

TRUSTEE RECRUITMENT



December 2023/January 2024

Serving the Dales and Peaks

Unit 4, Great Longstone Business Park, Great Longstone, Bakewell, Derbyshire DE45 1TD

Tel: 01629 641920 E-Mail: info@bect.org.uk www.bect.org.uk

Registered Charity No. 1049389 Registered in England No. 3098593 VAT Reg. No. 543 7849 11

Welcome from our Chair – Denise Peach

Thank you for your interest in becoming a Trustee with Bakewell & Eyam Community Transport. It is a warm and welcoming organisation which I am proud to be associated with.

I have been a Trustee since March 2023, becoming Chair in November 2023. We now have a Board of seven Trustees, including three of us who joined in 2023. We are now looking to add a small number of additional Trustees to further strengthen our Board.

This pack contains some information about the organisation, the role of a Trustee, and how to apply to become a BECT Trustee. Some of the particular skills we would be interested in recruiting for this time would be:

- People with lived experience of transport deprivation in rural Derbyshire;
- One of the following professional backgrounds:
 - Legal
 - Accountancy
 - Charity leadership
 - Human resources
 - Marketing
 - Community development

The application process can be found at the end of this pack. If you would like an informal conversation about the role, please contact me by e-mailing: denise@sct.co.uk

I look forward to receiving your application by the closing date of **5pm on Wednesday 31st January 2024**.

Denise Peach
Chair of Trustees

December 2023



About the Charity

Bakewell & Eyam Community Transport (BECT) is a registered Charity and company limited by guarantee which has been in operation since 1989.

We provide a high-quality, caring, and responsive service, which enhances the lifestyles of people suffering from the effects of transport isolation.

We provide several different types of journey on our specially adapted vehicles, including:

- **Contracts** – We are commissioned by Derbyshire Council Council to provide transport into several Older People's and Special Needs Day Centres.
- **Group Transport** – These are services which are booked by community groups and organisations. A small selection would be: History Groups, Disabled Groups, Scouts, Guides, Bird Study Groups, Lunch Clubs, Theatre Groups, W. I.'s, Arts Groups, Probus, Weddings etc. etc. In fact, we will try to help any group which needs transport.
- **Dial a Ride** – These are trips which are booked by individuals who need accessible vehicles to help them get to their destinations. These can be medical or social, access to Day Care or sometimes just an opportunity to get somewhere where they can have a bath!
- **Scenic Tours** – We provide a door-to-door service for group shopping trips (booked individually) to places such as Chesterfield, Crystal Peaks and Buxton; as well as occasional tours to garden centres, the seaside, and other tourist attractions.
- **Our Car Scheme** specialises in one-to-one, door-to-door transport for medical appointments, usually to hospital, and is provided by volunteers in their own vehicle.

Volunteering lies at the heart of Bakewell & Eyam Community Transport – our services benefit from the wide experience of these volunteers who give their time for the benefit of our users.

We are also extremely fortunate to have a further stream of volunteers in the form of those who support our Bakewell bookshop and, of course, our volunteer Trustees.

You can find more information about BECT on our website: www.bect.org.uk

Our 2022/23 annual report and accounts [are here](#).

If you feel you have the skills to add to our Trustee team, which leads the charity, we would be pleased to hear from you.

The role of our Trustees

If you've never been a charity Trustee before, don't worry, we'd still love to hear from you! We will provide you with a full induction and an agreed training plan. If you have enthusiasm for our charity and skills to bring, we will help you to develop into the Trustee role.

Trustee role

The role of a charity Trustee is documented in the relevant Charity Commission guidance note, [which you can access here](#).

