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**Creative Living Centre – Trustee Recruitment Pack**

The concept of the Creative Living Centre (‘CLC’) came about in 1995 through an envisioning process involving service users and creative therapists. Together they identified the need for a person-centred holistic approach to supporting people experiencing poor emotional wellbeing and poor mental health. Being person-centred means treating people with dignity and respect and help them to develop the knowledge, skills, and confidence they need to effectively manage their own mental wellbeing and mental health. This is done is a way that is coordinated and tailored to the needs of the individual. A holistic approach means thinking about the whole person, considering their emotional, occupational, physical, social, intellectual, and spiritual needs.   
  
Between 1995 and 2000 the vision for the centre was gradually realised as funding became available. Initially the Centre was run by a single member of staff who worked with volunteers and professional therapists to support a small number of people.  Over time it has grown into an organisation that employs 15 staff working with 7 therapists and around 12 volunteers to support around 600 Members each year.

We are based in Prestwich, Greater Manchester, conveniently located next to the tram station.

**Our Vision**

*"A society where person-centred mental health services are available to all.”*

**Our Mission**

The Creative Living Centre is a friendly and welcoming community that values and respects people by:

* Providing positive and creative mental health support
* Raising awareness of mental health
* Campaigning to increase our funding and influence

**Our Values**

* Friendly and welcoming
* Positive approach to mental health
* Valuing people
* Respect
* Listening to what people need

**Benefits reported by our service users**

The CLC supports around 600 people per year and our data (2021/22) shows that:

* **82%**o**f users judged a support activity to be very good.**
* **56%** **felt they had improved their skills through participation.**

In terms of their mental health:

* **69% felt their confidence was improved.**
* **69% felt more connected to others.**
* **59% felt they were managing their mental health more effectively. ​**

In addition, we know that our support helped a significant number of users avoid a GP or A&E visit, calling an ambulance or the police or being admitted to hospital, therefore relieving the burden on statutory services.

For more information about us, please visit: <https://www.creativelivingcentre.org.uk/>

To arrange an informal chat about the role of Trustee, please email: **admin@creativelivingcentre.org.uk**

**Creative Living Centre**

**Trustee Application Form**

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| **Contact Details** | |
| Name |  |
| Address |  |
| Postcode |  |
| Phone No(s) |  |
| Email Address |  |

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| **Do we need to make any disability-related adjustments to allow you to take part in the recruitment process? Yes/no** |
| If yes, please provide details here: |

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| **References**  **Please give us contact details of two referees (these will only be contacted if your application is successful). Your referees must have known you for more than 12 months and not be family members.** | |
| Work reference current/most recent:  Name:  Job title:  Address:  Post code:  Telephone:  Email: | 2nd Reference:  Name:  Job title:  Address:  Post code:  Telephone:  Email: |

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| **Please briefly state any skills and experience that you feel you could bring to your role as a Creative Living Centre Trustee:** |
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| **Skills**  **We value the many skills and experience that applicants can bring to the Creative Living Centre, including skills developed through employment, volunteering, managing a home, raising children, study etc.**  **Please indicate whether you have any skills and experience in the following areas:** |
| o Commissioning/Procurement with Local Authorities and or CCGs  o Working/Volunteering within the Charitable Sector  o Marketing  o PR/Communications  o Financial  o Fundraising  o Business Planning  o Research  o Human Resources/People Management  o Change Management/Re-structuring  o Strategic Planning  o Technology/Digital  Other …………………………………………………………………………………………. |

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| **Please use this space to tell us about anything else you feel would support your application:** |
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**You will be required to attend Trustee Board Meetings (held on a weekday evening every month), occasional working group meetings, Trustee Development Sessions and The Annual General Meeting.**

**Are you able to commit to this?**

Yes No

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| **Privacy notice:**  We process personal data relating to those who apply for volunteer vacancies with us or who send speculative job applications to us. We do this for volunteer purposes, to assist us in the selection of candidates for volunteering and to assist in the running of the Creative Living Centre. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, ethnicity, qualifications and previous employment history.  We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.  This privacy notice does not form part of a volunteer offer or contract between us. If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request.” |
| **Where did you hear about us?** |

