



OPEN HOUSE

TRUSTEE APPLICATION PACK

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OPEN HOUSE

INTRODUCTION

Open House Trust is a registered charity that was established in 1987 to serve the Woodseats community. One of the core purposes of the charity is to be a practical expression of Christian values; including community, service and the provision of a supporting and welcoming space for local people. To achieve this, Open House hopes to reopen its building as a commercial coffee shop that offers opportunities for prayer and emotional support.

In the face of rapidly changing trends in retail and leisure, and the needs and expectations of the community, Open House, its objectives, and the need for faith, service, generosity and welcome remain relevant to the people of Woodseats. The original building remains the main tangible asset of Open House Trust. Its location at the heart of the shopping and commercial centre of Woodseats is emblematic of the vision for a new multi-purpose space at the heart of the community, available to anyone seeking faith, company or coffee.

The aims of Open House are:

- To sow community, service and love in Woodseats in the name of Jesus
- To cultivate an inclusive and open place where people are accepted whatever their story
- To feed and sustain wonderings about God with food, drink, relationship, creativity and prayer
- To provide a place of refuge and relationship, especially for those with need or vulnerability
- To work alongside local churches, community groups and schools to encourage open conversation and exploration of faith
- To serve high quality and responsibly sourced food and drinks and exemplify sustainable and ethical business practices

Open House is an organisation founded on Christian principles but is not affiliated with any individual church. It is an ecumenical and shared space. It aims to bring people with and without faith together on neutral ground and without prejudice.



Open House (Christian Outreach) Trust

773 Chesterfield Road, Woodseats, Sheffield, S8 0SP
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OPEN HOUSE

OVERVIEW

Being a trustee for Open House is a vital role to the efficient and effective running of the charity and will play a key part in an exciting new chapter for the project. It is important that the vision is carried by the trustee board and that staff and volunteers are guided and supported well whilst delivering the aims of the charity (see page 3).

Trustees are invited to serve on the board for a 3-year term, with a maximum of 3 consecutive terms.

Trustees are expected to attend board meetings which happen every 2-3 months. They must adhere to the Trustee Code of Conduct and acknowledge the roles of a trustee during their term.

PRIVACY POLICY FOR TRUSTEE APPLICATIONS

This privacy policy explains how we use any personal information we collect about you when you apply for the role of a trustee at Open House (Christian Outreach) Trust.

As part of your application you may voluntarily provide us information about yourself. Open House will not use 3rd party systems to communicate with you during this process. We will not share any of your personal information with any other organisation for any other reasons.

Open House will remove any personal data we hold about you within one year if you decide to withdraw your application or if your application is unsuccessful.

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all your personal information, please email us at hello@openhousesheffield.co.uk.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct any information you think is inaccurate.

We keep our privacy policy under regular review, and we will place any updates on our privacy policy web page. This privacy policy was created in 2018 and is reviewed annually.

To contact us with any questions about this policy please email us at hello@openhousesheffield.co.uk





OPEN HOUSE

TRUSTEE ROLE DESCRIPTION

The statutory duties of a trustee:

Main duty

- Under charity law the Open House trustees have and must accept the ultimate responsibility for directing the affairs of Open House, and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up.
- In law, trustees of Open House have three particular duties — care, compliance and prudence — which are set out below following the wording given by the Charity Commission.

Duty of care — Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that Open House is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to Open House, or where the trustees may be in breach of their duties.

Duty of compliance — Trustees must:

- Ensure that Open House complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns & Accounts as required by law.
- Ensure that Open House does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators which govern the activities of Open House.
- Act with integrity and avoid any personal conflicts of interest or misuse of Open House funds or assets.

Duty of prudence - Trustees must:

- Ensure that Open House is and will remain solvent.
- Use Open House's funds and assets reasonably, and only in furtherance of Open House's objects.
- Avoid undertaking activities that might place Open House's endowment, funds, assets, or reputation at undue risk.
- Take special care when investing Open House's funds or borrowing funds for Open House to use.



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Specific duties of Trustees of Open House:

Vision, values and strategic direction

- To contribute actively to the board of trustees' role in giving firm strategic direction to Open House, setting a vision, goals, policy and plans, and targets and key performance indicators.
- To ensure that Open House seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy.
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, Open House's vision and values.
- To be aware of current issues relating to people of Woodseats.

