

# SMART

## Trustee Information Pack



September 2019

# Welcome from the CEO



Thank you for your interest and wanting to find out more about being a Trustee for SMART CJS. If successful, you will be joining us at a pivotal time for the charity and its evolution as we look to plan the longer term future.

The purpose of SMART CJS is to make things better for others: To Help People to Help Themselves and I am proud to be the charity's CEO.

The organisation has been through many iterations and changes since its inception in 1997. And today it is a vibrant and responsive charity (and limited company), focusing on the big issues of our time: **substance misuse and homelessness**. The damage and heartbreak caused by these two things continue to be present in our cities and towns and therefore is still an urgent focus for our efforts and resources.

The important work we do is funded by grants from Local Authorities as well as support from corporates and individual citizens supporting our services through funding, donations and volunteering. The work that we do also could not be done without the help and commitment of a wide range of volunteers- including Trustees. Which is where, I hope, you come in!

The enclosed provides some more details of the scope of our services (in Bedford, Milton Keynes, Oxford & Wokingham), where to find more information and details of our current Board of Trustees.

If you would like to chat through any questions or would like any other information from me, please do email me or suggest a date/time for a slot to talk through. I can also put you in touch with current Trustees if you would like to ask any questions of them.

[anita.mccallum@smartcjs.org.uk](mailto:anita.mccallum@smartcjs.org.uk)

## Want to find out more about SMART CJS before applying?

### Read our Impact Report 2018

<https://smartcjs.org.uk/smarts-impact-report-2018/>

### Look us up on the following websites:

Charity Commission

<https://www.gov.uk/government/organisations/charity-commission>

Companies House

<https://www.gov.uk/government/organisations/companies-house>

Care Quality Commission <https://www.cqc.org.uk/>

SMART CJS <https://smartcjs.org.uk/>

### And social/professional media:

<https://www.facebook.com/SMART-Prebend-Centre-121097173740/>

[https://twitter.com/SMART\\_CJS](https://twitter.com/SMART_CJS)

<https://www.linkedin.com/in/anita-mccallum-36629a8/detail/recent-activity/shares/>

**Registered charity:** 1069087

**Limited company number:** 03398982

# What's involved in being a Trustee at SMART CJS?

- In a recent survey publicised by Getting on Board ([gettingonboard.org](http://gettingonboard.org)) it was reported that over eight in ten of those who were Trustees said that it made them happier and over one in five said they got a promotion as a result.
- In addition, 96% said that they had added to their skill set and over three quarters reported an increase in confidence. So, why not grab some happiness and upskilling and be a Trustee for SMART CJS?

## What we require from you:

- Willing to sign up for a minimum of three years
- Ready to attend four Board Meetings (including one AGM each year) usually held in Bedford or Milton Keynes
- Prepared to join one of the other governance committees if required (e.g. Finance, Health & Safety, HR)
- Happy to represent the organisation to other bodies for fundraising and relationship building

SMART CJS works with people with drug and alcohol problems, as well as mental health and learning difficulties, who can be categorised as vulnerable adults. This requires our trustees to undergo an enhanced DBS check.

The SMART CJS Board of Trustees comprises of six volunteers currently. Members bring knowledge, experience and expertise which contributes to the overall effectiveness of the organisation and the success of SMART CJS.

**We are keen to hear from anyone who is interested in being a Trustee, particularly if you have the following:**

- Fundraising, bid and grant application experience
- Subject matter expertise and willing to act as an ambassador or adviser: on homelessness, drugs and/or alcohol
- A background in business development and/or experience of being an entrepreneur
- Networks and contacts within relevant business networks, academia, public sector organisations (Local Authorities, NHS) or voluntary sector organisations in Bedford, Milton Keynes, Oxford or Wokingham

**JOIN TRUSTEE**  
And make a difference

# SMART CJS – current Board of Trustees

Name	Role	Home town/city
Dave Rawcliffe	Chair of Board and Member of the Finance Committee	Leamington Spa
Shahin Beckhradnia	Co-Chair of HR Committee	Chipping Norton
Fergus Crombie	Chair of Governance Committee & Safeguarding Lead	Bedford
Ralph Dennison	Member of Finance Committee	Oxford
Richard Thomas	Chair of Finance Committee	Nottingham
Chantal Thomas	Co-Chair of HR Committee	Bedford

# SMART CJS – mix of services, locations & funding streams



**1. Commissioned Drugs & Alcohol Services (Local Authority funded)**  
SMART Howard House (Residential Detox) & SMART Wokingham (Community Service)

