

# Trustee recruitment pack

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

# Chair's Message

The Bond Board's vision is to achieve a safe, accessible, just, and sustainable private rented housing sector for people on low incomes. Would you like to join our Board of Trustees and play a vital part in making this happen? We are looking to recruit enthusiastic and dedicated individuals to serve as Trustees.

At the heart of what we do lies a commitment to reach out to the most excluded and disadvantaged people. A significant part of our work is to support people who are homeless or threatened with homelessness into long term and secure private rented accommodation. We do not give up on anyone or waiver in our belief that, with the right support, everyone can achieve and gain confidence from, the security of stable housing.

We are looking for several new trustees who are forward-thinking, fair-minded, can offer a strategic perspective, and who accept the principle of collective decision-making and accountability.

This pack aims to give an insight into the work, values and culture of our organisation and provide an overview of the opportunities, commitment and responsibilities that Trusteeship brings.

Applications would be particularly welcome from people with expertise in one or more of the following areas: finance and accountancy, business growth, property and landlords, knowledge of Greater Manchester wide social issues, marketing and public relations, fundraising, HR, legal, and digital.

This is a significant opportunity for you, to provide your knowledge, guidance, and insights to support the charity as we take forward an ambitious growth strategy to increase our social impact in the communities that we work in. The successful candidates will be joining a talented, diverse, and active board with a wide skill base. This is a great opportunity to be at the forefront of progress in tackling homelessness, to make new connections and help build the future. I hope you will consider joining us.



**Els Draper**

Chair

The Bond Board, Board of Trustees



# Who we are

The Bond Board is a registered charity that exists to reduce homelessness. We demonstrate the following values when delivering services:

- **We are Courageous**
- **We are Resilient**
- **We are Compassionate**
- **We are Enabling**
- **We are a Learning Organisation**
- **We are Collaborative**

Established in 1993, we currently work across Bolton and Rochdale. We started out by providing bonds to help people access private rented housing, but we have since grown in response to the changing needs of the people we support. We now deliver and continue to develop a range of services to help people secure and sustain stable homes, where they can thrive in a rapidly changing environment.

We are proud to be part of national pilot programmes such as Greater Manchester Housing First and Changing Futures, working in partnership and sharing learning regionally and nationally.

We are also contributing to wider efforts to improve poor property standards in the private rented sector across Greater Manchester through initiatives like the new Good Landlord Scheme.

We have been supported by a wide range of funders over the last 32 years. Our current funders include Rochdale and Bolton Councils, The Henry Smith Charity- Felix Funding, the Forester Family Foundation, as well as public donations.

## Our Funders over the last 5 years



# What We Do

We help people facing homelessness to access and sustain a home in the private rented sector. We support everyone who might be facing homelessness, from those who have been stuck in street homelessness for a long time, to asylum seekers and refugees, to people leaving prison or fleeing domestic violence. We help people in many different ways by providing the holistic support they need and working in partnership with everyone involved in the private rented sector to secure good outcomes for our beneficiaries.

We provide practical support to both tenants and landlords to help tenancies succeed.

Our social letting agency offers safe, affordable homes and generates income that supports our wider work, including bringing empty homes back into use and delivering programmes that support refugee resettlement and financial inclusion for private tenants. Alongside this, our Bond Guarantees replace the need for a cash deposit, giving landlords peace of mind and opening up housing options for those who often have no other route into secure accommodation. All our work is focused on achieving five main outcomes.

## Five Main Outcomes

All our work is focused on achieving five main outcomes



### Access to Housing

That people especially the most vulnerable are able to access housing in the private rented sector



### Maintaining Homes

That people are able to maintain and manage their tenancy.



### Life Skills

That people develop skills to live independently and have greater control.