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| **Declaration**  I confirm that all information supplied in this application is true. I understand that any volunteer offer made on the basis of untrue or misleading information may be withdrawn or my volunteer role terminated.  I confirm that I have the right to work in the United Kingdom (even where the work is unpaid). I agree to provide government issued documentation which verifies that right as part of this application process.  **Signed: Date:** |



**Job Description**

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| **Job title: Trustee** |
| **Reports to: Board of Trustees** |

### Main tasks

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| **Statutory Duties** |
| To ensure that the Creative Living Centre (‘CLC’) complies with its governing document, charity law, company law and any other relevant legislation or regulations  To ensure that the CLC pursues its objectives as defined in its governing document  To ensure the CLC uses its resources exclusively in pursuance of its objectives  To contribute actively to the Board of Trustees’ role in giving firm strategic direction to the CLC, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets  To safeguard the good name and values of the CLC  To ensure the effective and efficient administration of the CLC  To protect and manage the property of the CLC and to ensure the proper investment of its funds  To support with the appointment of other CLC Trustees and Officers |
| **Other Duties** |
| Scrutinising board papers  Leading discussions  Providing guidance on new initiatives  Engaging with CLC staff members and volunteers  Other issues in which the Trustee has expertise |

A picture containing shape

Description automatically generated**Person Specification**

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| **Job title:** Trustee | **Department:** Board of Trustees |

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| Qualities | Objectivity, fairness, integrity, respect, wisdom, discretion and good judgement  A commitment to act solely in the best interests of the Creative Living Centre without regard to personal interest or benefit  Readiness to take and be accountable for decisions made  The necessary time to be an effective Trustee  High level of enthusiasm and motivation.  A good team player  No significant potential conflicts of interest |
| Knowledge & Skills | Understanding of the importance good mental health and wellbeing  A commitment to the Creative Living Centre’s mission, vision and values.  Strategic vision and the ability to focus on practical issues  General awareness of politics, economics and social changes.  We are looking for Trustees with skills and experience in **any one** of the following areas:  Financial Management  Business Development & Fundraising  Health and Wellbeing  Human resources management  Marketing, PR and communications  Technology/Digital  However, if you do not have previous experience in one of those areas, do not let it put you off applying – we would like to hear from you. |

Equal Opportunities Monitoring

### Equal opportunities and discrimination policy

We recognise that discrimination is not only unacceptable, it is also unlawful.

Our aim is to ensure that no job applicant, employee, or volunteer is discriminated against, directly or indirectly, on any unlawful grounds.

We will act in accordance with all statutory requirements and take into account any relevant codes of practice.

All job applicants will be considered solely on their ability to do the job. Interview questions will not be of a discriminatory nature.

All promotions will be made on merit in line with the principles of the policy.

Employees and volunteers who have a disability will receive the necessary help, within reason, to enable them to perform their normal duties effectively.

This policy will be assessed at regular intervals to ensure that equality of opportunity is afforded to all employees and volunteers.

**Equal opportunities monitoring**

As part of our commitment to equality of opportunity, we need to obtain information about our volunteers and job applicants.

This information enables us to examine, by ethnic origin and sex, the distribution of employees and volunteers across the organisation, and the success rate of candidates for jobs, training, transfer and promotion, according to the type of job.

We hope that volunteers and job applicants will support our monitoring by completing the information in this section, which will help us to assess whether the distribution of volunteers and the success rate of applicants reflects equal opportunities.

Any information provided will be kept confidential and will only be used for the purposes detailed above.

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| **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position/applied for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Volunteer/Trustee |

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| **What is your ethnic group?** Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background. |
| **A White**  British  Irish  Any other White background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **B Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **C Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **D Black or Black British**  Caribbean  African  Any other Black background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **E Chinese or other ethnic group**  Chinese  Any other background, please write in  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Are you registered disabled?** Yes/no  **Do you consider yourself disabled?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **What is your gender?**  Please tick one appropriate box. |
| Female  Male  Non-binary  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer not to say |