



CLOCK
TOWER
SANCTUARY

2024

Trustee Recruitment Pack





Welcome from the Chair

Dear Candidate,

A very warm welcome as you consider applying to join the Board of Trustees at the Clock Tower Sanctuary (CTS).

This is an exciting time to join us. We have a new CEO and Chair and with our brilliant staff and volunteer team are looking to build on our 25-year track record with a new strategy this year. Our current three-year strategy is included in this pack. This was developed in consultation with our Board, staff, volunteers and clients between June 2021 and March 2022.

We are the only day centre for young people experiencing homelessness in the city and with a growth in homelessness among young people, intense pressures from the cost-of-living crisis and increased complexity of need, we have much work to do.

We aim to have a Board that better reflects our community including the clients who come to The Clock Tower Sanctuary and are looking for people with fresh perspectives, expertise, energy and time to help us in this new chapter of our story. We firmly believe that our trustees' diversity of backgrounds, perspectives, and experiences is a critical asset. We are keen to hear about your thoughts and ideas, and your relationships to help us as we go forwards.

We would particularly encourage people with the following experience to apply:

- Lived experience of homelessness, or addiction, refugees or asylum seeking, who are care leavers or who have had challenges with mental health
- Financial experience, ideally within the voluntary and charity sector
- Fundraising experience
- Experience in an organisation working with vulnerable young people

Once again, I extend a heartfelt welcome to you, and if you are interested to explore becoming a trustee, we'd be happy to speak with you and explain a little more. Together, we can create a brighter future for our young people experiencing homelessness in Brighton and Hove.

Alex Rees
(Chair of Trustees)

Vision

We want Brighton & Hove to be a city where young people's experience of homelessness is rare, brief and non-recurring.

Mission

Our mission is to provide a safe space and a voice for young people experiencing homelessness in Brighton & Hove. We will work with them to access support, transform their lives and reach their potential.

Values

We look for the best in everyone.
We challenge inequality and prejudice.
We collaborate.

About us:

The Clock Tower Sanctuary is the only drop-in day centre for 16-to-25-year-olds in Brighton and Hove for young people experiencing homelessness. We support young people to access safe and sustainable accommodation and our service integrates health support, life skills and access to education, training and employment; essential factors for all young people to thrive. More information about how we work with young people can be found [here](#).



“ Young people experiencing homelessness ”

When we use the phrase 'young people experiencing homelessness', we mean young people without a safe, secure space to call their own. This includes rough sleeping, staying in a hostel or emergency accommodation, 'sofa-surfing', or staying in a car/van.



Brighton & Hove has the second highest levels of homelessness outside of London with one in 78 people experiencing homelessness (Shelter 2023).

“If it weren’t for you guys, a lot of us would have given up”. - Ben, client, aged 25.

Discover Dandi’s story [here](#).

Practicalities

The Board meets six times per year: two away-days held in person in Brighton and four early evening meetings in our office in the centre of the city. The next Trustee Meeting is on 23rd May and scheduled Away Days are 15th June and 24th August 2024.

In addition the Board has three committees: Finance, Personnel & Equalities and Fundraising, Strategy & Risk. These committees meet four times per year online, to look at a range of issues in more detail. We also have a number of time limited Task Teams, that meet on a more ad hoc basis. We would expect new Trustees to join one of these committees or Task Teams. Dates and times are flexible, based on the attendees’ availability but currently tend to be during working hours.

We estimate that trustees give a minimum of 2-3 hours/month

Trustees are given a full induction, access to relevant training and are encouraged to claim reasonable expenses to enable them to carry out their duties.

The Recruitment Process

If you are interested in applying, we’d encourage you to get in touch for an informal chat with either our CEO Fabia Bates, our Chair Alex Rees, or our Vice Chair, Mo Kanjilal by emailing fabia@thects.org.uk.

To apply, please send a copy of your CV with a statement of why you would like to join, to fabia@thects.org.uk by 9am 23 April 2024. Shortlisted candidates will then be invited to meet the CEO and trustees to talk about your experience and hear more about Clock Tower Sanctuary. You will also be offered a tour of the centre at this time. These interviews will take place on the 1st and 8th of May 2024.

If you have any questions about the process, or if there is anything that we can do to make it more accessible for you, please do let us know.

Trustee Role Description

Role purpose: to further the work of The Clock Tower Sanctuary, keeping within its charitable objectives.

Main tasks:

1. Work closely with other trustees to formulate and regularly review the strategic aims of the organisation
2. Reflect the organisation's vision and values, strategy and policies
3. Ensure that the policy and practices of the organisation are in keeping with its aims
4. Ensure that the organisation functions within the legal and financial requirements of a charity and company limited by guarantee
5. Use resources effectively and efficiently
6. Ensure best practice is developed and applied
7. Monitor and evaluate the performance of the organisation
8. Take part in training sessions
9. Contribute specific skills, interests and contacts
10. Fulfil such other duties and assignments as may be required from time to time by the Board of Trustees.

Person Specification

Skills, attributes and experience:

1. Subject-matter expertise as defined in the recruitment pack
2. Commitment to the organisation and the needs of young people experiencing homelessness
3. Willingness to devote the necessary time and effort
4. Strategic vision
5. Sound, independent judgement
6. Ability to think creatively
7. Willingness to speak one's mind and listen to others
8. Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
9. Ability to work effectively as a member of a team
10. Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.