### Life Opportunities

That people's life opportunities are increased Influence



### Influence

That local and regional housing policy reflects the needs of the most vulnerable

# Examples of our Services include

## Housing First

Over the last six years, we have worked in partnership with Greater Manchester housing associations, specialist support providers, and the NHS to deliver one of three national Housing First pilots funded by Central Government in Greater Manchester. The programme provides people with complex needs who have experienced homelessness with a stable home from which they can rebuild their lives

## Changing Futures

We're working in partnership with three other charities and a range of other local organisations in Rochdale to deliver a Greater Manchester Combined Authority programme. It aims to improve how local systems and services support adults facing multiple disadvantage, including homelessness, substance misuse, mental ill health, domestic abuse, and involvement with the criminal justice system

## Asylum & Resettlement Project

We support households who have been granted leave to remain in Rochdale to access housing and integrate into the community. This includes help with benefits, English language courses, training, and employment. The project is delivered by a combination of staff and volunteers with lived experience of refugee resettlement

## Quid's In

Providing financial education, housing and welfare rights advice It also offers opportunities to reduce social isolation to improve wellbeing



for homeless and private rented tenants. The session are run in an informal, coffee morning style setting, supported by volunteers including people with lived experience of homelessness.

## Making The Link

We provide resettlement and housing support to people moving into, or struggling to manage, a private rented tenancy. Support includes help with budgeting, rent, Council Tax, and utility bills, as well as access to essential household items. We also offer help when problems arise during a tenancy, such as rent arrears or changes in personal circumstances.

# Examples of our Services include



## **Letting Out Housing Management Scheme**

Our ethical letting agency provides a full property management service for landlords, helping people who face barriers to renting access a home. Income from this social enterprise supports the charity's wider work.

## **Empty Properties**

Our innovative scheme brings empty private properties back into use. We invest in improving the property, manage it on behalf of the owner, and recover the costs through rent over up to two years. In the last three years, we've brought 58 homes back into use for people in need.

## **Rochdale And Bolton Bond Guarantees**

Written Bond Guarantees to replace the need for a cash bond enabling people facing homelessness to access a safe private rented home.

You can find out more about our work and its impact  
by visiting our [website](#).





# Impact Of Our Services

550 

formerly homeless households currently housed and supported by The Bond Board.

144 

private rented properties managed by our Housing Management Scheme- 'Letting Out'.

1625 

private renting households have received support from Bond Board projects this year.

20000+ 

support contacts with service users, landlords and partner agencies.

1239 

attendances for advice and support at our 'Quid's In' drop-in.

83% 

of the homeless people we housed remained in their tenancies for more than 12 months.

## “What our service users and stakeholders say

“My support worker has just been like my saviour really. She helps me with everything. She got me this place and helped me sort all my bills out. It's given me a new lease of life cos I wouldn't be here and in this place without The Bond Board. I've got my own life back.”

### A Bond Board service user

“They offer support to tenants who have not always managed to maintain successful tenancies in the past. This help means the tenants have somewhere to turn to for help and advice and ensures minor problems are addressed before they become major issues.”

### A Bond Board Landlord

“In the beginning, I was a little bit apprehensive of becoming a landlord, not knowing exactly what it involved and what I had to do, but with my knowledge of The Bond Board, it was covered very easily because they took over all the little problems I might have had and it was all resolved by them.”

### A Bond Board Landlord

I don't think I could manage. It's the Bond Board who's actually got me through the issues what I've got. They're really good people. To have nothing, it really knocks the stuffing of you. The Bond Board has been great. I'm ready to make a fresh start.”

### A Bond Board service user

# What is a Trustee?

Trustee Statutory responsibilities are set out in the [Charity Commission's publication: the essential trustee](#) and include:

- Serving as a member of the Board, which is responsible for directing the charity, ensuring that it delivers its charitable purposes and is well-run and solvent;
- Setting the strategy and monitoring performance to ensure the charity makes a positive impact to society;
- Ensuring the charity is accountable and able to demonstrate its compliance with the law and other regulatory requirements; this includes setting overall policy, financial plans and budgets, and effectively managing risk.
- Shaping and monitoring the charity's culture and values to best deliver its vision;
- Being an ambassador for the charity, supporting and promoting its work, whilst safeguarding its name and reputation.
- Participating in board meetings and board committees, working in partnership with trustees and the executive team to shape the charity's development and ensure the Board reaches sound decisions. This involves considering board papers, participating in discussions, focusing on key issues, and providing advice and guidance

## Why should I apply to be a trustee



People choose to become trustees for a variety of professional and personal reasons. At the Bond Board being a Trustee means being part of a charity that does vital work to alleviate homelessness. The quotations below will give you an insight into why our current trustees chose to become involved and their experience of the role. This is an exciting time to join us. Over the past few years we have gone through a significant period of growth, creating new opportunities to broaden and deepen our impact. Alongside this, we are starting the development of our new organisational strategy which will launch in 2026, as well as working to further develop new funding streams.





