



BURY
VOLUNTARY,
COMMUNITY
& FAITH
ALLIANCE

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GET ON BOARD

Trustee Recruitment Pack



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Who we are

At Bury VCFA we're proud to champion the vital role the VCSE sector makes to the people and communities of Bury.

Set up 5 years ago, Bury VCFA is here to develop the capacity of VCSE sector groups and organisations and connect people into the wealth of volunteering opportunities in the Borough.

We support the voice of the VCSE sector through our networks and strategic representation across a wealth of themes including health and social care, children and young people, community safety, skills and employment and the environment.

We promote the sector, championing its' role strategically and acting as a catalyst for the sectors' involvement in the design and delivery of local services.

We are looking to add to our committed team of staff to ensure we continue to deliver quality services that meet the changing needs of the VCSE sector in Bury.

For more information about our services, please visit www.buryvcfa.org.uk



How we work

Our vision is simple. All of our work is focused on

“Improving the lives of local people”

How we work both as an organisation and as individual staff members is captured in three key principles



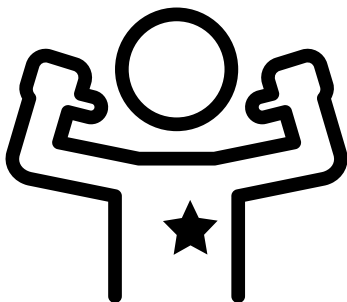
We're Collaborative

- We work together to create solutions
- We are open to new ideas and ways of working
- We are a movement - connecting groups and communities



We have Integrity

- We bring together a range of knowledge and expertise
- We are a trusted safe pair of hands, delivering a high quality service



We are Proud

- We are proud to be part of Bury and the communities we serve
- We are passionate about our communities, the sector and the people of Bury

What we do

Our work aligns with the four key functions of Local Infrastructure as identified by NAVCA (National Association for Voluntary and Community Action) for which we're proud to have received accreditation in April 2023.



We provide volunteering and organisational development support to the VCSE sector in Bury - helping to build its capacity to enhance the quality of life for individuals and local communities. We promote the sector, championing its' role strategically and acting as a catalyst for the sectors' involvement in the design and delivery of local services. [Our full strategic plan](#) can be found on our website.

PARTNERSHIPS AND COLLABORATIONS



Creating opportunities and driving effective joint working by building networks of local organisations and strategic partners.

LEADERSHIP AND ADVOCACY



Mobilising and encouraging community action, strengthening our sector's voice and influence on key decision-makers and funders.

CAPACITY BUILDING



Providing practical support and opportunities for people to develop skills in their local community, so that they can achieve their goals and aspirations.

