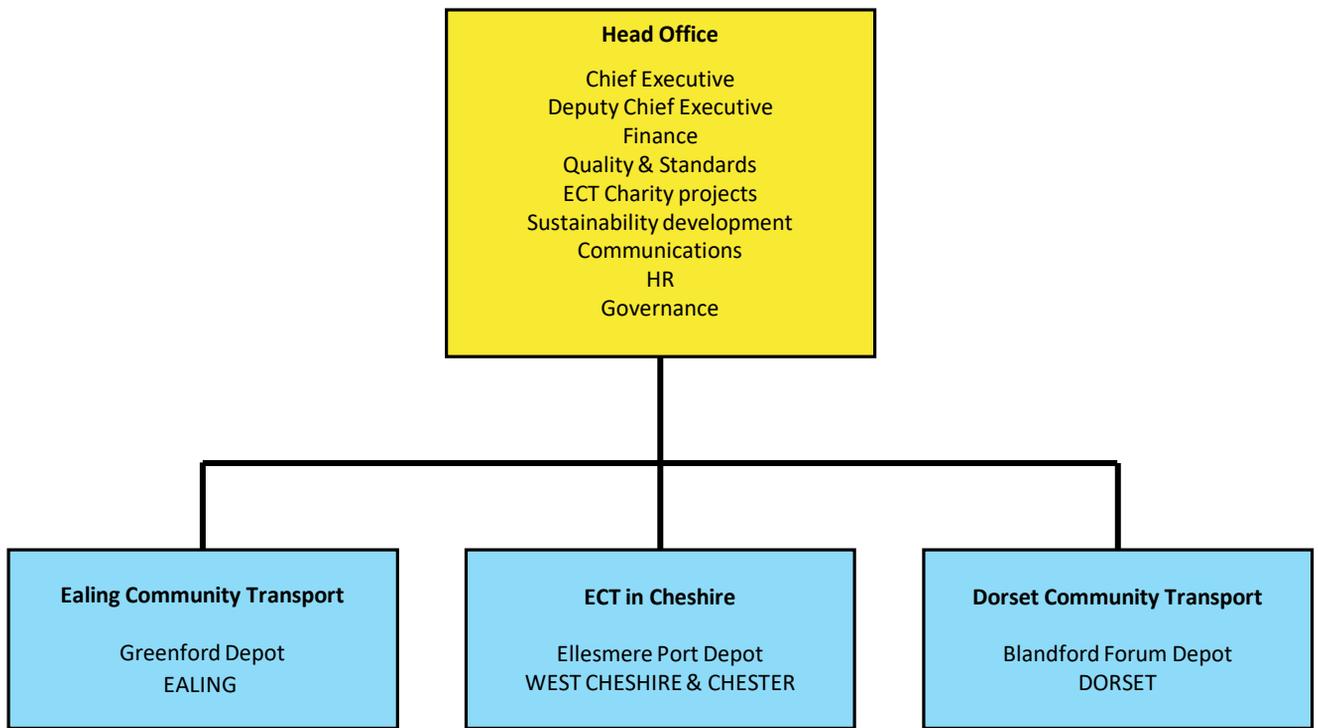
- We care passionately about making a difference
- We always go the extra mile
- We are an organisation that you can trust
- We are flexible, adaptable and open to change
- We believe in collaboration and the sharing of success and ideas

A more detailed explanation of our vision, mission and values can be found in our publication, [What Matters to Us](#)

Our aim is to become a truly inclusive organisation with a workforce and board of trustees as diverse as the communities we serve. The range of perspectives and experience diversity brings is an asset to ECT and we want to create an inclusive, welcoming environment. We welcome applicants from all backgrounds and particularly those who share our values but may be new to a role as a trustee.



COMPANY STRUCTURE



IS THIS THE ROLE FOR YOU?

Why become a Trustee? Haroon, one of our existing trustees explains his commitment:

“Becoming a board trustee of a charity has benefits that are far reaching and beyond the obvious bringing a priceless sense of gratification and fulfilment from seeing your involvement turned into real impact.

Trustees do not just help a charity in traditional ways - volunteering time or making a donation brings benefit, but one that is usually short-lived. As a trustee, you will have a fundamental and long lasting impact. Applying whatever skill, vision, energy or expertise you bring as a trustee can benefit a charity at a level that significantly amplifies any other form of contribution.

