

cta

community transport
association

CTA Trustee Recruitment 2021 Candidate Information Pack for Member Trustees

(Wales, Scotland and Northern Ireland)



Issued December 2021



Thank you for your interest in joining our Board

No-one understands better than yourselves, the vital role that community transport organisations play in all parts of the UK, on every day of the year in helping people to stay independent, participate in their communities and access vital public services and employment.

The CTA is proud to be the national charity that represents and supports our members and the thousands of charities, community groups, schools, and other organisations, who all provide transport services that fulfil a social purpose and community benefit. We recognise that across the four UK nations, community transport – its funding, the communities it serves, the priorities, even the physical landscape vary significantly and within Wales, Scotland and Northern Ireland this is even more distinct. It is therefore vital to ensure that that we have member trustees who understand that context and can extend the thinking and capability of the Board.

Our Board is made up of a mix of trustees from CTA member organisations, and co-opted trustees who are external to CTA and its membership. In line with our constitution we reserve two member trustee roles for members representing Wales, Scotland or Northern Ireland specifically to ensure we gain the full perspective of our membership across the UK.

We have recently appointed 5 new trustees (3 member and 2 co-opted) and we now have one further vacancy for a member trustee who is based in in either Wales, Scotland or Northern Ireland.

As a member trustee you will have a genuine opportunity to shape and influence the community transport sector and have a real impact on our sector.



Alan B Jones
Chair of Trustees and Chair
of Appointment Panel

"We want to see communities everywhere creating and sharing their own accessible and inclusive transport solutions."

Bill Freeman, Chief Executive, CTA



Our Vision

CTA has recently refreshed its strategy, setting out four core elements relating to each area of our mission, with a foundational objective setting our goals for how we work internally.

Our vision: We want to see communities everywhere creating and sharing their own accessible and inclusive transport solutions.

Our mission: We will champion, connect, support, and grow a thriving community transport movement across all parts of the UK.

Our values: We have five values which shape our work:

- We put members first
- We lead with authority and responsibility
- We prioritise mobility and accessibility
- We champion volunteering
- We think big.

We are for and about accessible and inclusive transport. We achieve this through championing accessible and inclusive transport, connecting people and ideas, by strengthening our members and raising standards. Through all this our aim is to grow a thriving community transport movement across all parts of the UK. We do this through:

- contributing to the formation of public policy that affects our members and our sector.
- showing how better outcomes are achieved for people and communities when they have access to accessible and inclusive transport.
- creating partnerships with likeminded organisations across all sectors.
- managing a national programme of quality assured education and training.
- providing comprehensive advice and guidance to those delivering community transport, and we take every opportunity to champion the vital and indispensable work that our members do.

We have staff working around the UK. Our central office is in Manchester, and we also have offices in Scotland (Edinburgh), Northern Ireland (Belfast), North Wales (near Llandudno) and South Wales (Neath).



Our Governance

We are a charitable incorporated organisation. We are governed by a trustee board made up of six people selected from the CTA membership across the UK, and up to five other co-opted trustees from different backgrounds who bring a range of experience to enhance the contribution they make.

Members of the Board of Trustees are trustees under charity law and directors of the CTA under company law. The Board of Trustees appoints a Chair, Treasurer and a Vice-Chair while the whole Board of Trustees plays a very important role in making sure that as a charity, CTA is run in the interests of the people it is there to support and in line with our formal charitable objects. They strategically oversee the management and administration of the organisation checking that its work and goals are in line with its vision.

CTA's Board of Trustees meet regularly to monitor the performance and progress of the organisation, ensuring that we are on track in the achievement of strategic objectives. Trustees are not involved in the day-to-day running of CTA. The Board has delegated authority to the Chief Executive and Executive Team to manage operations. Instead, they play the role of 'critical friend' to the Chief Executive and team by giving support and by challenging – in a constructive way – to help them manage effectively.

Additional Links:

- [CTA Website](#)
- [The CTA Team](#)



What can we offer you?