There are six legal duties:

- Ensuring we are carrying out our activities for public benefit
- Ensuring we are complying with our governing document and the law. [You can read our governing document \(called our Articles of Association\) here](#).
- Act in our charity's best interests
- Manage our charity's resources responsibly
- Act with reasonable care and skill
- Ensure our charity is accountable

Trustee responsibilities

Trustees are focused on strategy, performance, and assurance:

- Ensuring we are working to a strategy, business plan, and budget
- Ensuring we are practicing clear aims and values, and that these run through the organisation
- Being a critical friend to the Chief Executive and management team

Time commitment

The Trustee role will require a commitment of around four hours per month, comprising attending Board meetings, pre-reading of Board papers, and occasionally responding to e-mails in between meetings. You may volunteer to take on additional responsibilities, such as being on our Finance Committee.

The Board meets six times per year (currently on Tuesdays from 10.00-12.00) – you would be expected to be available for the majority of these meetings.

Person specification

Trustees must be at least 18 years old. There is no upper age limit. You cannot be a Trustee if you are disqualified, for reasons such as bankruptcy, having an unspent conviction, or being on the sex offenders' register.

Our Trustees bring a wide range of different knowledge, skills and experience with them, but all are expected to demonstrate:

- integrity
- a commitment to BECT and our objectives
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a willingness to devote the necessary time and effort to their duties as a trustee
- strategic vision
- good, independent judgement
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team

Apply now

We are advertising for Trustees throughout December 2023 and January 2024.

If you would like an informal discussion about the role, please e-mail our Chair, Denise Peach, on denise@sct.co.uk.

Our Trustee application form is on the following four pages of this pack. If you would like to apply, please complete the form and return it to us by **5pm on Wednesday 31st January 2024**. You can either send the form to our office at:

Unit 4
Longstone Business Park
Great Longstone
Bakewell
DE45 1TD

Or e-mail it to us: info@bect.org.uk

Thank you for your interest. We look forward to receiving your application!

**BAKEWELL AND EYAM COMMUNITY TRANSPORT
TRUSTEE APPLICATION FORM
Registered Charity No: 1049389**

Full name	
Home address including post code	
Nationality:	
Occupation:	

Phone number:	
Email Address:	
Date of birth:	

What skills could you bring to BECT (please indicate where you feel your skills lie – you may tick more than one box)	
Finance & Planning	
Management	
Communications and Information Technology	
Income Generation/Fundraising	
Sales/Marketing	
Training	
Human Resources (including employment law knowledge)	
Legal	
Volunteering	

VOLUNTEERING EXPERIENCE

<p>Are you a current BECT Volunteer?</p>	<p style="text-align: center;">YES NO (delete as appropriate)</p>
<p>If you are not a current volunteer, have you ever been a BECT Volunteer?</p>	<p style="text-align: center;">YES NO (delete as appropriate) If yes, please provide the dates and details></p>

SUPPORTING INFORMATION

In up to 500 words, please let us know why you are applying for this position and tell us about your relevant skills and experience. Please see the attached role description and person specification.

Do you consider yourself to have a disability / impairment covered by the Disability Discrimination Act 1995?

Please delete as appropriate: Yes/No

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities which has lasted or is likely to last for at least 12 months

Is there anything we need to know in order to support you at any time? If yes please give details:

REFERENCES

Please give the name, address and telephone numbers of two referees who are able to comment on your relevant skills and experience. No contact will be made before permission is obtained from you. Family members may not be given as referees.

Referee 1:	
Full Name:	
Title:	
Position:	
Address:	
Postcode:	
Telephone No:	
Email Address:	
Referee 2:	
Full Name:	
Title:	
Position:	
Address:	
Postcode:	
Telephone No:	
Email Address:	

ELIGIBILITY FOR TRUSTEESHIP

Please note that, if successful, we will carry out a Disclosure and Barring Service check and ask you to confirm your eligibility to be a Trustee. [Click here for more information.](#)

DECLARATION

I have provided the above information as a true and fair description of my relevant skills and experience.

Signed

Date

Please return this form to: info@bect.org.uk or

Unit 4
Longstone Business Park
Great Longstone
Bakewell
DE45 1TD

Thank you.