



**COMMUNITY TRUST**  
*At The Heart Of The Community*

Registered charity: 1096222

**Application Pack  
Trustee**



MAYOR OF LONDON



**INVESTORS  
IN PEOPLE**



Charlton Athletic Community Trust (CACT), is a charity that operates in South East London and areas of Kent. CACT delivers a variety of projects and activities that aim to empower local communities, change lives and address issues around health, crime, education and employment.

The community programme at Charlton Athletic Football Club has grown over the last 29 years into an organisation that is one of the biggest football-related community trusts in the country and its achievements have been recognised both nationally and internationally.

CACT's projects and activities are delivered under seven key strands: Early Help and Prevention, Education, Equality, Diversity and Inclusion, Football and Sports Development, Health Improvement, Social Action and Enterprise and Youth Services.

CACT works in partnership with local authorities, health organisations, other charities etc to deliver high quality programmes that have a lasting impact.

### **Vision**

Empowering communities, changing lives.

### **Mission**

Based on the needs of the community, we work in partnership to deliver high quality programmes with a lasting impact.

### **Values**

- Passion – Fuels our work
- Trust – Safe and sound
- Engagement – Stronger together
- Respect – Two-way and vital
- Equality – Open and fair
- Inclusion – That means you

For further information please visit our website: [www.cact.org.uk](http://www.cact.org.uk)

## **Trustees**

Trustees play a vital role in the strategic leadership and direction of the charity working closely with the chief executive and executive team. Through your contribution, you would be able to make an impact by supporting an award-winning charity that has an excellent reputation in the community for delivering quality, life-changing services.

CACT's highly committed board of trustees comprise of people with a range of backgrounds, experiences and specialist knowledge. Trustees are seeking to recruit a legal trustee who can take a lead role for all matters associated with the legal aspects for the charity and would welcome your application if you fulfil the following key criteria:

- Be a qualified and practising solicitor or barrister in England and Wales
- Take a lead role on the board to ensure that a culture of compliance with laws and regulations is promoted and integral within the organisation and in delivery of all services
- Use legal knowledge to help inform the organisations strategic plan
- Provide the board with updates on legal issues that are escalated to the legal trustee and answer questions with respect to legal issues that arise on an ad hoc basis at board meetings

## **Time commitment**

Trustees are expected to attend four scheduled board meetings per year of approximately 3 hours duration, starting at 2.00pm.

CACT has three sub-committees, Finance & Personnel (F&P), Marketing & Fundraising and Equality Diversity, Inclusion & Safeguarding. Sub-committee meetings take place quarterly and are approximately 2 hours duration. The legal trustee will be asked to attend F&P meetings to add a legal lens to discussion, review of F&P business and input on the risks associated with legal issues as required.

Trustees are expected to read relevant papers in advance of meetings and to attend training and development opportunities provided, (including Safeguarding, Equality and Diversity as well as updates on roles and responsibilities).

Trustees are appointed for an initial three-year term of office and may serve a maximum of three terms.

## **Principal responsibilities**

- CACT trustees have responsibilities under both company law as a director, and under charity law as a trustee
- Trustees are collectively responsible for the strategic leadership of the charity and must ensure the objects are carried out solely for the benefit of the beneficiaries
- Ensure CACT complies with its governing document, (The Articles of Association) charity law, company law and any other relevant legislation or regulations
- Provide strategic direction, set overall policy, define goals in line with CACT's values, set targets, and evaluate performance against agreed targets
- Monitor the use of the financial and other resources responsibly to deliver the charity's objects
- Monitor CACT's reserves and review and approve the Reserves Policy annually
- Avoid exposing CACT's assets, beneficiaries or reputation to undue risk by monitoring and agreeing actions to mitigate risks
- Ensure CACT's Safeguarding policies and procedures are regularly reviewed and implemented
- Ensure CACT complies with statutory accounting and reporting requirements
- Act with reasonable care and skill and make use of appropriate skills and experience of the board and seek appropriate professional advice when necessary.

**Trustees must agree to:**

- Set and abide by the values and strategic direction of CACT
- Be willing to meet the minimum time requirement
- Comply with CACT's Code of Practice, Conflict of Interest Policy, Equality, Health and Safety, Safeguarding, Data Protection and other policies agreed by the board
- Contribute ideas and perspectives and to listen to those of others
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and
- Work effectively as part of a team
- Make decisions for the good of CACT and its beneficiaries.





**Registered charity number: 1096222**

## **APPLICATION**

CACT is committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We strive to create an inclusive environment where everyone feels able to participate and achieve their potential.

CACT seeks to ensure diversity of the board of trustees, and while not essential, we particularly welcome applications from individuals from communities currently under-represented on our Board, including women, Black, Asian and other minority ethnic groups, and people with disabilities.

CACT is committed to the safeguarding of its staff, volunteers and beneficiaries. Any appointment made is subject to satisfactory references and a Disclosure and Barring Service (DBS) check. Applicants will also be asked to complete a Declaration of Eligibility to become a Charitable Trustee form before the appointment is confirmed.

This is an unpaid, voluntary role.

To apply, please return the completed application form and equal opportunities monitoring form to [jobs@cact.org.uk](mailto:jobs@cact.org.uk)

For information on becoming a Charity Trustee, please visit: <https://www.gov.uk/guidance/charity-trustee-whats-involved> or if you would like to discuss the role, please contact Kathy Smart- Head of Governance and Support Services: [kathy.smart@cact.org.uk](mailto:kathy.smart@cact.org.uk)

**Closing date for applications:** 14 February 2022

**Interviews to take place:** week beginning Monday 21 February 2022