Becoming a trustee is a fantastic and fascinating way to engage in the charity sector. It's a role which will give back just as much as you put in and often much, much more. Though often challenging, trusteeship will reward the adventurous and ambitious with a wealth of personal and professional skills which are valuable for both work and personal life whilst empowering you with a new sense of contribution in the pursuit of a wider purpose. You don't need previous trustee or senior charity staff experience to become a trustee and all new trustees will be offered a full package of training and induction.

Influencing our cause

There is no doubt that being a trustee is one of the most powerful ways in which you can contribute to your local community or to a cause you really care about. Building on your role within the community transport sector already, as a trustee at the CTA, you will play an integral part in shaping our sector and in ensuring that the CTA adheres closely to its mission and works in the interests of its beneficiaries, supporting members to provide accessible and inclusive transport to the community. This is an opportunity to bring your expert insight on the unique issues facing community transport organisations in your area to the fore.

Strategic experience

Strategic experience can be hard to come by in the workplace. It can often take decades to find yourself in a role which requires strategic oversight. Trusteeship is a fantastic way of getting a head start on this, at once giving you the opportunity to develop and hone your critical thinking, problem-solving and analytical skills as well as developing vital strategic sensibilities and team working skills. The strategic experience which can be gained through trusteeship can have an immediate and powerful impact upon your career, opening doors to new responsibilities and more senior job prospects. Equally for those who have already had some strategic responsibilities trusteeship provides an opportunity to use those skills in a significantly different context.

Developing professional networks

Surrounding yourself with a wide variety of professional contacts is one of the best things you can do for your career. Ensuring you have access to good people from diverse professional backgrounds can be useful on so many levels. At CTA you will work with a Board that brings a wealth of diverse experiences and a wide variety of backgrounds. Being a trustee can open up your professional network in all kinds of unforeseen and advantageous ways.

Continued personal development

Being a trustee can be a very interesting experience, not least because it allows you to adapt and apply everything you have learned to date into an entirely new context. Through trusteeship you can gain a clearer idea of your own professional strengths and weaknesses whilst simultaneously learning altogether new skills. Understanding how to adapt your professional knowledge to useful ends within a charity is a good reminder of your own versatility, giving you confidence in your existing abilities whilst challenging you push the boundaries of your expertise.

Teamworking

As a trustee at CTA you are part of a team and will have the opportunity to apply your unique skills and experience while learning from others. Working closely with a passionate team of people who have different perspectives is often one of the most enjoyable aspects of the role. The ability to collaborate effectively with others, to challenge constructively the ideas of trustees colleagues as well as those of the CEO and Senior Leadership Team is essential to ensuring the Board's strategic decisions are scrutinised and tested before being implemented. Negotiating, empathising, listening and clearly communicating ideas and concerns are huge factors in this process and often help to set the tone and culture of Board meetings.



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Our Trustee Board and Recruitment Plan

The CTA Board is made up of 11 trustees. Six positions are reserved for member trustees with two of those reserved for non-England based member organisations. Five externally co-opted trustees complete the Board.

Following a Board Skills Audit which was commissioned in March 2021, we were delighted to appoint a number of new trustees. [Information on our current trustees can be found here.](#)

We are now looking for 1 more member trustee who is based in either Wales, Scotland or Northern Ireland. Previous trustee experience is not required as support will be provided to new trustees. Member trustees can be a member of staff working for a community transport organisation or a current board member.

Board Profile and Increasing Our Diversity

We have begun to address a number of areas of Board diversity over the last 2 years of recruitment – particularly in looking at a greater range of backgrounds and experience of Board members, improving our gender balance, the range of locations, ethnic and age diversity as well as widening the backgrounds and experiences trustees bring. This continues to remain a priority however, and we are therefore dedicated to ensuring that our recruitment approach is fully inclusive and reaches a diverse range of potential candidates.

