



Groundwork Greater Manchester

# TRUSTEE RECRUITMENT PACK

Thank you for your interest in becoming a Trustee at Groundwork Greater Manchester.

Please read through our Trustee Recruitment Pack for more information on who we are and what we're looking for in a Trustee.

# THANK YOU FOR YOUR INTEREST

We are currently seeking one or more new trustees to play a vital role in Groundwork Greater Manchester's journey, supporting the people, places and communities in Greater Manchester that need us the most.

We are looking for a broad range of skills, although are particularly interested in individuals who have:

- A passion for our cause and our values
- Experience of working within a charity or similar scale organisation at a Senior level or in a Non Executive role
- A deep and wide knowledge of Greater Manchester – our local priorities, networks and how we get things done

We offer an inclusive environment and are particularly keen to recruit people with lived experience of the places and issues we seek to address. If you haven't been a trustee before we can offer mentoring and training.

Our [Strategy for 2023-6](#) sets out our ambitions and commitments and this year we will be refreshing our strategy for the future ensuring that we are strongly positioned to play our full part in Greater Manchester.

We hope, like us, you can see exciting times ahead for our city region and an impactful role for Groundwork. This is a truly unique organisation, with people who care deeply about what they do. If you believe you have the skills, attributes and experiences we're looking for, then we would love to hear from you.



Tina Cunliffe  
Chair of the Board of Trustees



Deborah Murray  
Executive Director





Groundwork Greater Manchester

# ABOUT US



# OUR VISION & MISSION

**Our charity exists to create a greener, fairer & stronger future for all people, communities and places in Greater Manchester.**

The people who live in Greater Manchester and the communities they make up, are unique and inspiring. They're passionate about their home, which is exactly why they tell us they want to make it even better!

We are a member of the Federation of Groundwork Trusts, which started its work in the early 1980s in St Helens, Merseyside, and now operates throughout England, Wales and Northern Ireland. How we approach our work may have changed, but our vision for a greener, fairer and stronger future for all remains as firmly at our core as it was when we were first established.

***The changes we aim to deliver for Greater Manchester:***

## PEOPLE



We will improve life chances and well-being for those people and communities who are, or feel, marginalised

## COMMUNITIES



We will enable more people to work together to bring about positive social change

## PLACES



We will create more thriving nature rich urban environments, co-created with communities & cared for the long term



# HOW WE WORK

Our work crosses multiple boundaries (work and skills, nature and environment, youth work, community development, fuel poverty), but always focuses on mobilising practical action that:

- **Connects people with the issues and places that matter to them**
- **Contributes to a more socially just society**
- **Embeds environmental responsibility throughout**

We do this by working in meaningful and generous partnerships with the public sector, businesses, and community, voluntary and faith sector organisations, and by bringing together a highly skilled and committed staff team specialising in:

- **Community engagement, involvement & development**
- **Skills & training for employment and future jobs**
- **Services for young people**
- **Domestic energy advice & retrofit**
- **Landscape design, build & maintenance**
- **Sustainable business support**





# OUR VALUES

Our values are always at the heart of everything we do, so it is absolutely vital that our trustees share them and are committed to ensuring they are alive in our work and embedded in our actions and decisions.

## In everything we do, we are:

**Caring** - We care for the people we work with and our planet; their wellbeing and their future. We do this by acting considerately, valuing everyone's contribution and focusing on sustainability

**Collaborative** – We believe in the power of collective action. We strive to work in fair and equal partnerships, with flexibility and generosity

**Bold** – We embrace challenge and change, learning as we go and staying focused on our vision and values, even when this is difficult

## In our decisions and actions, we:

**Champion Social Justice** – We play our full part in striving for equity, reducing poverty and tackling social justice. We do this in our business operations, service delivery, campaigning and policy work

**Are Committed to Environmental Responsibility** – We strive to lead by example considering environmental impact within all our decisions and actions. We seek out opportunities to influence others, helping them to understand the environmental impact of their actions and to embed sustained greener behaviours and choices.