VOLUNTEERING



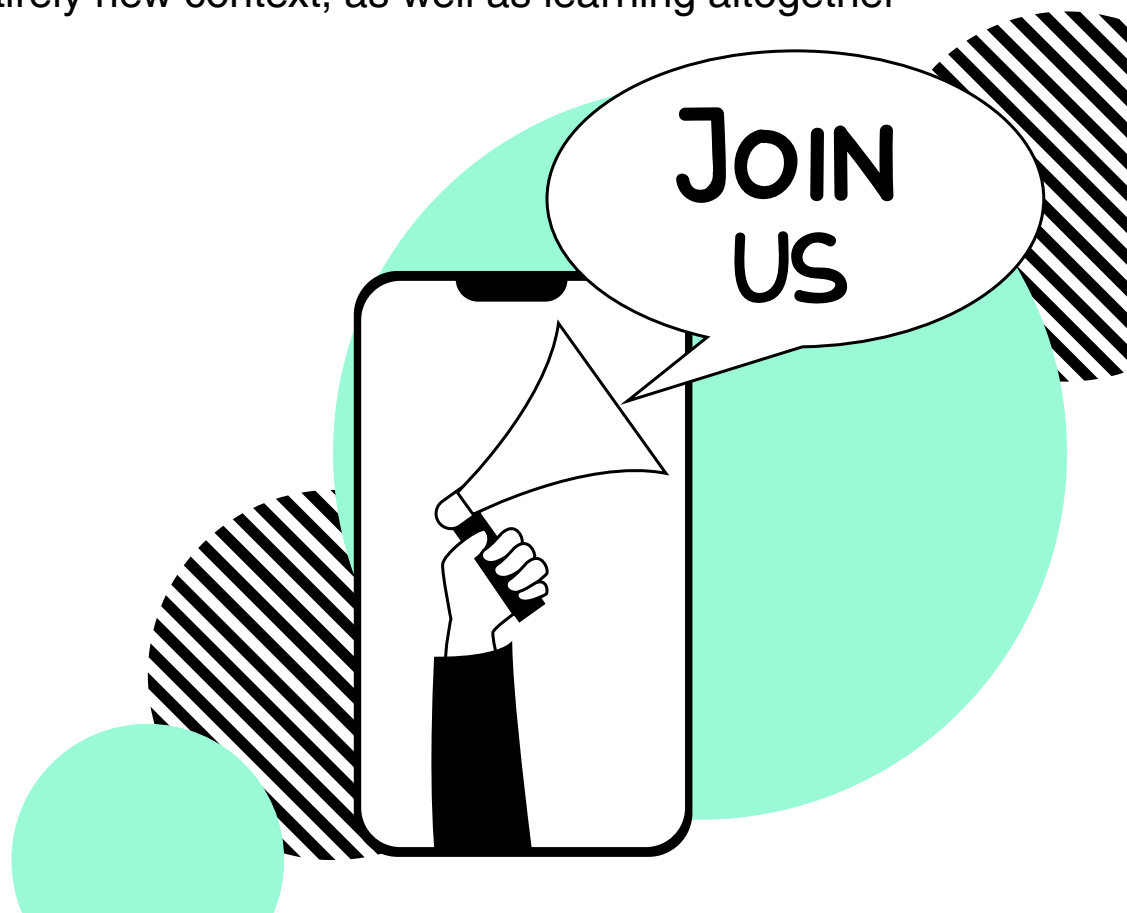
Building an environment in which volunteers and their communities thrive, by encouraging and nurturing volunteering opportunities.

Why join us?

These are exciting times for Bury VCFA. The VCSE sector is needed now more than ever, and we're looking for individuals to join our committed team to lead us through the next stage in our development.

We're committed to ensuring our Board reflects the communities we work with, and welcome applicants who reflect the diverse communities of Bury. It's a role which will give back just as much as you put in and more. Here are just some of the benefits of being a trustee:

- Contributing to a great cause. You'll be contributing to your local community and supporting the work of Bury VCFA.
- Strategic experience: Trusteeship is a fantastic way of developing strategic expertise and putting it to practical use!
- Being part of a team with shared values: You'll be working alongside a committed group of fellow trustees to ensure that the Board's strategic decisions are scrutinised and tested before being implemented.
- Broadening skills and experience: Being a Trustee can allow you to adapt and apply everything you have learned in your day job to an entirely new context, as well as learning altogether new skills



The role of a Bury VCFA trustee

Bury VCFA trustees enable the organisation to operate effectively through ensuring compliance, quality and performance objectives are delivered through effective governance, development and leadership.

All trustees must demonstrate a strong commitment to Bury VCFA mission and be responsible collectively with other Trustees for:

- Setting its strategic aims and objectives.
- Ensuring the fulfilment of Bury VCFA charitable objectives
- The well-being and development of the organisation
- It's good governance
- Ensuring compliance with current legislation under the Charities Act.

All trustees will act as ambassadors for Bury VCFA outside the organisation, ensuring its interests are well represented.

Charity Commission guidelines

Trustees have the ultimate responsibility for the control and management of the administration and assets of a charity. They hold ultimate power and responsibility, which must be exercised in the fulfilment of the charity's objects and in the interests of the beneficiaries of the charity.

The role of Trustees, acting as a body, is to ensure that a charity has a clear direction and purpose and sense of urgency to get on with the work it was established to do.

Trustees must at all times act in the best interests of the charity and its beneficiaries.