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Trustee Role Profile

Responsibilities as a Trustee

1. Formulate and review regularly the CTA's vision, values, and long-term strategy as well as policies for its fulfilment.
2. Set and agree high level targets and evaluate performance against them.
3. Ensure the effective administration of the charity and its assets in the interest of current, potential, and future beneficiaries and the proper investment of the CTA's funds.
4. Ensure a fully effective and appropriate system for the recruitment, appointment and evaluation of the work and activities of the Chief Executive and, where applicable, other members of the Senior Management Team and to support the Chair in their line management of the Chief Executive.
5. Understand and accept the legal duties, responsibilities and liabilities of trusteeship whilst ensuring that the CTA complies with all regulatory and statutory requirements.
6. Ensure an effective and appropriate system of risk management.
7. Maintain sound financial management and control of the charity's resources to ensure the financial stability of the CTA.
8. Be familiar with, ensure compliance with and keep under regular review the governing documents of the CTA, ensuring an effective and transparent system of governance and that the charity pursues its objects as defined in its governing documents.
9. To promote the reputation and values of the organisation and ensure the charity is delivering public benefit as defined in its charitable objectives.
10. Ensure that the CTA manages and continues to develop its external relations, raising its profile, and supporting the growth of its impact accordingly.

11. Attend Board meetings, scrutinise Board papers, ask questions to members of the senior management team, contribute to the Board discussion, focus on key issues, and accept collegiate decisions.
12. Use any specific skills, knowledge, and experience to help the Board of Trustees, which may involve:
 - Liaising with the Chief Executive and members of the Senior Management Team as appropriate.
 - Acting as an ambassador for the CTA, using and developing contacts and personal networks.
 - Providing guidance on new initiatives or other issues in which the Trustee has special expertise.
13. Be familiar with the CTA's Governance Handbook and the Role Description for the Board of Trustees.

Skills and Abilities

The Board seeks to embrace a range of skills, life and career experiences, engaging a diverse group of trustees bringing different voices and perspectives to the Board table. In addition to specific skills sets that are sought, all trustees are asked to show:

- A clear empathy with and interest in Community Transport
- A willingness to learn from and get to know our members
- Excellent communication and interpersonal skills
- Strong listening and questioning skills
- Good analytical ability and independent judgement
- Capacity for clear, creative, and strategic thinking and vision
- A willingness to speak their mind
- Understanding and acceptance of the role of a Board of Trustees for a charity (including the legal duties, responsibilities, and liabilities of Trusteeship)
- A willingness to be an ambassador and advocate for CTA and its work internally and externally
- Able to be a supportive and critical friend, to challenge and develop the thinking of the charity and create valuable outcomes for our members and their beneficiaries
- A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity.

Terms of Office

Every Trustee is elected or co-opted for a period of three years, terminating at the close of the fourth annual general meeting after their election. No person may serve more than two terms of office.

Time Commitment

The expected time commitment is about 8-12 days a year.

- The Board meets 4 times a year, and additionally has an annual planning and Board development day, and a member AGM.
- Board meetings are in transition and it is expected (though yet to be confirmed) that two meetings a year will be face to face in Manchester (travel expenses are reimbursed), and two will continue to be held online.
- Trustees are also asked to give their time and skills to one of the Charity's sub committees, or to a special CTA project or initiative. Currently CTA has a Governance Committee (which includes the Appointments Committee), Policy Committee, Finance and Audit Committee and a new Product & Service Development Working Group. Committee meetings are held 3-4 times a year and take place virtually.
- An Induction Programme, will include an introduction to the CTA Board with the Chief Executive and key members of the CTA team. The opportunity to meet and get to know existing Board members, along with useful background reading and an introduction to trusteeship will support new trustees into their role.

Expenses

The role is a voluntary role for which there is no remuneration. Reasonable expenses incurred in undertaking the role will be paid in accordance with the Expenses Policy.

Supporting Information

The Chair and Trustee Board are supported by an independent Clerk to the Board who works with the Chair and CEO to plan the agenda, collate, and issue papers and minutes the meeting. The current clerk also provides support to the Board, including induction, independent Board counsel, skills audits, and other Board effectiveness support.

How to Apply

Application is by CV and a covering letter which should indicate why you are interested in applying for a Trustee role and how you meet the role requirements. Please send this to our recruitment partners Eastside Primetimers at recruitment@ep-uk.org. If you would like a call to discuss the role in more detail, please email Paul Venning, p.venning@ep-uk.org to arrange a convenient time.

The closing date for applications is Friday 28th January, with shortlisting interviews taking place the next couple of weeks thereafter. Interviews with CTA will take place in February

CTA is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the people we aim to support. We warmly welcome applications from all suitably-qualified candidates.