Groundwork Greater Manchester

# TRUSTEE FAQ'S





# WHO ARE THE CURRENT TRUSTEES?



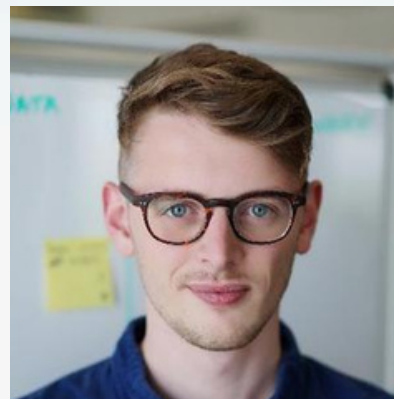
**Tina Cunliffe**  
Chair Board of  
Trustees



**Tom Besford**  
Vice-Chair Board of  
Trustees



**Joanne Yates**  
Trustee



**Jack Collier**  
Trustee



**Janet Thomas**  
Trustee



**Rosie East**  
Trustee



**Steph Everett**  
Trustee



**Stewart McCombe**  
Trustee



**Tessa Wiley**  
Trustee



**Joy Woods**  
Trustee

[FIND OUT MORE](#)



# WHAT ARE TRUSTEES RESPONSIBLE FOR?

As a trustee you will be responsible for the overall governance and strategic direction of Groundwork Greater Manchester (GGM), developing the organisation's aims, objectives and goals in accordance with legal and regulatory guidelines.

GGM is a Company Limited by Guarantee, with charitable status – so is subject to both Company Law and Charity Law. Individuals on the GGM Board are both charity trustees and company directors. They have collective responsibility for the Trust and must ensure that it operates in a manner which enables it to fulfil the objectives set out in the Memorandum and Articles of Association; that due attention is paid to charitable and company law; that it bears in mind the strategies and aspirations of Company members and stakeholders and that it upholds the reputation of GGM.

## Overall Responsibilities of our Board of Trustees

- Lead the charity with clear vision and ensure all decisions are made in line with our core purpose and values
- Ensure the charity and its representatives act within the legal and regulatory framework of the sector, continually striving for best practice in governance
- Maintain the highest standards of ethical and legal frameworks, undertaking duties in a way which adds to internal and public confidence in the trust and the charity
- Act at all times in the best interests of GGM, its beneficiaries and future beneficiaries



## These responsibilities translate into a series of formal Trustee Duties:

- Work with our Executive Team on strategic planning and monitoring the delivery of those plans
- Oversee sound financial management of the charity's resources
- Ensure appropriate resources are made available to support the safe and effective operations of the Charity
- Ensure risks are properly recognised and mitigated
- Ensure appropriate policies & procedures are in place to protect the organisation and its staff, participants, volunteers, partners and trustees
- Take appropriate professional advice in all matters where there might be a material risk to the Charity or trustees might be in breach of their duties
- Use your specific skills, knowledge or experience, within your professional boundaries, to help the Board reach sound decisions and support the staff team
- Set and make decisions within the boundaries of authority as set out in our 'Scheme of Delegation'





# WHAT WOULD BE MY FINANCIAL OR LEGAL LIABILITIES?

**Our trustees, as legal statutory directors of the organisation, are ultimately accountable in law for the operations of the trust being delivered in a legally compliant, safe and financially prudent and responsible way.** This means that our trustees are individually accountable for exercising independent judgement and employing reasonable skill, care and due diligence when:

- Reviewing our financial position, financial regulations and making financial decisions;
- Reviewing our health & safety, safeguarding and people management performance;
- Ensuring that we are legally compliant in relation to all these areas, and that we have appropriate resources in place to deliver against our legal obligations

**This does not mean you have to be an expert in all these areas; but it does mean that you must get the assurance you need by being diligent, asking questions and ensuring that the right skills, expertise & delegations are available to the trust.**

**Financial Liability: Your personal liability as a Company Director is limited to a nominal £1 in the event of the Trust going into liquidation or administration.**

In addition you will be expected to maintain absolute confidentiality about all sensitive and confidential information received in order to maintain compliance with GDPR, intellectual property rights and uphold our reputation.