**2. Fundraised Homeless service (relies on donation)**  
SMART Prebend Centre, Bedford

**3. Grant-based Homeless services (Local Authority funded)**  
Rough Sleeper Initiatives, Bedford & Milton Keynes and Night Beds – Bedford



# How to apply

Action	Date
Candidate reads information pack/does further research and decides whether to apply. Opportunity to contact the CEO/current Trustees with any questions.	During September
Candidate to complete the Application Form and supply an up to date CV (no more than 3 pages) and send to <a href="mailto:anita.mccallum@smartcjs.org.uk">anita.mccallum@smartcjs.org.uk</a>	By 9am, Monday 30 <sup>th</sup> September 2019
SMART CJS shortlists applications	As applications are received/first week October
Candidates notified of interview	By 5pm Tuesday 1 <sup>st</sup> October (or earlier if possible)
Interviews with CEO and two Trustees (Milton Keynes)	8 <sup>th</sup> or 16 <sup>th</sup> October 2019
Candidates notified of outcome	By 18 <sup>th</sup> October 2019
Candidate(s) appointed at Board Meeting and AGM in Milton Keynes and will be expected to attend	19 <sup>th</sup> November 2019

N.B. Candidates will need to be available on the following dates: either **8<sup>th</sup> or 16<sup>th</sup> October** for interview and for the Board Meeting/AGM on **19<sup>th</sup> November** (both in Milton Keynes).

Dates for 2020 Board and Committee Meetings will be agreed on 19<sup>th</sup> November.

Good luck with your application if you decide to apply!

# Advert – Trustee (voluntary/unremunerated)

The logo for SMART (Supporting Milton Keynes and the Region) features the word "SMART" in white, bold, uppercase letters on a dark blue rectangular background. To the right of the text is a yellow exclamation mark.

## Why become a Trustee?

In a recent survey it was reported that over eight in ten of those performing Trustee roles said that it made them happier and over one in five said that they got a promotion as a result of their service.

Why not grab some happiness and success and be a Trustee for SMART CJS!

We are currently looking for enthusiastic volunteers to bring their experience and knowledge to our board of trustees. The board is our governing body, providing strategy and direction and ensuring we're run according to the rules.

- **Are you concerned by the rise in homelessness in our towns and cities?**
- **Do you want to support a charity that helps others with drugs and alcohol misuse?**

Set up in 1997, SMART CJS is a vibrant charity specialising in supporting those who are homeless or need help with drugs and alcohol misuse. We operate in Bedford, Milton Keynes, Oxford and Wokingham and are looking for two new Trustees to help us develop our strategy for the next 5 years for a sustainable future!

We operate drugs and alcohol support services in Oxford and Wokingham. Our homeless services are in Bedford and Milton Keynes.

Applications are invited from individuals who are looking to take on a Trustee role and are particularly interested in supporting the organisation proactively. We are looking for people who have experience in at least ONE of the following areas:

- Fundraising, bid and grant applications
- Subject matter expertise and willing to act as an ambassador or adviser: on homelessness, drugs and/or alcohol
- A background in business development and/or experience of being an entrepreneur
- Networks and contacts within relevant business networks, academia, public sector organisations (Local Authorities, NHS) or voluntary sector organisations in Bedford, Milton Keynes, Oxford or Wokingham.

## Commitment required & location of meetings:

Board meetings (4 per year) tend to take place in Milton Keynes or Bedford. In line with the Charity Commission regulations, no payment will be made for Trustee positions.

In return we can offer you the following:

- Work in a committed and passionate organisation
- The opportunity to learn new skills and gain different experiences & develop your professional life
- Occasions to meet a diverse range of people and give back to your local community and society.

There is an expectation that trustees will wish to become actively involved in the charity which requires attendance at fundraising and other key events.

Trustees will be appointed for an initial period of 3 years and eligible to serve for one further term.

**Dates required:** Candidates must be available for interview on 8<sup>th</sup> or 16<sup>th</sup> October in Milton Keynes and, if successful, to attend the next Board on 19<sup>th</sup> November 2019.

Please apply by email to the CEO, Anita McCallum, using the link to our recruitment page to find the information pack and application form:

<https://smartcjs.org.uk/get-involved/work/>

You should attach a completed application form and up to date CV (no more than 3 pages) no later than 9am Tues 30<sup>th</sup> September 2019, please.