

We are...

CREATING STRONGER
**MANCHESTER
SETTLEMENT**
COMMUNITIES TOGETHER

manchestersettlement.org.uk

Join us as a Charity Trustee

Our charity

Manchester Settlement will celebrate a 130-year anniversary in 2025, quite a remarkable achievement that our current team and all those that have contributed to that work previously should be very proud of.

Centred around our amazing Community Hub building in Openshaw, but with outreach projects across North and East Manchester, our purpose continues as it has for all these years. We exist to do everything that we can to reduce the impact of poverty in all its forms with the communities where we are trusted to work. Whilst the services we provide have developed and expanded over time our methods and values have remained true to our belief that people are more powerful when they are connected to others in communities and that those communities.

Our reputation as a progressive, high performing, values led community charity has meant that we are planning for services in 2025 – 2028 with our highest ever turnover and staffing levels.

Our Key Services



Our Theory of Change



Trusteeship at Manchester Settlement

A rare opportunity has now arisen for new people to join our board of trustees, to help us to ensure that this growth is managed effectively, and is centred around our values.

The asks of a trustee

To attend approximately 6 meetings per year held at 5.30pm To attend an annual half day development session. Most meetings are held face to face.

To bring support and challenge to meetings - to help the charity develop

To contribute to more specific parts of charity management dependent on your skills/ interests - maybe you are interested in IT, finance, marketing or one of our service areas

To engage in online Trustee training

To be able to commit to the role for at least 3 years

Skills/ Experiences we currently need

We are interested to hear from anyone that truly cares about the success and potential of our charity - that is the main thing.

We are also interested in people that professional skills/ experience related to:-

- Finance/ Accounting
- Children's Services
- Property / Housing Management
- Fundraising
- Engaging with communities facing inequalities
- Business/ Digital Transformation
- Community Health Services
- Safeguarding
- HR / EDI
- Engaging with BAME communities

What you get back

Our trustees report a great deal of pleasure in being able to convert their life or work skills into supporting a local charity, delivering outcomes every day in our local community.

Increased skills - maybe you are looking to develop yourself in your current or future career, operating as a trustee is great evidence for job applications

Meet one of our trustees



Kelly Morgan is a Trustee at Manchester Settlement. Driven by personal experience, she is passionate about supporting families and communities. Having relied on the charity's affordable childcare services as a single parent, Kelly understands firsthand the vital role Manchester Settlement plays in the lives of many. With a background in Arts & Culture and a commitment to representation, she brings a unique perspective to the board, advocating for diverse voices and perspectives in leadership and decision-making

More information, and how to apply or contact us

Thank you for considering Manchester Settlement, please do take a look at our website to learn more about our charity www.manchestersettlement.org.uk/

Specifically, you can learn more and contact me about trusteeship through our webpage

www.manchestersettlement.org.uk/about-us/become-a-trustee

Our trustee recruitment processes involve submission of a CV and an interview where the board will assess the suitability of candidates against the role specification. We encourage approaches from candidates that continue our progression towards an SMT and Board team that reflects the diversity of the communities we serve.



Adrian Ball

Chief Executive

Trustee Role Description

Overall Purpose

To work with Board colleagues to ensure Manchester Settlement is governed effectively and in line with its vision, values and charitable objectives.

Strategic leadership and governance

- To provide strategic leadership for the organisation by taking part in formulating and reviewing its strategic aims, setting overall policy, and evaluating performance.
- In co-operation with the Board and Chief Executive, help to draw up and review strategy documents which embody Manchester Settlement's objectives.
- Consider the organisation as a whole and its beneficiaries, whether as a member of the Board or any of its sub committees or working groups.
- Attend and contribute to meetings of the Board and ensure it makes sound decisions.
- Contribute specific skills, insight and knowledge
- Ensure there is a clear, agreed and effective approach to supporting equality, diversity and inclusion throughout the organisation and in the practice at the Board.

Internal performance and development

- Work with the Chair to appoint the Chief Executive and monitor his/her performance.
- Provide oversight and direction to the charity and bring support and constructive challenge to the organisation, its staff and, in particular, the most senior members of staff.
- Ensure, through effective monitoring and controls that the organisation complies with the legal and financial requirements of a charitable organisation
- Support the Chair as required in disciplinary or grievance hearings with the support of Manchester Settlement's HR advisor.
- Through your relationship with the senior members of staff, create the conditions in which the Charity's staff are confident and enabled to provide the information, advice and feedback necessary to the Board.
- Be willing to take a lead on areas identified by the Board as important and contribute to Sub Groups or working groups as required.

Culture, effectiveness and individual responsibility

- Lead by example, and ensure you reflect Manchester Settlement's values positively.
- Provide a focus on strategy, performance and assurance, rather than operational matters, and reflect this in what is delegated (in line with the Scheme of Delegation).
- Be an active member of the Board in exercising its responsibilities and functions.
- Take part in training and development sessions provided for the benefit of the Board members.
- Reflect the Board members' policies and adhere to the Scheme of Delegation on all its sub-committees and working groups.
- Contribute your specific skills, knowledge or experience to help the Board members reach sound decisions; this may involve scrutinising Board papers, leading discussions, or providing advice and guidance on new initiatives.
- Follow the code of conduct at all times, including in sub committees or working groups.
- Proactively report any potential conflicts of interest in line with the organisation's policy.
- Where individual Board members are also involved in operational activities, (for example as volunteers or member organisation), ensure you are clear about the capacity in which you are acting at any given time and understand what you are and are not authorised to do.