

WE'VE SAVED YOU A PLACE ON OUR BOARD



Hi, I'm Cecilia, I've recently joined as Chair of Hopestead Board and one of my first jobs is to find a number of new trustees to come and join us. Being a charity trustee is a great opportunity to share your knowledge, passion and experience to make a difference to the people and organisations that Hopestead support.

It's an exciting time to join the Hopestead Board and it's been such a positive experience for me to see how passionate and driven the team are to ending homelessness in the east of England.

As a trustee, you'll help us build on the brilliant work that Hopestead has already achieved and help us to make some important decisions about the future. We know that communities are at their very best when no one is left behind and we want to do everything we can to make that happen.

We know our current Board doesn't quite reflect how diverse the people we support are and this is one of the reasons we hope you'll apply. We're not looking for a ready-made Trustee and we'll support you in areas you're less familiar with. What we need are people that are absolutely committed to the cause. Someone that can help us discuss new ideas and create a plan for the future and that will act as an ambassador for Hopestead and the people we support.

If that's you, we'd love to hear from you,

Cecilia

'It's been such a positive experience for me to see how passionate and driven the team are to ending homelessness in the east'

SO,
WHAT'S
NEXT?

IF YOU'RE INTERESTED, THESE ARE THE NEXT STEPS:

5 MAY 2023 applications open > 2 JUNE 2023 applications close

5 JUNE 2023 shortlisting begins > 19 JUNE 2023 selection day

HOPE
STEAD

EVERYONE
DESERVES
A PLACE TO
CALL HOME

NOT JUST ANOTHER JOB BUT CHANGING THE STORY OF HOMELESSNESS

Your attitude matters as much as your skills. We can teach you most of those. But what we can't teach you is how to care and have a relentless drive and passion for social purpose. To hit the ground running, get stuck in, be excited and do what's needed to make a difference. If this isn't at the centre of everything you do, then this isn't the role for you. But if it is, you'll be part of a small team in an organisation that you can grow and evolve together with. You can help us stand up and be counted. And do just that for those who are homeless right across the east of England. Because everyone deserves a place to call home.

Got what it takes? Read on.

WHO WE ARE AND WHY WE EXIST

We're Hopestead. We want to end homelessness in the east of England. We know that's ambitious, we know we need a different approach and we know we can't do it alone. Homelessness still exists everywhere, so more of the same is not the answer. Homelessness isn't just about providing homes, it's about tackling the causes of homelessness and building long term, sustainable solutions. This takes scale and a multitude of skills. Working in partnership with other organisations that share our commitment, we can meet our ambitious goal together.

We give our time, resources, skills and money to tackle the causes and impacts of homelessness, as well as homelessness itself. We believe in not just giving people a safe place to live, but understanding why they are experiencing homelessness in the first place, so we can make sure it never happens again. We believe in community, giving people the connections to build relationships, solve problems and try new things, to create the sense of belonging that makes their house a home forever. We empower people to take control and get past whatever is in their way, starting a new journey with the expectation that this will be the beginning of the rest of their lives.

As part of Flagship Group, no-one is better placed to end homelessness. We consider that we have a fundamental responsibility to do so. This doesn't only benefit those who are homeless. Sustainable communities benefit absolutely everyone. Regardless of who you are and whatever your life story, we should all have the chance to live in a society where the cycles of homelessness can be broken. Because we believe everyone deserves a place to call home.

BRIGHT

We think creatively to find new answers to tough questions, because if the old answers worked there wouldn't be homelessness.

We work with energy and optimism whatever the challenge, because we're in it for the long haul.

We aim to be sharp, informed and thorough in our thinking, because our goal is too important for anything less.

BALANCED

We link 'why' with 'how', because it's central to breaking the cycle of homelessness.

We foster a culture of collaboration, nurture relationships and value different perspectives, because challenges are best tackled together.

We are empathetic and we listen, because if we can't put ourselves in others' shoes we're less likely to be able to help them.

BRAVE

We are unwavering and determined in our commitment to end homelessness, because this goal sits at the heart of all we do.

We are ambitious and driven, for ourselves, our partners and those we aim to support, because things work better if everyone benefits.

We are undeterred by obstacles in our way, because we don't give up when things are difficult.

HOW WE BEHAVE AND WHAT WE EXPECT OF YOU

We celebrate individuality and we want our people to bring their whole selves to work. But 'we' is bigger than 'I'. So we also need to be aligned in the principles that drive our behaviour. Because if we deliver on the values and behaviours we've identified, we're more likely to achieve our ambitious goal of ending homelessness in the east of England.

NOT JUST A TRUSTEE – BUT AN ADVOCATE FOR THE CHANGE WE NEED TO SEE



THE SHORT...

We're a small Board with big ambitions and we have space for a number of new trustees to join us.

You'll need to be insightful and curious and be able to enter into healthy debate to help us make the best possible decisions for the people we support.

You'll need to be comfortable with change and be able to help us explore new ways of working – Hopestead is less than three years old which means we still have so much to learn about what works and what doesn't.

And more than anything you'll need to be a brilliant ambassador for the work we do and the people we partner with to make that happen. At Hopestead we want to change the story of homelessness, the more story tellers we have, the closer we are to making that happen.



UP TO THE CHALLENGE?

If so, then we'd love to hear from you. How you apply and what you send us to convince us that you're the best person for the role is entirely up to you. The only thing we ask is that you do so by close of play on 2 June 2023.