You will also be accountable for declaring any personal or professional conflict of interest.

# WHAT WILL I DO AS A TRUSTEE?

- Attend face to face board meetings 4 x per year – a typical board agenda will cover strategy review, updates on finance, governance and policies, deep dives into focus areas.
- Attend short pre board ‘impact slots’ where you will get to meet staff and participants delivering our work – a chance to connect with the work we do and understand the connection between governance and our day to day activities.
- Become a member of a sub-committee, typically also meeting 4 x per year, but usually on-line. We have 2 sub-committees – one covers Audit & Risk and the other Teaching, Learning & Safeguarding.
- Prepare for meetings by scrutinising papers and identifying questions or matters to raise.
- Contribute to meetings by effective questioning and providing appropriate support and guidance to decision making.
- Support task and finish groups outside of formal meetings, set up to explore and make recommendations around particular live issues, both risks or opportunities. This could include working with our senior team to develop new ideas in a field where you have some knowledge or insight, or to develop a response to an identified risk situation.
- Get involved in recruitment of trustees and / or senior staff.
- Represent the trust at external events and advocating for our cause in your personal and professional networks.
- Connect with staff and participants by visiting GGM projects and activities.
- Participate in our Annual Away Day, often including some practical & fun activities.





# WHY BECOME A TRUSTEE AT GROUNDWORK?

*Some thoughts from our Trustees*

## Develop transferable skills & knowledge

The role is helping me to further develop skills such as critical thinking and strategic planning, which I know is benefiting me in my day job

**Joy Woods**

I have learnt so much about how to do elements of my day job better by being a trustee at GGM! It's definitely reciprocal - not a one way relationship

**Tom Besford**

At any stage of your career, being a Trustee is one of the most valuable development experiences you will ever have. Bringing a contrast from your 'day job', thinking about organisations strategically vs operationally, or polar opposite sectors with vastly different risks and challenges, being a responsible Trustee on a well run charity board, will inject huge value into your role

**Stewart McCombe**

Whilst my favourite parts of the Board meetings are hearing from staff & participants about their projects, I never knew what an interesting and valuable learning space audit and risk could be!

**Rosie East**

## Broaden your horizons

I enjoy spending time with a diverse group of trustees and Groundwork seniors who are honest, supportive and professional, hearing their views and collaborating to come to collective decisions

**Joy Woods**

Such a positive culture and I have grown a lot in understanding what a Trustee does. I have learnt a lot from working with the team and I love working with and learning from the Chair and Exec Director.

**Joanne Yates**

Trustees are made to feel they belong here. Contributors (at meetings) are open to challenge, open to learning. There is so much to gain and learn from the varied backgrounds round the table

**Janet Thomas**

## Make a difference

Seeing the direct impact of decisions that YOU are part of is incredibly rewarding, when often decisions we make day to day are only a small ripple in a large organisation.

Being a trustee helps you see life without shareholders, allowing you to truly understand stakeholder impact and the importance of sustainable charitable organisations in an unstable world.

**Stewart McCombe**

Allows me to use my skills, knowledge and experience to support an organisation which has environmental and social purpose at its core. This gives me an immense sense of reward and purposefulness to the time spent.