Performance management

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders.
- To appoint an appropriate senior staff member to lead the organisation at a time suitable for the organisations ongoing growth and sustainability and monitor his/her performance.
- In partnership with the senior staff member, ensure all staff are being supported to achieve the aims of the charity
- To safeguard the good name and values of Open House.

Compliance

- To ensure that Open House complies with all legal and regulatory requirements.
- To ensure that key risks to Open House are identified and effectively managed and that professional advice is sought and considered where appropriate.

Prudent management of assets

- To ensure the financial stability of Open House through creation of an effective fundraising strategy.
- To ensure the proper management of the charity's assets both physical and intellectual.

Good governance

- To always comply with the Trustee Board Code of Conduct and other trustee policies.
- To uphold the principles and practice of good governance.
- To participate in trustee development and training as appropriate.
- To prepare for and attend trustee board meetings regularly and contribute to discussion and collective decision making.
- To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity.





OPEN HOUSE

TRUSTEE PERSON SPECIFICATION

Open House works actively to ensure that its Trustee Board has the right skills and experience to lead the charity effectively. Open House Board vacancies are normally advertised. Application is normally by written application, followed by interview. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

Personal Competencies

Open House Trustees are expected to demonstrate the following personal competencies:

ESSENTIAL

It is essential that trustees have a faith in Jesus and agree with Open House's Statement of Faith (see page 12).

Commitment

- Ability to understand and accept the duties and liabilities of being a charity trustee.
- Empathy with the vision, mission and aims of Open House.
- A willingness and ability to devote the necessary time and effort.

Focus

- Ability to think and apply knowledge strategically.
- Ability to think creatively.
- Ability to keep mission-focussed.
- Ability to analyse and evaluate management information and other evidence.
- Willingness to listen and learn.

Communication and team working

- Ability to communicate clearly and sensitively and to take an active part in discussions.
- Ability to influence and engage.
- Ability to work effectively in a group.
- Willing to express their own opinion in a reasoned way, while also listening to the views of others.
- Ability to challenge constructively and ask questions appropriately.

Accountability

- Ability to exercise sound and independent judgement.
- Willingness to make and stand by collective decisions, including those which may be unpopular.
- Ability to manage difficult and/or challenging situations.
- Ability to maintain confidentiality on confidential and/or sensitive information.





OPEN HOUSE

Skills & Experience

DESIRABLE

Open House wishes to see the following knowledge, skills and experience represented on its Board. All trustees will be expected to meet at least one of these criteria. During a particular recruitment one or more of the following may be identified as priorities, depending on the needs of the Board at the time as identified through a skills audit.

- Senior level strategic management experience within a third, commercial or public sector organisation.
- Recent experience (within the last 5 years) of fundraising for, or in, a third sector organisation.
- Experience at senior level of financial management.
- Experience at senior level of strategic human resources or organisational development.
- A professional qualification and significant practitioner experience in an area of relevance to Open House such as accountancy, charity law and project or programme management.
- Knowledge and experience of public policy formulation and influencing techniques across local, regional, or national government.
- Knowledge and experience of marketing or public relations in the third sector.
- Experience as a trustee in a similar size or larger organisation, together with implementation of best practice in corporate governance.
- Senior level experience of service provision in the hospitality industry.
- Senior level experience of developing and delivering services in the hospitality industry.
- Senior level experience of pastoral, mentoring or counselling service provision.
- Senior level experience of developing and delivering pastoral, mentoring or counselling services.





OPEN HOUSE

TRUSTEE CODE OF CONDUCT

Introduction

At Open House, the Trustee Board, having regard to our core values and examples of best practice within the sector have created this code to set out a framework in which its trustees and governing body will operate.

We use our values to describe the way we want to be, and how we want to be seen by everyone who meets us.