We can't wait to hear from you. Let's end homelessness in the east of England together. weare@hopestead.org

...AND THE LONG OF IT

This role demands an open mind, a clear eye on the goal and a 'do whatever it takes' attitude. However, these are the sorts of qualities you'll need for the role:

- **Passion for the cause.** You'll need a genuine interest in our mission and be committed to making a positive impact.
- **Strategic thinking.** You'll need to be able to think strategically and provide guidance on how Hopestead can achieve its long-term goals. You'll need to be able to assess opportunity and risk.
- **Strong communication skills.** You'll be an effective communicator who can articulate Hopestead's message clearly and persuasively to stakeholders, donors, and the public.
- **Integrity and ethics.** You'll uphold high standards of integrity and ethical behaviour, acting in the very best interests of Hopestead to help us build and maintain a credible reputation.
- **Leadership qualities.** You'll possess leadership qualities such as vision, courage, decisiveness, and empathy. You'll need to inspire others, build consensus and lead by example.
- **Experience.** Ideally you'll have experience working within a regulated sector (preferably the charity sector), with a career history or lived experience that's relevant to homelessness or the causes of homelessness.

DON'T JUST TAKE OUR WORD FOR IT

Hopestead is a new organisation.

But we're already making a difference. Take a look:

▶ **Hopestead – Hope at Home**

JOB DESCRIPTION - HOPESTEAD TRUSTEE

AS A HOPESTEAD TRUSTEE YOU WILL BE RESPONSIBLE FOR OVERSEEING THE MANAGEMENT AND ADMINISTRATION OF THE ORGANISATION. YOUR ROLE WILL BE TO ENSURE THAT HOPESTEAD IS FULFILLING ITS MISSION AND OBJECTIVES, AND THAT IT IS OPERATING IN COMPLIANCE WITH ALL LEGAL AND REGULATORY REQUIREMENTS.

Hopestead is still in its formative years, this means we still have an enormous amount to learn about what works well and what works less well - we need forward thinking trustees that can help us remain flexible and fleet of foot in our thinking so that we continue to deliver the very best outcomes for the people we support.

We have a relaxed and informal culture but one that obsesses over the role we play in making homelessness rare, brief, and non-recurring.

AS A HOPESTEAD TRUSTEE YOUR DUTIES WILL INCLUDE:

STRATEGIC PLANNING

Developing and implementing Hopestead's strategic plan, which includes setting goals and objectives, identifying risks, and monitoring progress.

FINANCIAL MANAGEMENT

Ensuring that Hopestead's finances are managed effectively and that appropriate financial controls are in place. This will include overseeing budgets, financial reporting, and fundraising activities.

GOVERNANCE

Ensuring that Hopestead operates in compliance with all legal and regulatory requirements, including filing annual reports and maintaining accurate records.

RISK MANAGEMENT

Identifying potential risks to Hopestead's operations and developing strategies to mitigate those risks.

FUNDRAISING

Hopestead has a turnover of around £1.5m, and a small but dedicated team. You'll be helping us to develop fundraising strategies and identifying potential sources of funding.

PUBLIC RELATIONS

Representing Hopestead to the public and building relationships with stakeholders, including donors, volunteers, and other organisations.

TO BE A SUCCESSFUL TRUSTEE, YOU SHOULD HAVE:

- A strong commitment to the objectives of Hopestead
- Strong leadership skills
- Excellent communication skills
- Financial acumen
- Experience in strategic planning and risk management

THE TIME COMMITMENT FOR A HOPESTEAD TRUSTEE INCLUDES:

ATTENDANCE AT QUARTERLY BOARD MEETINGS

- held in person and in office hours in Norwich (most meetings last between 2 and 3 hours)

ATTENDANCE AT SPECIAL MEETINGS AS

REQUIRED - these are usually held virtually via MS Teams (most last between 30 mins and 1 hour) and will deal with specific items for approval that fall outside of the pattern of the quarterly meetings

TIME TO READ PAPERS IN ADVANCE OF

MEETINGS (approx. 1 hour per quarter) and to read and respond to emails from the Operations Team

OCCASIONAL APPROVAL OF POLICIES VIA EMAIL (approx. 1 hour per quarter)

ATTENDANCE AT FUNDRAISING EVENTS WHERE POSSIBLE

OCCASIONAL VISITS IN EAST ANGLIA TO PROJECTS SPONSORED BY HOPESTEAD AND/OR PARTNER EVENTS

If you wish to apply for one of the roles as a Hopestead Trustee, please set out in your own words and in a format that works best for you, the following:

- Why you believe you would be a suitable candidate for the role (based on the job description and the accompanying documents that we've provided)?
- Why do Hopestead's goals resonate with you personally?
- What personal and/or professional experience do you have that are relevant to this role? (we consider life experience to be just as valuable as career experience!)

Videos should be no longer than 2 minutes and applications in writing should be limited to 1000 words.

If you would like to discuss the role in further detail, please contact Danielle Green via Danielle.green@hopestead.org and she will arrange a call with the Hopestead CEO Marie-Claire Delbrouque or one of the existing Hopestead trustees.

TIMELINE

Applications close 2 June 2023

Shortlisting week commencing 5 June 2023

Assessments and interviews will be held on 19 June 2023 at 31 King Street, Norwich, NR1 1PD