# Our Current Trustees say

“This role has allowed me to gain a better understanding of a charity I have long admired; giving me the opportunity to see up close the fantastic work they do. I feel I am able to help by sharing my knowledge and expertise in a collaborative space.”

**Josh Davies**

**A Bond Board trustee**

“It’s a real privilege to be able to support the Bond Board as a trustee. They support people in so many important ways, and are laser focused on addressing the needs people experiencing the sharp end of housing emergency. Being a trustee has also allowed me to broaden my knowledge of charity management and oversight, and work with the amazing staff team.”

**Andrew Underdown**

**A Bond Board trustee**

“From my professional life and community experience, I feel it’s so important to do what we can to enable social inclusion, working in communities with many strengths but also many challenges. I’m impressed by the Bond Board’s valuable work in this area - hugely committed staff and volunteers reaching out and creating partnerships with service users, landlords and the wider community. As Trustees, we have a significant role in focusing, resourcing and supporting that front line work - it’s a privilege to be able to contribute to that team effort.”

**Tom Fisher**

**A Bond Board trustee**

“I am very grateful to have the opportunity to be involved with an organisation whose staff and volunteers are so committed to working with people in need of housing and support, landlords and partner agencies. Being a trustee helped me, in my role as a local authority commissioner, to gain a much better understanding of the impact on providers of the procurement and contract management process, whilst also being able to share my knowledge and experience of working in statutory services with the Bond Board.”

**Sarah McCarthy (Vice Chair)**

**A Bond Board trustee**



# Requirement for Trustee

To join our Board, you don't need to have been a trustee before, but you will need to:

- Have a commitment to the vision and values of the Bond Board, together with an understanding of, and empathy for, the experiences of people struggling with the everyday problem of homelessness
- Experience of strategic governance, such as managing and monitoring service delivery, and reporting to a committee or senior leadership team.
- Good independent judgement and willingness to speak your mind
- Listen to and welcome alternative opinions, experiences, and have a continuous learning mindset.
- Work effectively as part of a team.
- Have sufficient time and commitment to fulfil the role.
- Have an awareness and commitment to equality and diversity.
- Understand, or have a willingness to understand, the strategic, policy and political environments that affect and influence the Bond Board.
- Learn, accept and understand the legal duties and responsibilities of Trusteeship
- Comply with our Code of Conduct and Bond Board policies

Applications would be particularly welcome from people with expertise in one or more of the following areas:

- Finance and Accountancy
- Business Growth
- Property and Private Landlords
- Marketing and Public Relations
- Fundraising
- HR
- Contract or Housing Law
- Digital and IT strategy

We are currently looking for three trustees. We particularly welcome applications from women and people from ethnic minorities who are currently underrepresented on our Board. We recognise that applicants may have other strengths or experiences, not listed above, that you feel you could bring to the Bond Board and we are really interested in hearing about these too.



# What's involved in being a trustee?

## Role Description

Overall Objectives: To contribute to the strategic leadership, good governance and policy making at the Bond Board. Trustees are Non-Executive Directors and are legally responsible for the general control and stewardship of the Bond Board, under the Companies Act 2006 and the Charities Act 2011.



## Duties of Trustee:



- ✔ Prepare for and participate in regular Board meetings, normally four per year and one annual away day. These will either take place face-to-face in Bolton or Rochdale or virtually.
- ✔ Uphold and promote the values of the Bond Board in all professional and personal dealings.
- ✔ Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.
- ✔ Contribute to the development of the strategy to ensure the future health and success of the Bond Board.
- ✔ Contribute to the development of policies relevant to the running of the organisation.
- ✔ Ensure that the Bond Board complies with the law, and with the requirements of the Charity Commission, Companies House including the preparation and filing of reports and accounts.
- ✔ Ensure that the Bond Board complies with the requirements set out in its Memorandum and Articles of Association and by-laws.
- ✔ Appoint and support the Bond Board's Chief Executive Officer, monitor his/her performance, and set and review remuneration.
- ✔ Ensure that the Bond Board remains solvent.
- ✔ Use the Bond Board's funds and assets reasonably, and only in the furtherance of its objects.
- ✔ Avoid undertaking activities that might place the organisations funds, assets, or reputation at undue risk.
- ✔ Take special care when investing the funds of the Bond Board or borrowing funds for the Bond Board.
- ✔ Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the Bond Board is well run and efficient.
- ✔ Consider getting external professional advice on all matters where there may be material risk to the organisation or where the trustees may be in breach of their duties.
- ✔ Protect and safeguard people. As part of fulfilling Trustee duties, you must take steps to protect from harm people who come into contact with the Trust. This includes: people who benefit from our work, staff, volunteers, other people who come into contact with our work
- ✔ Uphold and promote the principles of equality, diversity, and inclusion, ensuring these are embedded in the organisation.  
In addition, trustees should use any specific skills, knowledge or experience they have to help the board reach sound decisions.



