



Above is SCDA's HQ, Denton Island Community Centre in Newhaven

Below is an activity from children in SCDA's Denton Island Nursery



SCDA's Youth Centre on Denton Island, Newhaven



Trustee Information Pack

Welcome message from the Chair

[Thank you for your interest in Sussex Community Development Association \(SCDA\).](#)

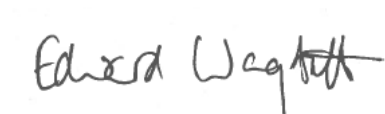
SCDA has a proud history and unmatched impact across some of the most deprived communities we live and work in. Our core purpose is the relief of poverty – which we deliver through programmes focused on employment, housing, health and wellbeing, food security, inclusion and the environment. We run a nursery, charity retail shops locally and social enterprise spaces. Meanwhile, the challenges that our communities face are immense – and while national and local authorities provide the statutory services everyone expects – it is charities such as ours which go the extra mile to really understand and support people often at the lowest ebb of their lives. Our work is always evidence based and has won many accreditations and awards.

However, we cannot do this alone and are now keen to grow our board. We believe that good governance should focus on both enabling and, as necessary, challenging day to day delivery and the executive team. We have a committed set of trustees but are now looking for additional expertise and insight to help us in the next stage of our journey. Our trustee positions aren't remunerated but do provide many opportunities to develop skills and experience in strategic decision making as well as financial, legal, HR and programme oversight.

We are looking for trustees to commit to four Board meetings a year - typically on a Saturday morning in Newhaven for around 3 hours - as well some participation in smaller sub-groups that meet online for an hour or so at a time in-between.

We would be delighted to have a conversation with anyone suitable to provide more information and initiate the formal, albeit relatively light-touch, trustee recruitment process.

With very best wishes,

A handwritten signature in black ink, reading "Edward Wagstaff". The signature is written in a cursive, slightly stylized font.

Edward Wagstaff

Chair of Trustees

Governance structure

SCDA is a registered charity and a company limited by guarantee. This means that Trustees are also Company Directors, listed with Companies House.

The Board can have up to 12 Trustees.

The Board meets three times a year for full Board meetings, in addition to the AGM. Board meetings are generally held on Saturdays in March, July and November each year. Additionally, there are three sub committees which generally meet ahead of Board meetings but can often meet more frequently depending on whether matters require it. The three sub committees are:

Finance & Risk Sub Committee

Project Development & Impact Sub Committee

HR and Governance Sub Committee

Trustee role description

The duties of a trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy

- Ensuring that the organisation complies with its governing document (i.e. SCDA's constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

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

Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort - this is currently 3 full Board meetings per year, plus attendance at nominated Subcommittees of the Board in advance of full Board meetings. There is also an annual Strategy Day where the Board and the management of the organisation work together to establish and agree appropriate strategic direction and or update the 3 year strategic plan as needed.
- Strategic vision

- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The application process

If you wish to apply to become a member of the Board, please complete and return the form and return it to amber@sussexcommunity.org.uk

If you wish to discuss the role further please contact **Amber Upton (HR Director) on 07789 621153** or email amber@sussexcommunity.org.uk in the first instance.



Interested applicants for Trustee positions at SCDA

Full Name

Home Address

Mobile Number

Email address

Date of Birth

Biographical details

Qualifications and professional
body accreditations

Achievements & skills

Work History

Voluntary Work	
Other Charities in which you are involved	
Why do you want to become a Trustee of SCDA?	
What do you feel you would bring to the governance of SCDA?	



Above is an art activity created by Newhaven's Young People and below is last Christmas' table set for the 'thank you event for volunteers'



Thank you for your interest in our organisation!