



Trustee Application Pack

April 2025

SWANSEA COMMUNITY
WORKSHOPS



Trustee Application Pack

Dear applicant,

RE: Application to Become A Trustee

Thank you for your interest in joining the Board of Trustees at Swansea Community Workshops (SCW).

You'll find all you need to know within this pack, including a detailed role description, person specification, key skills form and declaration.

To apply for the role, you will need to read through this pack, complete the key skills form and submit it along with a CV and short covering letter.

We have no set application deadline for this recruitment period, so you can apply when you are ready.

If you have any questions, or wish to have an informal chat regarding becoming a Trustee, please feel free to contact me on bradley@sccw.org.uk.

Yours Sincerely,

Bradley Ewers

Chair of Trustees



An introduction to Swansea Community Workshops

Swansea Community Workshops was set up in April 2017 as a Charitable Incorporated Organisation, with a focus on mental wellbeing support through a Mens' Shed. Since then, the charity has expanded this focus into other crafts, with fully equipped Sewing, Glass, and Pottery studios in addition to the Woodwork Studio.

We are based on the High Street in Swansea City Centre, located amongst some of the best arts and cultural venues in the city. We have a street-facing shop front space, which we use for workshops and activities – including a long-term partnership with a local environmental charity who operate several projects from the shop space during the week, such as a repair café, library of things and an energy advice project.

Swansea Community Workshops is in an exciting development phase, in the past few years we have invested in our organisational stability, built up our local reputation, improved our studios and social areas, and recruited our first Centre Manager. We have big plans for the coming 12-18 months, including ambitions to introduce an affordable membership scheme, develop a year-round programme of activities and support the local thriving arts and cultural scene in Swansea High Street.

We want Swansea Community Workshops to be a hive for people to learn, share, and socialise.



Role Description:	Trustee
Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although modest expenses for travel and subsistence may be claimed where appropriate.
Time commitment:	Min. 6 Board meetings per year, plus committee and sub-group meetings where necessary.
Term:	Three years with the option for nomination for one additional consecutive term.

The duties of a Trustee include but are not limited to:

- Ensuring that SCW:
 - pursues its stated charitable objects as defined in the Constitution, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel.
 - Has operational plans and budgets that support the vision and strategy.
 - views of stakeholders (individual members, member organisations, healthcare professionals, staff and associated personnel) are regularly sought and considered.
 - has regular reviews of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
 - complies with the Constitution, charity law, company law and any other relevant legislation or regulations.
 - applies its resources exclusively in pursuance of its charitable objects.
 - defines its goals and evaluates performance against agreed targets.
 - Upholds the good name and values of the organisation.
 - has effective and efficient administration, including having appropriate policies and procedures in place.
 - has financial stability.
 - protects and manages the property of the organisation and ensures the proper investment of its funds.
 - follows proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the appointed Centre Manager.
 - holds the Centre Manager to account for the management and administration of the charity.
 - gives serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
 - acts in accordance with employment law and exercises a duty of care to its employees.

- regularly identifies and reviews major risks, and that systems are in place to mitigate or minimise these risks.
- has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- regularly reviews the governance structure and its own performance against an agreed programme.
- regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
- trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

As well as the various duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make sound decisions. The above list of duties is indicative only and not exhaustive.

Becoming a Trustee

Trustees provide an essential and legal requirement for all charitable organisations. Trustees are recruited to take overall responsibility for the organisation, ensuring that the charity delivers its charitable aims and works within both recommended and legal guidelines.

There are a number of responsibilities involved in becoming a Trustee and as such you are advised to research and read the publications available from the Charity Commission.

The SCW Board of Trustees is made up of third-sector professionals, artists and senior managers. The Board is led by the Chair with the support of a Vice Chair, a Treasurer and a Secretary.

SCW employs a part-time operational team that is managed by the Centre Manager. The organisation also employs a number of freelance practitioners to assist with the delivery of classes, workshops and events.

The operational team is responsible for the day-to-day management of the charity, set out in our Scheme of Delegation, and in line with the objectives and strategies outlined by the Trustees.

Trustees are involved in all major decisions, therefore it is expected of you to attend all Board and/or sub-committee meetings where possible.

Appointment and resignation

Trustees will usually be elected, subject to a prior interview by the Chair and at least one other member of the Board of Trustees. All trustees' terms of office are for three years, and there is scope for a trustee to serve for more than one term of office, as per the terms set out in the Constitution. When trustees are approaching the end of their term of office, or anticipate that they will need to resign their positions mid-term, it is expected they will tender their resignation to the Board of Trustees by written confirmation.

Person Specification

We are looking for an enthusiastic individual with a passion for arts, culture, and local community. We want a well-balanced Board of Trustees, with a range of expertise and knowledge.

