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Charity No. 228577  
Company No. 241676

The New Roundhouse  
1328-1330 Ashton Old Road  
Openshaw, Manchester  
M11 1JG

## Becoming a Trustee - Manchester Settlement

**Manchester Settlement is one of the oldest charities in Manchester. For 120 years local people have volunteered to be trustees of the charity. Being a trustee is fundamentally about ensuring that the charity stays on course to impact positively upon the lives of the residents of Manchester.**

The current trustees are inviting applications from potential trustees, initially through a discussion with the Chief Executive – Adrian Ball (0161 974 1300, [adrianball@manchestersettlement.org.uk](mailto:adrianball@manchestersettlement.org.uk))

### Our Mission

To instigate sustainable cycles of change that support individuals, families and communities to be healthy, compassionate and empowered contributors to diverse communities.

**Children and families** have always been at the heart of what we do, our Nursery and after school clubs work with around 150 families in North East Manchester. We build upon these relationships to provide or facilitate a range of services for families that aim to impact upon the life chances of children, whilst building the connectivity of our parents with the community. Our youth provision provides both casual activity, but also activity focused on skill development and social action.

### Young People's Housing Project

We offer floating support to homeless and vulnerable young people aged 16-24 to enable them to live independently. Our work increasingly focusses upon supporting care leavers and young asylum seekers to have a secure home whilst they develop the skills for independent living. These services are in high demand prompting the charity to examine partnerships that will enable us to grow this work.

### Community, Health and Wellbeing

Our fabulous community hub "THE NEW ROUNDHOUSE" provides a focus for a range of partnerships that together provide a wide community, health and wellbeing offer. The charity is well placed to provide a socially prescribed programme. Over 20 organisations deliver activities on a regular basis, providing an innovative locality focused health and wellbeing offer for all ages.

### Community Leadership

We lead the Openshaw Community Organisations Network, and have recently set up the North East Manchester Age Friendly Network. We are hoping to have established a Cultural Partnership for the area within the next 6 months, which will aim to significantly upscale the amount of community focused arts activity in the area.

### Your Commitment

After your initial induction you will work with the trustees as a group around 6 times per year. If you are happy to have a particular role, there may be additional meetings that you are asked to attend.



**CREATING CYCLES  
OF COMMUNITY  
CHANGE**

## Qualities or Experience we are looking for

- Charity Leadership
- Financial Management
- Childcare Management
- Health and wellbeing strategy
- Marketing in small organisations
- Housing management
- Parents of local children
- Community members
- Service users
- Member of BAME community

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OF COMMUNITY  
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## Manchester Settlement Model Role Description – Trustee

Trustees are the people responsible under the governing document of *Manchester Settlement* for controlling the management and administration of *Manchester Settlement*.

The role of a trustee is:

- to ensure that *Manchester Settlement* complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that *Manchester Settlement* pursues its objects as defined in its governing document (e.g. the promotion of any charitable purpose for the benefit of the community in the district of *(Insert Your Communities Name)* and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness)
- to maintain proper financial control and ensure that *Manchester Settlement* applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- to set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to set up employment procedures and respect the roles of staff/volunteers
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the business are carried out
- to safeguard the good name and values of *Manchester Settlement*
- to maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
- to promote *Manchester Settlement*
- to act in the best interests of the charity, never in the interests of yourself or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Manchester Settlement.