# What's involved in being a trustee?

## Remuneration and tenure



All Trustee roles are voluntary and unpaid although expenses incurred in fulfilling your duties will be reimbursed.

## 3 +3 years

The length of the appointment is three years with the possibility of extension for a further two three-year terms. Maximum tenure being 9 years.

## Time Commitment



The Trustee Board meetings are held four times a year and one annual awayday. These take place face to face in Bolton or Rochdale, or virtually. You may be requested to join additional subcommittees, such as Finance, which usually meets three to four times a year. Additionally, you will support your fellow trustees and the senior leadership team in task and finish groups, where needed.

## Induction and Training



The Board recognises that a good induction process can really help new trustees to settle in quickly thereby enabling them to start making a difference to the organisation from the outset. As new trustees will have different experience and background, we will talk to the individual at an early stage about what they would like to get from their induction and ways we can tailor the process to cater to them.

**Induction will generally take place over a number of months and will include:**

- Meetings with the Chair of the Board, the Treasurer, and the senior leadership team to build understanding of the organisation.
- Visits to some of the services the Bond Board delivers
- Access to virtual or in-person training, and to e-learning
- Assignment of a 'buddy' trustee to act as a key point of contact for support
- Shadowing of Board meetings before full appointment
- Provision of a range of documents including memorandum of association, minutes and board papers, strategy documents, policies, organisational chart

Trustees can also attend external trustee training, which highlights trustee's obligations and responsibilities, and can be arranged by the Bond Board staff.

Ongoing support and training courses are offered by the Bond Board and trustees can elect to attend courses which interest them or which they feel will benefit them in their role as a trustee.



# How to become a trustee with the Bond Board

If you are interested in finding out more about the role and whether it would feel right for you, we would love to hear from you and answer any questions you may have. Contact Andrew Beeput our CEO for an informal conversation about the role. The Bond Board celebrates diversity, welcoming fresh perspectives as a strength and is committed to providing an inclusive and equitable recruitment process. If you require any reasonable adjustments, or have any particular access needs, we are happy to discuss these with you.

**If you decide that you would like to go ahead and apply to join us as a Trustee, our process includes the following steps:**

## Application

To apply, please submit a CV and covering letter via our website

The covering letter should be no more than two pages and should specifically describe your motivation for becoming a trustee at the Bond Board, any skills or experience relevant for the role (see attached role description).

**Closing date: 5th June 2025**

## Interview

We hope to hold interviews the week beginning 16th June 2025.

The interviews will be virtual or in person with a small panel including the Chief Executive and the Chair. We are happy to arrange interviews for shortlisted candidates outside office hours.

Email: [jgibson@thebondboard.org.uk](mailto:jgibson@thebondboard.org.uk)

## Onboarding

We invite all successful applicants to join our Board of Trustees initially as observers as part of the induction process. After observing one or two sessions, you would then be formally voted onto the board of trustees.

This will give individuals a flavour of our Board meetings and allow people to meet with other board members at meetings and to speak with other trustees informally outside of the board meetings.

Full details can be found on our website at:

<https://www.thebondboard.org.uk/get-involved/jobs/>

## Disqualification

Individuals are already automatically disqualified as charity Trustees if they

- have unspent convictions for offences of dishonesty or deception
- are currently declared bankrupt or subject to bankruptcy restrictions or an interim order
- are subject to a debt relief order, a debt relief restrictions order or interim order
- have been disqualified from being a company director
- have previously been removed as a Trustee, or as a charity officer, agent or employee, by the Commission or the High Court due to misconduct or mismanagement