**Have you thought of becoming a trustee?**

* Make a lasting difference to a cause you care about.
* Put your skills to good use.
* Learn about charity law, strategy and management.
* Meet and work with new and interesting people from diverse backgrounds.
* Enhance your CV.

These are just some of the benefits you may get if you volunteer as a trustee. Interested? Then we would like to hear from you.

**Spitfire Advice and Support Services**

Spitfire Services formerly known as Castle Vale Tenants and Residence Alliance is entering an exciting new phase and is looking for trustees with Marketing Skills to support its ambitions, growth and development. We are looking for an exceptional Individual with the following skills:

* Creative thinking
* Communication
* Social Media Marketing from strategic perspective
* Content Management
* Analytics
* Advertising
* Strategic Public Relations
* Corporate Social Responsibility Engagement

We are an ambitious charity (1143842) and company limited by guarantee (04382430) providing a host of services for some of the most disadvantaged people in Birmingham. First established in February 2002 as a tenants and residents alliance, but recently (2016) remodelled and re-branded to better reflect the broader service we provide.

**What we do**

We have grown over recent years to provide a wide range of services and work with some of the most disadvantaged people in Castle Vale and the wider Birmingham area. Spitfire Services currently provide:

1. Debt & Benefit, Tribunal support and tenancy advice to residents in Birmingham
2. Employment and training support for those furthest away from the labour market
3. A local foodbank
4. Run the Tyburn Library service
5. Provides affordable recycled and re-purposed furniture through its subsidiary social enterprise Upcycle Birmingham Showroom and Shop
6. Is developing its community centre as a hub of activity
7. The Meeting Place Café

In addition to the direct services, we also, through our linked Charity, run several Health and Wellbeing activities via Castle Pool Community Partnership based at Castle Vale Pool.

We have many more ambitious plans and are looking for trustees with specific skills to support our vision for the future.

Spitfire services would like to hear from all potential trustees, but have specific vacancies for trustees with the following skills and attributes:

* Marketing, communication and public relations experience
* Enterprise and business development skills and experience
* Legal and property management skills and experience

If you are interested in any of these vacancies please in the first instance contact either the CEO Ray Goodwin or Chair David Lane who will be able to provide you with further information.

**What trustees do**

Trustees provide the strategic leadership for a charity and have a number of statutory duties these are:

* To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To ensure that the organisation pursues its objects as defined in its governing document.
* To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
* 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
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation
* To ensure the financial stability of the organisation
* To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
* If the charity employs staff, to appoint the chief executive officer and monitor his/her performance

### Other duties

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 guidance on new initiatives
* Other issues in which the trustee has special expertise

**Must have**

* Commitment to the organisation
* Willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* Ability to think creatively
* Willingness to speak your mind
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Ability to work effectively as a member of a team
* Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**What’s the commitment?**

We are looking for trustees who have the broad range of skills and experience to help us develop and grow over the years to come. The minimum commitment for trustees is one year service.

**The commitment would involve:**

1. Reading papers & reports in preparation for trustee meetings
2. Attending trustee meetings (approximately once every two months) – up to three hours, usually an early evening.
3. Being actively involved in meetings scrutinising & challenging where appropriate.
4. Attendance at planned board away days (once per annum usually half a day).
5. From time to time Spitfire Services have sub / task and finish groups who meet more frequently, for example to develop a specific work-stream where your skills experience may be needed.
6. A trustee role is a voluntary position; however agreed reasonable expenses to attend meetings can be claimed.

**How to apply**

Please in the first instance contact the CEO or Chair (details below) for an informal discussion and perhaps a site visit to see what we do.

CEO Ray Goodwin Tel: 0121 747 5932

Email: raygoodwin@castlevale.org.uk

Chair David Lane Email: david@disecic.org

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10 High Street,

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B35 7PR

Website: http://www.spitfireservices.org.uk