Harbour

Trustee Recruitment

Information Pack

Plymouth Devon

January 2025

**Together we can.**

**THE ROLE**

**Job Title**: Trustee, Harbour Plymouth

**Responsible to**: Chair of Trustees

**Location**: Plymouth, Devon

**Commitment**: Each year, you will be asked to attend up to six board meetings, one away day, one operational visit, alongside occasional event, and sub-group attendance.

**SUMMARY**

Harbour is an amazing and inspiring Plymouth based charity, providing drug and alcohol services to people with complex lives. For nearly 40 years, we have helped people to realise that they are not alone and that they have the power to make positive changes in their lives. We are independent and impartial, offering support to anyone who needs help to address their alcohol and drug use.

We know that life can be complicated, and that making hard choices and significant changes can be difficult without support. We also know that this support is only effective if provided with respect and compassion, which is how we work with thousands of people every year.

**BOARD OF TRUSTEES**

The Trustees hold overall responsibility for Harbour’s strategy and policy, the day-to-day management and delivery of the service is led by our Chief Executive, Julie Howes.

Our Trustees ensure that Harbour develops and grows in the right direction, and always puts the people we help at the heart of our decision making. The Trustees are also legally responsible for the appropriate management of money, income, and property, ensuring they are in line with our business plan and in the best interests of the people who use our service and our staff. We work as a team to review and influence aspects of client care, financial status, leadership, and governance.

We welcome candidates with skills and experience in all backgrounds and are an equal opportunities employer.

**KEY RESPONSIBILITIES**

* Providing leadership and direction to the organisation.
* The Board of Trustees is responsible for agreeing Client Service Strategies.
* The Board of Trustees is responsible for reading and understanding the financial information and ensuring that our finances are sound and effectively managed and spent for the purpose for which it was given. This includes the management of Charity assets and acting in the interest of the beneficiaries.
* The Board of Trustees is responsible for ensuring that the Charity is a good and legal employer, in addition to this they are responsible for appointing the executive managers and providing leadership and guidance to the appointees along with ensuring that the workforce is competent.
* The Board of Trustees is responsible for ensuring that the Charity pursues its mission.
* The Board of Trustees is responsible for ensuring that the Charity is compliant with its legal, moral, and ethical duties. This will include participating in specific sub committees, evaluating the work of the organisation, and ensuring appropriate assurances are in place. The trustees are responsible for ensuring that the Charity accounts for its activities to all stakeholders.

**THE PERSON**

Our new Trustees will be motivated by making a difference at a crucial time in Harbours future. They will be influential in helping us deliver on future partnership and sustainability plans. We are looking for Trustees that hold core skills and experience across the board and are also looking more specifically for someone who can give strategic oversight to bids and grants as we grow our reach. This is an exciting opportunity to shape lives within Plymouth and the surrounding area.

**ESSENTIAL**

* Experience in leadership
* Ability to make decisions weighing up benefit and risk.
* A proactive ambassador in partnerships and networks
* Good communicator with ability to speak openly for a course of action in a variety of settings.
* Contributor of ideas and expertise for the future benefit of our Charity
* Motivation, time, and locality commitment

**WELCOME NOTE**

Dear Candidate

Thank you so much for your interest in becoming a Trustee at Harbour.

Harbour makes a real and genuine difference to some of the most vulnerable people in society. Our teams do incredible work across the city, lives are being transformed by some of the most conscientious and dedicated staff I have ever had the privilege to work with. As an Alliance, we are fiercely proud of the work we do, and I hope the Trustee roles will be of interest to you.

Harbour is known for its innovative and collaborative approach in dealing with drug and alcohol issues within our community and as a registered charity works in partnership as an Alliance with the Voluntary Sector, Adult and Children Social Care, the NHS and Community organisations.

Harbour’s services extend into many areas of health and social need through collaboration with wider organisations in and around Plymouth.

We offer a safe place for people to explore how they can make positive change in their lives.

We are here to help anyone, including family and friends, affected by misuse of drugs and alcohol by providing information, education, assessment, and care co-ordination.

We manage community-based treatment services and work together with other services, voluntary, private, and public, to see that every available option to address individual needs is explored.

We are looking for Trustee candidates who share our values, who have a good balance of challenge and expertise who will keep our people and the people who use our service at the heart of everything we do.

Please do not hesitate to get in touch if you have any questions, we are always more than happy to talk about what we do and what the role entails.

Best Wishes

Alex White - Chair of Trustees

**HOW TO APPLY**

To apply, please email:

* Your CV
* A statement of suitability outlining your personal skills, qualities, and experience and why you are interested in the role, maximum 250 words.
* Details of two referees that can be approached after interview.

Email your application to m.kedzior-macdonough@nhs.net by 5pm on Monday 24 February 2025.

**RECRUITMENT PROCESS**

Applications will be sifted, and successful candidates invited to the next round, taking place on Thursday 20 March. Candidates will be invited to an informal round table discussion with staff and an interview. The interview panel will be made up of our Chair, Chief Executive Officer, staff representative and person with lived experience.

**CONTACTS AND INFORMATION**

If you would like to have an informal discussion about Harbour, the Trustee role or ask any questions please contact Michelle Kedzior-MacDonough - m.kedzior-macdonough@nhs.net

[www.harbour.org.uk](http://www.harbour.org.uk)

Thank you for your interest, we look forward to hearing from you.