General qualities

All SCW trustees must be able to demonstrate the following skills and values:

- A commitment to the organisation.
- A commitment to equal opportunities and the promotion of diversity.
- 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.
- An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
- Ability to evaluate and interpret management information and other data/evidence.

Specific skills and experience

All SCW trustees are required to demonstrate specific knowledge and experience in at least one of the following areas:

- Charity law and governance
- Charity fundraising
- Financial management.
- Leadership or management of a medium to large organisation, including line management of management and staff teams.
- Sector experience and skills, such as personal or professional level experience in woodwork, glass, sewing, pottery, or art.
- The management of change.
- Monitoring and evaluating performance in the commercial and/or not for profit sector.
- Recruitment and human resources expertise, including employment legislation.
- Business development.
- Risk management
- Knowledge of appropriate IT use and software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat

Time Commitment

Trustees are appointed on a voluntary basis. You will need to be able to commit to attend at least six full board meetings each year. These meetings usually run for approximately two-three hours. Trustees are required to review any papers issued prior to each meeting.

A number of Trustees are allocated to various committees to make specialist decisions and proposals to present to the full Board. This generally requires a further time commitment determined by the sub-committee. Trustees should also be available to offer advice and support to fellow Trustees, the Chair, Vice Chair and the Centre Manager.

As SCW generally operates within standard office hours, Trustees may be required to attend meetings within the working week, therefore should ideally hold a position that supports flexibility.

New Trustees are appointed for a three-year term with the potential for a further three-year appointment.

Associated documents

This role description and person specification should be read alongside the following documents and policies, all of which are available in hard copy format upon request:

- Constitution
- Trustees' Handbook and Code of Conduct



Application Process

You will need to provide the following documentation to be eligible for the position:

A CV

Covering letter answering the following questions:

- a. What motivates you to apply to become a Trustee of Swansea Community Workshops?
- b. What do you feel you would bring to the Board as a Trustee?

Complete Key Skills Form

Provide names and contact details for references upon request.

Signed Declaration

Completed Equal Opportunities Monitoring Form (which can be found on the application form, this will be detached and anonymised).

Your completed application will be reviewed by a Trustee recruitment panel made up of current Trustees and the Centre Manager, who will then invite any suitable candidates to meet and discuss the role further in a formal interview. The successful candidate will then be invited to attend a board meeting as an observer prior to being elected onto the board.

Your application can be submitted via email to office@sccw.org.uk. You may also submit your application by post FAO: Centre Manager, Swansea Community Workshops, 208 High Street, Swansea City Centre, SA1 1PE.

Applications can be submitted at any time during this recruitment period.

We will interview potential candidates on an ad-hoc basis.

If you have any questions relating to this form, please email sarah@sccw.org.uk.

Key Skills Form

Skills		Highly Skilled	Skilled	Some Proficiency	No Expertise
1	Audit / Risk Management	☐	☐	☐	☐
2	Legal (Charity, company, employment, H&S)	☐	☐	☐	☐
3	Governance / Chairing	☐	☐	☐	☐
4	Policy Development & Implementation	☐	☐	☐	☐
5	Financial and Charity accounting	☐	☐	☐	☐
6	Organisational / Business Development	☐	☐	☐	☐
7	Strategic Planning	☐	☐	☐	☐
8	Income Generation / Fundraising (All sources)	☐	☐	☐	☐
9	Operational Management	☐	☐	☐	☐
10	History of Sector: NGO/Wider	☐	☐	☐	☐
11	Human Resources	☐	☐	☐	☐
12	Disability and Discrimination, Equal Opportunities	☐	☐	☐	☐
13	Performance Management	☐	☐	☐	☐
14	Staff Development	☐	☐	☐	☐
15	Volunteer Management	☐	☐	☐	☐
16	Customer and Membership Care	☐	☐	☐	☐
17	Communications	☐	☐	☐	☐
18	Marketing, Branding and Events	☐	☐	☐	☐
19	Media and Public Relations	☐	☐	☐	☐
20	Networking and Partnerships	☐	☐	☐	☐
21	Information Technology	☐	☐	☐	☐
22	Monitoring and Evaluation	☐	☐	☐	☐
23	Research	☐	☐	☐	☐

Declaration

(Please delete as appropriate)

- I declare that:
 - I do / do not have an unspent conviction for an offence involving deception or dishonesty;
 - I am / am not an undischarged bankrupt;
 - I have / have not previously been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement;
 - I am / am not under a disqualification order under the Company Directors Disqualification Act 1986. I am / am not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee

I declare that the information within this application is true and accurate. I have read and understood the requirements of becoming a trustee should my application be successful. I understand that if it is subsequently discovered that any statement or information is false or misleading, or that I have withheld any relevant information, my application may be disqualified or my appointment revoked.

Signed

Print Name

Date