Values

- **JESUS FOCUSSED** - In a world of independence, competition and distractions we try and keep Jesus' teachings and actions at the heart of what we do. He calls us to love one another and often did this through conversations over food. Here at Open House, those are things we want to do best.
- **EVERYBODY WELCOME** - No matter what background, race, gender, age, ability, religion or political leaning, everybody has a place at the table. At Open House we believe the more diversity, the better. There is beauty in difference: together. We will strive to reach out to those in our community who may find it difficult to come in.
- **ALWAYS SEARCHING** - We want questions to be asked, opinions to be challenged and for the search for truth to be an exciting and guided experience. We will always welcome conversation, offer prayer, support, and point to other help as necessary. We do not presume to have all the answers. We hope local churches, community groups and people will find each other under our roof. And if you're searching for good coffee, we can help with that too...
- **GENEROUS GIVING** - Open House only exists through generous giving. We believe in finding unmet need; doing more than the minimum; in putting the last, first. On a daily basis our staff, volunteers and supporters give to get Open House open for business by their time, skills, resources, encouragement and prayers. We look for creative ways to give generously to our guests and to other organisations and projects.
- **PEOPLE NOT PROFIT** - Delicious food and a homely welcome cannot be produced at the expense of people or their environment; we look after our staff, our suppliers, our volunteers and our guests. Generous, sustainable and appreciative relationships go very well with good coffee. We're in no rush for your table – we want you to feel at home.

Accountability

Everything Open House does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within Open House and equally when dealing with individuals and institutions outside it.



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Transparency

Open House strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

Law, aims, policies

- I will not break charity law or go against charity regulations in any aspect of my role of trustee.
- I will support the aims (see page 3) and uphold the charity's values.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

- I will strive to establish respectful and courteous relationships with all I come into contact within my role as trustee.

Protecting the organisation's reputation

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the other trustees.
- When prior consent has not been obtained, I will inform the trustee board at once when I have acted as a spokesperson to the media or in a public forum.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
- I will respect organisational, board and individual confidentiality.
- I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so because of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without prior consent of the trustee board.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.



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In the boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Open House.
- I will abide by board governance procedures and practices.
- I will strive to attend all board meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect their role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or board to speak of it.
- I will work to avoid conflict in the boardroom and seek external support to do this when necessary.

Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees based on merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.
- I will support the Chief Executive in his/her executive role and, with my fellow board members, seek development opportunities for him/her.

Leaving the board

- I understand that substantial breach of any part of this code may result in my removal from the trustee board.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.



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STATEMENT OF FAITH

1. There is only one true God who is the eternal King, Creator and Redeemer of all that is. He is perfectly holy, just, loving, and truthful. He has revealed Himself to be eternally self-existent – one being in three persons: God the Father, God the Son, and God the Holy Spirit.
2. The Bible to be the inspired and only infallible and authoritative Word of God.
3. Humankind was created in the image of God to know and enjoy Him, yet we wilfully rejected the Lordship and glory of God for which we were intended. Because of this, sickness, death and judgment entered the world and now creation experiences the effects and consequences of sin.
4. The Lord Jesus Christ, the one and only Son of God, was conceived of the Holy Spirit, born of the virgin, Mary, and is God's Anointed One, empowered by the Holy Spirit to inaugurate God's Kingdom on earth. He was crucified for our sins, died, was buried, resurrected and ascended into heaven, and is now alive today, in the presence of God the Father and in His people. He is "true God" and "true man".
5. We are saved by God's grace, through faith in the person and work of Jesus Christ. Anyone can be restored to fellowship with God through repenting, believing, and receiving Jesus as their Saviour and Lord. The Holy Spirit, convicts, regenerates, justifies, and adopts us as we enter the Kingdom of God as His sons and daughters.
6. In the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live holy and minister supernaturally. The baptism of the Holy Spirit according to Acts 1:4-8 and 2:4 is poured out on believers that they might have power to be witnesses.
7. The victorious redemptive work of Christ on the cross provides freedom from the power of the enemy – sin, lies, sickness and torment.
8. The Church consists of all who put their faith in Jesus Christ. He gave His church the ordinances of Baptism and Communion. The Church exists to carry on the ministry of Jesus Christ and further advance His kingdom by undoing the works of the enemy, preaching and living the good news of God's love, disciple the nations, baptizing and teaching them to love and obey God.
9. In the ever-increasing government of God and in the Blessed Hope, which is the glorious visible return of our Lord Jesus Christ for His overcoming bride – His church. Heaven and hell are real places. There will be a resurrection of the saved and the lost, the one to everlasting life and the other to everlasting death.



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