

Trustee recruitment

Candidate information pack

Together, we're building a more equal, compassionate, and resilient city.

Dear Prospective Candidate,



Thank you for your interest in becoming a Trustee of HIVE Portsmouth. We are a vibrant and dynamic charity with a bright future and are always looking for ways to improve and to better serve our communities in Portsmouth and support the Voluntary Community and Social Enterprise (VCSE) organisations within the city.

A strong and active Board of Trustees is essential for us as we endeavour to build on successes and continue to move forward. We are looking for up to four new members to provide more strength and depth to the Board and ensure that HIVE Portsmouth continues to develop. The Trustees are recruited for their skills, knowledge and experience in order to support and guide the strategic direction of the charity. We aim to have a balance of skills to ensure that the Board has some level of expertise in all relevant areas and we are looking to recruit professionals with an understanding of:

- **VCSE organisations in Portsmouth**
- **Charity Finance**
- **Fundraising and Income Generation for charities**
- **Marketing & Communications**
- **HR**



We are keen to increase the diversity of the Board and are particularly interested in hearing from candidates from the global majority or other diverse communities.

As a charity rooted in the city, we bring people together to build a happier, healthier and more connected city. We have achieved a lot already but there is more we aspire to and our strategic plan is ambitious and designed to have a real impact for our residents, communities and VCSE organisations.

This pack should provide you with everything that you need to support your application; it contains:

- Role description and person specification
- Summary Conditions of Appointment
- Governance and Management arrangements
- Application Form
- Trustee declaration Form

We look forward to receiving your application.

Yours Faithfully,

Father Bob White
Chair of the Board

Lorna Reavley
Chief Officer



ROLE DESCRIPTION: TRUSTEE



PURPOSE

The Trustees are ultimately responsible, individually and collectively, for all activity within HIVE Portsmouth.

The Board of Trustees is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure the development of and agree a long-term strategy and approve and monitor plans to deliver the strategy.

KEY RESPONSIBILITIES

Trustees are accountable for delivering the responsibilities detailed in the Articles of Association. All Trustees have a duty to:

- Ensure that HIVE Portsmouth acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its Mission, Vision and Values;
- Help HIVE Portsmouth achieve its objectives;
- Ensure that HIVE Portsmouth complies with all relevant legislation and regulations, including relevant Charities Acts, Employment Legislation and related regulatory requirements;
- Ensure that HIVE Portsmouth does not undertake activities that put its financial stability or reputation at undue risk;
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of HIVE Portsmouth;
- Participate fully in Board meetings;
- Use their personal skills and experience to ensure HIVE Portsmouth is well run and efficient;
- Seek professional external advice where there may be material risk to HIVE Portsmouth or where the Trustees may be in breach of their duties, or at any other appropriate moment;
- Add value to the Board and HIVE Portsmouth through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.



PERSON SPECIFICATION:

| Experience | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Evidence of successfully working in a leadership or governance role (through work or voluntary experience) | X | |
| Experience working within or alongside the VCSE in Portsmouth | X | |
| Experience in either: <ul style="list-style-type: none"> Financial management and oversight of budgets. Experience in audit processes and preparing charitable financial statements Fundraising within a charitable organisation Marketing and Communications within a charitable organisation HR within a charitable organisation | | X |
| Knowledge | X | |
| An awareness of the effective governance of organisations (public, private or voluntary sector). | X | |
| An understanding of relevant legislation and statutory requirements, including charity law, employment law and health and safety law | X | |
| Skills | X | |
| The ability to challenge the status quo, test perceived wisdom and question authority. | X | |
| Sound judgement and the ability to think corporately and strategically; ability to handle competing priorities and make informed decisions. | X | |
| Strong communication skills with the ability to relate to and communicate effectively with, people at all levels. | X | |
| A leader on equality of opportunity who values diversity and removes barriers to equality. | X | |
| An effective leader who is positive, determined and resilient enough to cope with the demands of the role. | X | |
| An excellent role model who promotes the highest standards of probity, integrity and honesty. | X | |

SPECIFIC RESPONSIBILITIES



Finance Trustee

- To chair the Finance Committee.
- To oversee the annual financial audit and sign the charity financial statements.

HR Trustee

To chair the HR Committee
To oversee employment policies and procedures

RENUMERATION AND EXPENSES

The post of External Trustee is voluntary and unpaid. All out-of-pocket expenses will be reimbursed; this will include reimbursement of travel costs to all meetings, and other reasonable costs incurred whilst carrying out the duties of being a HIVE Portsmouth Trustee.

EXPECTED TIME COMMITMENT

The time commitment for this post is expected to be at least 6 days per annum plus preparation time, including attendance at all Board of Trustee meetings (2.5 hours each, 4-6 per annum), subcommittee meetings (2 hours 2 -2 per annum), the AGM, strategy sessions (1-2 half day events per annum) plus optional attendance at other events, meetings, training and planning days as required.

TRAINING AND DEVELOPMENT



HIVE Portsmouth is committed to providing comprehensive training and development to support its Trustees and their ongoing professional development. HIVE Portsmouth will provide a comprehensive induction programme for all new Trustees, as well as an opportunity to meet staff of HIVE Portsmouth. HIVE Portsmouth will also support and fund other relevant training that will benefit Trustees in their role as Trustees.

EQUALITY OF OPPORTUNITY

HIVE Portsmouth is committed to the principles of equality of opportunity and will endeavour to meet the needs of any candidate who fulfils the requirements of the person specification.