**Joy Woods**



# HOW MUCH TIME WILL I NEED TO GIVE?

**We estimate that Trustees will be required to commit at least 50-60 hours per year**

- This time commitment is 'lumpy' – for example the biggest requirement is preparing for and attending meetings:
  - Quarterly board meetings take place in February, May, August and November, usually in Ashton-Under-Lyne or Trafford Park but can be in other locations within Greater Manchester. Our trustees say this requires, on average, 6 hours per meeting - 2-3 hours reading papers in advance, 2.5 hours at the meeting plus any travel. Our board meetings typically take place during normal office hours, but we regularly check what time of day works best for current trustees
  - Committee meetings are around a further 4 hours per meeting including preparation and the meeting itself. You will join one Committee which will usually meet quarterly, on-line, during normal office hours
  - Our Annual trustee Away Day is a half to full day held in Greater Manchester. Sometimes we combine our Away Day with a board meeting as trustees find this more manageable
- Our trustees hold a 3 year term of office with a maximum of 2 terms. In most cases our trustees stay with us for the full 6 years. The longer the period you are with us the more you will be able to contribute, and also benefit.
- Trustees are required to take part in an induction. For most trustees this will take around 6 hours in total but can be broken down into one hour or less slots. There is also an on-going learning and development programme for trustees, but once initial induction is out of the way this is much less intensive.
- If you have the time there are lots more ways to get involved and immerse yourself within GGM, but we understand that this is not always possible alongside your other commitments.



# WHAT SKILLS & ATTRIBUTES WILL I NEED?

Our trustees need to be able to connect the dots, taking a **strategic viewpoint** and helping us develop our vision and strategy.

You will need to have strong **evidence based decision making** skills.

Communication is really important. You will need **excellent interpersonal skills**; be able to express your point of view and to provide and receive supportive challenge; and be able to listen, reflect and adapt.

You will be a **team player**; able to work effectively and collaboratively with other Board members, stakeholders, staff and beneficiaries. You will also be willing to uphold collective decisions, even if you originally opposed them.

You will understand and be committed to **promoting equity, diversity, inclusion and anti-racist practice**.

You will understand and / or have an **interest in good governance**, and always be looking to improve so that we always seek to 'do governance' in an inclusive, empowering and effective way.

You will have **strong leadership experience** within community, organisational or other setting





# WHAT SUPPORT WILL I RECIEVE?

We offer our trustees a Learning and Development programme that seeks to deepen your understanding of GGM and your legal and other responsibilities as a trustee. We also offer a voluntary peer to peer mentoring programme within our Board of Trustees.



“ As a new trustee, I've been fully supported by both the leadership and other Board members. I've been able to bring my own knowledge and experience whilst learning so much from the other trustees. ”

**Rosie East**



# WILL I RECEIVE ANY FINANCIAL COMPENSATION FOR MY TIME?

Being a trustee at GGM is an entirely voluntary role, therefore there is no 'salary' or other form of financial compensation.

We do however offer to cover trustee expenses in order to make the opportunity as inclusive as possible.







Groundwork Greater Manchester

# HOW TO APPLY



# SUBMISSION

Please send a CV or profile (2 sides A4 max) together with a short statement setting out:

- Why you want to become a trustee of Groundwork Greater Manchester now (max 250 words)
- How your unique skills and experience make you a brilliant candidate for the role (max 500 words)
- Why our vision, mission and values are important to you (max 300 words)

Send this to: [GMrecruitment@groundwork.org.uk](mailto:GMrecruitment@groundwork.org.uk) no later than 14 April 2025.

Interviews will take place in person on 24 April at Trafford Ecology Park M17 1TU.



# ADDITIONAL INFORMATION

If you prefer, before applying feel free to get in touch for a short telephone or on-line conversation with Deborah or Tina. To arrange this please contact the office on 0161 220 1000 and ask to speak to Alison Potter or email [GM.support@groundwork.org.uk](mailto:GM.support@groundwork.org.uk)

GWK GM is committed to Equality, Diversity and Inclusion, and is on a journey to be an exemplar organisation in the EDI arena. As such Trustees shall be selected without regard to sexuality, race, colour, nationality, ethnic or national origins, marital status, gender orientation and religious beliefs in accordance with the organisation's Equality, Diversity and Inclusion policy.

If you find it difficult to apply as outlined below due to disability or other reasons, we are able to make reasonable adjustments to our application process. Please contact [GMrecruitment@groundwork.org.uk](mailto:GMrecruitment@groundwork.org.uk) to find out more.





Groundwork Greater Manchester

**WE HOPE TO HEAR FROM  
YOU SOON**