



**New Mills
& District**
VOLUNTEER CENTRE

Information Pack

Trustee

Who are we?

New Mills and District Volunteer Centre is a small local charity who see that volunteers are the heart of the community. We look to support our community by connecting volunteers to the needs of local people. At its heart we are a volunteer centre that aims to identify gaps in community care, to respond to the needs of the elderly, disabled and isolated people in the New Mills District; meeting those identified gaps, which can be met appropriately by volunteer activity. We have been serving the communities of New Mills, Chapel, Hayfield, Whaley Bridge and all the smaller surrounding villages and hamlets for the last 40 years. We work with all people within our community providing both support and volunteering opportunities for them.

What do we do?

New Mills & District Volunteer Centre offers a variety of volunteer led services for the local communities aiming to address these needs outlined above. Below are the services that we offer to the local community.

We offer a befriending service both in person and via telephone. Volunteers are recruited as befrienders who will then act as “a good neighbour” by visiting someone in their home and giving them some company, sharing an activity with them or doing small amounts of shopping or other small tasks that will help the person they are befriending. We also provide telephone befriending for clients who prefer, these clients are matched with a volunteer who will give them a weekly call to check in on them and to have a chat.

The centre offers a range of group activities and sessions aimed at reducing loneliness and isolation. The sessions we run are:

Acoustic soup - We have a live band, poetry reading, musical quizzes or other entertainers every week & a mug of soup.



Chair Based Exercise, weekly exercise classes at the centre focused on social interaction, and falls prevention through manageable strength and mobility exercises.

Knit and Natter is another social session with a focus on the natter aspect but also allowing people to come together and do creative activities!

Kinder Social Group is our monthly dementia friendly social group, the success of this group has meant we now hire a local venue and regularly have over 50 people attending taking part in activities and enjoying a Live band and lots of singing.

Friday Lunch Club a social session with a freshly cooked lunch by a team of our wonderful volunteers

We also provide transport to these groups via our community minibus.

We run a very busy Volunteer Transport scheme. We provide transport for members of our community who are not able to use public transport for one reason or another. Our friendly volunteers use their own cars to take people to medical appointments, they will provide companionship during the journey and a supportive arm to and from the appointment. Our drivers take clients on a range of predominantly medical appointments ranging from local GP appointments in New Mills to hospital appointments at hospitals across the region.

We use our community minibus to run weekly shopping trips for elderly and less abled clients to supermarkets in the neighboring towns of Glossop & Chapel. We provide volunteers to assist getting the shopping to and from the minibus enabling those clients to do their 'big' shop. Each trip visits a supermarket with a cafe to allow for a chat and bite to eat, providing opportunities for social interaction.

We offer a connection service within the community, providing links and information for clients on what our local community has to offer and support, covering a range of areas: Community service providers, wellbeing support, Social groups. This allow clients and the community to get the right service they need.

Support doesn't stop at clients, often the volunteering side of the client/volunteer relationship will address many of the needs of the community as mentioned previously. Many of our volunteers have gained a lot personally from volunteering which has helped with their social isolation and improved their mental wellbeing. We recruit and train volunteers and provide opportunities for them to volunteer with us and we also help recruit and provide volunteers for other voluntary organisations in the local area. We provide support to those local organisations who use volunteers in the community.

Trustee Role Description

Overview of Role

Our trustees play a vital role in making sure that New Mills and District Volunteer Centre achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that New Mills and District Volunteer Centre has a clear strategy and that our work and goals are in line with our vision.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

How the Volunteer Centre is run

- The Volunteer Centre is a charitable company limited by guarantee without share capital which is registered with Companies House and the Charity Commission.
- It is governed by a Board of Trustees (“the Board”), supported by sub committees as appropriate.
- You will be registered as a trustee with the Charity Commission and as a director with Companies House.
- Its governing documents are the Memorandum of Association dated 10 July 2006 and the Articles of Association dated 11 July 2012.
- The Articles of Association specify that the Board is comprised of not less than 7 and not more than 20 Trustees, all of whom must be Members of the Volunteer Centre but cannot be staff members.
- The day to day management of the staff and services is the responsibility of the Centre Manager whom reports to the Chairman of the Board.
- The Officers of the Company (the Chairman, Vice Chairman and Treasurer) are elected by the Members from the Board and supported by the Trustees.
- The Board will meet as necessary to conduct the business of Volunteer Centre which is usually every 6 weeks. The Centre Manager attends meetings of the Board to give relevant reports and updates but cannot vote.



- Representatives from organisations such as Derbyshire County Council, High Peak Borough Council and New Mills Town Council also attend Board meetings as observers.

Specific Duties and Responsibilities:

- Support and provide advice on New Mills and District Volunteer Centre's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee's New Mills and District Volunteer Centre's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve New Mills and District Volunteer Centre's financial statements.
- Provide support and challenge to New Mills and District Volunteer Centre's Centre Manager in the exercise of their delegated authority and affairs.
- Keep abreast of changes in New Mills and District Volunteer Centre's operating environment.
- Contribute to regular reviews of New Mills and District Volunteer Centre's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect New Mills and District Volunteer Centre's interests, to the exclusion of their own personal and/or any third party interests.
- To undertake the responsibilities of the employer by setting up employment procedures, comprehensive, fair and legal personnel policies covering recruitment, support, appraisal, remuneration and discipline.
- Contribute to the broader promotion of New Mills and District Volunteer Centre's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising



board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Equal Opportunities

New Mills and District Volunteer Centre are committed to equal opportunities, anti-discrimination and anti-oppressive policy or practice. No one we have contact with will be discriminated directly or indirectly on the grounds of gender, race, nationality, ethnicity, religion, marital status, sexual orientation or impairment. This applies to Job applicants, employees, volunteers and clients.

We are a Disability Confident Employer and as such candidates who consider themselves to have a disability who meet the essential job criteria will be invited for interview.