OUR CHARITABLE PURPOSE



HIVE Portsmouth's charitable object, as set out in the Articles of Association, are:

- To relieve poverty, to advance education, and to relieve need in individuals arising from their youth, age infirmity or disability, financial hardship or social circumstances; and/or
- To develop the capacity and skills of the members of communities in Portsmouth, Hampshire and the surrounding areas that are socially or socially and economically disadvantaged in such a way that they are better able to identify and help meet their needs and to participate more fully in society.

The main activities undertaken by the HIVE to carry out its charitable purposes for the public benefit include:

- Promoting partnerships, working and networking with others to make the best use of information and resources available for the benefit of the city.
- Providing specialist advice to people considering starting up a social enterprise, those with ideas which could turn into a social enterprise and those currently running one.
- Supporting small groups and organisations within Portsmouth by providing mentoring, support with bid applications, training, advice and facilitating events.
- Developing and maintaining online digital offer which includes its website, directory of services and a customer relationship management database.
- Providing information and advice to guide people to the right support at the right time.
- Providing space for many agencies to host clients and provide specialist advice and support around a myriad of issues including debt, social isolation, mental health support, disabilities, employment, substance misuse and domestic violence.
- Promoting and increasing the impact of volunteering and social action within Portsmouth.
- Identifying gaps or needs in the Portsmouth area and sharing the information with a range of partners.
- Facilitating early intervention and reducing demand on traditional services, by supporting people at an early stage when needed and offering alternative choices which help people to help themselves and others.



MEETING ARRANGEMENTS



The Board of Trustees currently meets at least four times per annum; in addition, there will be one to two half day long strategy sessions, providing time and space for the Board to focus on the longer-term strategy of the organisation and address any training needs. The meetings normally take place in one of our Hubs and take approximately 2.5 - 3 hours.

The Board is supported by three subcommittees; the Finance Committee, which meets at least 4 times a year. It has delegated responsibility for overseeing and scrutinising all aspects of HIVE Portsmouth's finances; the Risk and Control Committee which meets at least twice a year and the HR Committee which meets at least twice a year. Sub-committee meetings will normally be online.

STAFF AND MANAGEMENT STRUCTURE

HIVE Portsmouth currently employs 15 staff and PCC gift 5 members of staff to the team. The Board oversees the work of staff through the Chief Executive who has delegated authority for the day-to-day management of HIVE Portsmouth.

STRATEGY

Our strategy was refreshed in 2023 with three main areas of strategic focus and three underpinning areas.



We work with people

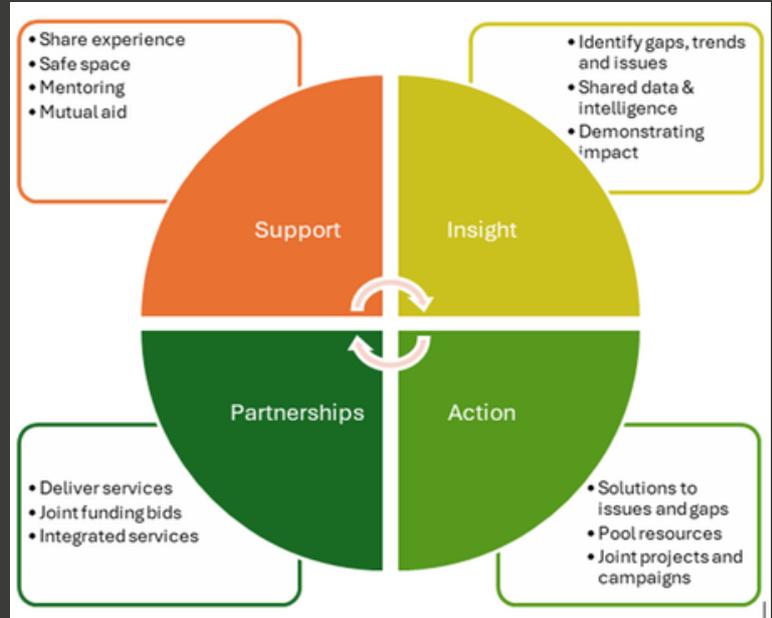
Our Strategic focus is to co-produce Community Hubs within localities providing access to information, support and guidance. We have recently expanded our helpdesks into Paulsgrove and Portsea and are working alongside our partners in Health and Social Care to develop these into Community Wellbeing Hubs across the city to facilitate early intervention and reduce the demand on health and social care services.

We work with the VCSE Sector

Our strategic focus is to co-develop a network of VCSE Alliances focused on the issues of importance to the VCSE.

Promoting partnerships, working and networking with others to make the best use of information and resources available for the benefit of the city is key in this work.

Our consultation and co-production with the VCSE sector established a strong desire to establish a network of alliances with four functions:



We work in partnership

Our strategic focus is to work towards and co-produce projects around an agreed set of city health and wellbeing priorities. This includes working alongside our colleagues in health to develop Neighborhood Working and support discharge from hospital with community-based support.

Our latest impact report is attached for information.

APPLICATIONS

To apply please complete the application form and send, along with a copy of your CV, to workwith@hiveportsmouth.org.uk by 10th April 2026. We are planning to hold interviews before the end of April.

Candidates are also required to read and sign the Trustee Declaration.

For an informal conversation, further information or any questions about this opportunity, please contact Lorna Reavley, Chief Officer, on lorna.reavley@hiveportsmouth.org.uk