



Trustee Information Pack

April 2025



Thank you for your interest in the role of trustee of Reach Community Projects (REACH). I do hope that, once you have read this pack, you will want to join us as a Trustee.

Reach Community Projects is a Haverhill-based charity proactively tackling poverty and responding to financial hardship.

We are determined and passionate to work towards flourishing, thriving and resilient people in the communities we support!

Our mission is to work together, for as long as it takes, to relieve and prevent financial hardship whilst tackling causes, and advocating for change.

The Board of Trustees oversees the work of the organisation. Working with the Senior Managers, they set the strategic direction and ensure good governance and practice is embedded in everything we do. We are always looking to strengthen the skill set of the Board.

If you feel you can help support the vital work of the charity please do get in touch.

Roy Graham
Chair of the Board of Trustees

Culture & Ethos

At REACH we are determined and passionate to work towards flourishing, thriving and resilient people in the communities we support. We are an independent charity that believes in a relational handholding approach to helping families and individuals who are suffering from or struggling with the effects of financial crisis or hardship.

We were founded by River of Life Community Church in 2005, initially working to assist families and individuals struggling with debt in partnership with Christians Against Poverty. In 2008 we launched the foodbank in partnership with Trussell Trust and went on to launch further projects under the name of Reach Community Projects and became an independent charity on 1st April 2017.

Although we are no longer a church-based charity, REACH has a Christian ethos. This includes prayer at the start and close of our trustee meetings.

Through our work, we aim to get to the root of the issue. A person may come to us asking for Emergency Aid (food, help with gas and/or electricity), but this is often a symptom of a deeper underlying or complex set of problems.

Right at the heart of REACH is the belief that this relational approach to financial crisis or hardship, will contribute towards flourishing people. Which in turn, contributes towards a thriving Haverhill. It is through relationships that confidence and resilience is built and there is a better chance of getting out of financial hardship. We are very much a relational charity, who believes in 'holding a clients hand' for as long as it takes.

Our approach:

- Creating circles of support to promote flourishing families and individuals
- Tackling the root causes and drivers of financial hardship
- Campaigning and influencing change incorporating the voice of our community.

We currently operate from our bases in Haverhill and Newmarket and work in both towns as well as across other towns and villages within West Suffolk, South Cambridgeshire and North Essex.

Governance & Structure

Our Chief Executive Officer (CEO), Henry Wilson MBE, leads our senior leadership team (SLT) and overall operational management. REACH has a team of staff and around 80 volunteers working across our priority areas (see our website for further information).

REACH has a board of Trustees, who have overall responsibility for the management of the charity (more information is available on our website).

Strategy

Our Vision: We are determined and passionate to work towards flourishing, thriving and resilient people in the communities we support.

Our Mission: Working together, as long as it takes, to relieve and prevent 'financial hardship' whilst tackling the causes, and advocating for change.

Positioning: We are a Haverhill-based charity proactively tackling poverty rather than reactively responding to financial hardship.



Our Values:

- **Compassionate** – We care about people, and will always be generous with our time and empathy.
- **Inclusive** – We are here for everyone who needs our services, without judgement.
- **Relational** – We value building relationships with others, learning more about each other makes us more understanding, knowledgeable, and helpful.
- **Honest** – We are truthful and responsible, and we value growing trust through honesty.
- **Proactive** – We are passionate and relentless in our mission, and are not afraid to be a driving force for change.

Our strategy focuses on our four main areas of work, which together helps towards our Vision of flourishing and thriving communities.

1. **Prevention** – proactively preventing future financial hardship through education and connecting people to tailored support systems;
2. **Policy** – advocating for change through influencing and local campaigning, and collectively developing policy to tackle issues facing our local community;
3. **Long-term support** – Alleviating financial hardship through income maximisation and debt advice;
4. **Emergency aid** – providing immediate short-term support to financial crisis.



Trustee Role Description

The duties of a trustee with Reach Community Projects are as follows:

- Ensuring that the charity pursues its stated objects (purposes) defined in its governing document. Trustees will help develop and agree a long-term strategy to achieve this.
- Ensuring that the charity complies with its governing document.
- Ensuring the charity complies with charity law, company law and any other relevant legislation or regulations.
- Ensuring that the charity only uses its resources for its charitable objects. The charity must not spend money on activities that are not included in its objects. Even if the activities are considered worthwhile or charitable.
- Ensuring that the charity defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the charity.
- Ensuring the effective and efficient administration of the charity. This includes having appropriate policies and procedures in place.
- Ensuring the long-term financial stability of the charity.
- Protecting and managing the property of the charity and ensuring the charity's funds are invested properly.
- Following proper and formal arrangements for the appointment, supervision, support and remuneration of the chief executive.

As well as the statutory duties above, each trustee should use their specific skills, knowledge and experience to help the board reach sound decisions. This may involve: reviewing board papers; leading discussions; focusing on key issues; providing advice and guidance on new initiatives; advising on any issues where the trustee has special expertise.

Person Specification

Each trustee must have:

- A commitment to the Vision, Mission and Values of Reach Community Projects
- A commitment to the Board of Trustees, as a team, which includes: attending meetings; being prepared for meetings; and actively engaging in discussions
- A willingness to devote the necessary time and effort
- 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

Additional Information

Time commitment

- Quarterly Trustee meetings – currently either in-person at our offices in Haverhill or online. These meetings are usually in the evening, starting at 7pm.
- Trustee meeting preparation and follow-ups
- Trustee training – dependent on existing experience. Most training is provided on line.
- Occasional attendance at staff meetings, events etc.
- Other relevant activities as required.

Remuneration

This position is unremunerated, however, reasonable expenses will be covered.

Terms of Office

Trustees serve for an initial period of three years, and then extended for three year periods. A trustee can resign at any time during the intervening periods.

Restrictions

You must be:

- Over 18 years of age
- Not bankrupt
- Not excluded by Companies House or Charity Commission
- Not bound by conflicts of interest that would be so significant as to undermine the role in general e.g. work for a financial institution who provides debt solutions i.e IVAs

How to apply

If you wish to apply for this position, please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the role description. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.

Selection Process

Stage 1 – Initial call with CEO, Henry Wilson

Stage 2 – Meet / discussion with Chair of Trustees, Roy Graham

Stage 3 – Invite to observe a trustee meeting

Stage 4 – Final discussion with Chair of Trustees, Roy Graham

Stage 5 – Agreement of existing Trustees

Contact details:

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