Core duties of Bury VCFA trustees

- To ensure compliance with the responsibilities of a trustee as required by the Charity Commission.
- To ensure Bury VCFA meets its charitable objectives as set out in its' constitution, and complies with charity law and other relevant legislation and regulations.
- To ensure that Bury VCFA applies its resources accordingly and appropriately in line with its objects.
- To ensure the financial stability of Bury VCFA.
- To evaluate financial and operational performance against agreed and implemented targets.
- To support the shaping, development and focus of Bury VCFA strategic priorities.
- To ensure safe and effective delivery of Bury VCFA operations through the appropriate delegated authorities.
- To support the Chief Officer and monitor their performance.

Expectations of trustees

- To attend bi-monthly Board meetings (each meeting is usually 2 hours) and relevant sub-committee meetings (as appropriate)
- To attend the Annual General Meeting (up to 2 hours).
- To attend the Annual Staff and Trustee Away Day (held during office hours).
- To participate in learning and development opportunities that the Board of Trustees identifies.
- To participate in key events where you are able.
- To act as ambassador for Bury VCFA outside the organisation, ensuring its interests are well represented.
- Declare any conflict of interest while carrying out the duties of a trustee.
- Use any specific knowledge or experience to help the board of trustees reach sound decisions. This will involve scrutinising board papers and providing guidance requested by the board on issues relevant to the area of the organisation's work in which the trustee has special expertise.

Are you the person we are looking for?

We have outlined below some of the areas of expertise and experience which we hope you could contribute to the Board. But please don't regard this as an exclusive list!



A strong connection to Bury especially with knowledge and experience from within the communities we serve



Have experience of working with senior decision makers, in Bury or within Greater Manchester



Expertise around finance within either a charity or business setting



Expertise and/or knowledge of social enterprise and cooperative development

In addition to any specific knowledge and experience, the qualities needed by all Trustees include the following:

- Able to dedicate the necessary time to undertake the Bury VCFA trustee role.
- Integrity.
- Able to apply strategic thinking in a complex operating environment.
- Effective, independent judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Able to act independently of other roles and responsibilities and consider the best interests of Bury VCFA in all decision making.
- Ability to work effectively as a member of a team.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

What happens next?

To find out more or for an informal chat, please contact Helen Tomlinson, Chief Officer on **0161 518 5550** or email helen.tomlinson@buryvcfa.org.uk

Alternatively, please complete the Bury VCFA Trustee Nomination form which can be found on our website www.buryvcfa.org.uk and return to admin@buryvcfa.org.uk

**We would like your completed application form submitted by
Monday 27th October 2025**

If duly elected (by the membership at the AGM), you will then serve initially for a 3 year term and can subsequently serve for up to 3 terms in total.

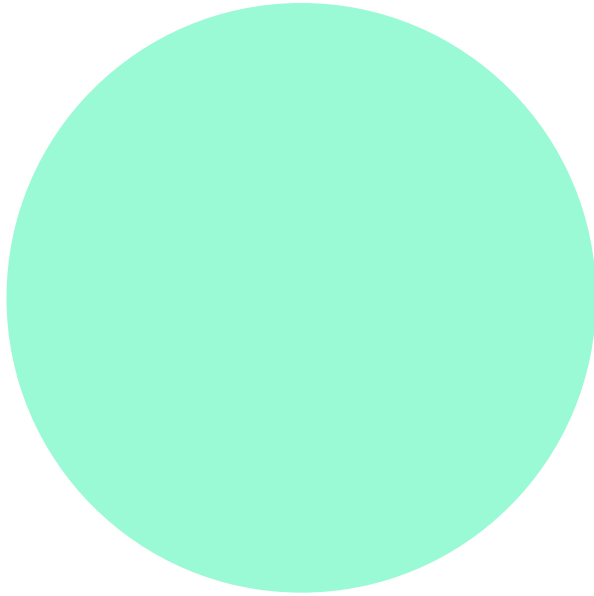
Find out more about our trustees at: www.buryvcfa.org.uk/about-us





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