Working with other skilled trustees from a diverse background, all of whom have the unified objective of ensuring the charity is positioned to do as much good as possible is hugely rewarding. It is also lots of fun, engaging with intelligent and passionate people from walks of life you would not ordinarily intersect. Very rarely are people presented with stimulating challenges and decision making roles where self interest is not on the agenda. Such is the value placed on being a trustee, that often this can create personal career opportunities, as employers recognise and applaud the willingness to freely give your time, the diligence and commitment shown in being a charity trustee.

Being able to apply your career or personal skills towards the stewardship of a charity adds a wonderful new dimension to your strategic thinking. As a powerful collective, the board creates opportunities for individuals to flourish and take real ownership, whilst championing each other to bring their best to the table. Understanding, observing and developing your personal strengths in a new environment not only benefits the charity but is empowering and nurtures personal growth.

Whereas the responsibility is very real, being a trustee doesn't feel like hard work because the end goal brings value far in excess of the effort we contribute as trustees.”



THE ROLE OF A TRUSTEE

Driven and inspired by our mission and values, you will help us build on our legacy and track record, ensuring that we maintain our reputation for best-in-class services while building social value through our charitable activities. To understand our approach and the difference that our services make, you can watch 'Jean's story' [here](#). We suggest you also explore our work on proving the social value of community transport in [Why Community Transport Matters](#).

The role of the Trustee is to ensure that ECT complies with its legal obligations, ensuring that good practice is followed at all times in relation to the governing documents, charity law, company law and any other relevant legislation or regulations. But more importantly to us, we want you to be a part of what we do. We want you to use your professional and personal skills and help us to be better and do more for our communities.

ECT's Trustees have ultimate responsibility for the organisation, including finance, organisational strategy and employees. Trustees are accountable to Companies House, Charity Commission, funders, beneficiaries and other regulatory authorities.

A trustee has three main responsibilities:

1. Fiduciary responsibility; ensuring that it remains solvent, holding the organisation in trust and ensuring public confidence
2. To determine the overall direction of the organisation, ensuring it is well-run and delivers the charitable outcomes.
3. To provide leadership

Trustees are appointed for an initial 3-year term, with the option of extending this to a maximum of 9 years. The position of Trustee is on a voluntary-basis and is unpaid.



Additionally, each trustee will work together with the other Trustees, to hold ECT in “trust” for current and future beneficiaries by:

- ensuring that the charity has a clear vision, mission and strategic direction and is focused in achieving them for the benefit of the public in accordance its Articles of Association;
- being responsible for the performance of the charity and for its corporate behaviour;
- ensuring that the charity complies with all legal and regulatory requirements;
- acting as guardians of the charity’s assets (both tangible and intangible), taking all due care over their security, deployment and proper application; and
- ensuring that the charity’s governance is of the highest possible standard.

In addition, the Trustees are responsible for the recruitment of ECT’s Chief Executive and for on-going monitoring of his/her work in the day-to-day running of the organisation.

In addition to the statutory duties outlined above, Trustees are expected to use their specific skills, knowledge and/or experience to assist the Board in reaching sound decisions. This may involve:

- scrutinising board papers;
- leading discussions;
- focusing on key issues;
- providing guidance on new initiatives;
- attending specialist sub-groups relevant to their skills and experience;
- providing advice in their specialist area, supporting the CEO and staff team;
- taking advice from ECT’s key stakeholders, including transport scheme members, employees and/or key clients such as local authorities; and
- any other issues in which the Trustee has special expertise.



The Trustees must:

- use reasonable care and skill in their work as Trustees, and use their personal skills and experience as appropriate in order to ensure that the charity is well-run and efficient; and
- consider seeking external professional advice on all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties.
- ensure that ECT is and will remain solvent;
- use charitable funds and assets reasonably, and only in furtherance of ECT's charitable objects as set out in the Articles of Association;
- avoid undertaking activities that might place ECT's funds, assets or reputation at undue risk; and
- take special care when investing ECT's funds or when borrowing funds for the charity to use.

For further general information on the roles and responsibilities of a charity trustee, please refer to the Charity Commission's guidance by pasting the following link into your browser: <http://bit.ly/1cnT8Rs>. All trustees are accountable to Companies House, Charity Commission, funders, beneficiaries and other regulators.

Board meetings are held once every quarter at ECT's headquarters in Greenford, west London. Each meeting lasts for 2-3 hours and is held in the evening. In addition to these Board meetings, Trustees will be required to attend specialist sub-committee meetings as well as comply with any Trustee duties that may arise from time to time.

We would like to thank you for your interest in taking on the challenging and rewarding role as one of our trustees.

