

COMMUNITY TRANSPORT WALTHAM FOREST



Board Recruitment

Candidate Information November 2021

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About Us

Community Transport Waltham Forest is a registered Charity and Company Limited by Guarantee and Social Enterprise which has been established for more than 25 years. Our aim is to provide a sustainable group transport facility for local voluntary and community groups in East London including Waltham Forest, Newham, Enfield, and surrounding areas.

The organisation is governed by a Management Committee made up of trustees. Trustees are responsible for ensuring that Community Transport Waltham Forest operates within the relevant legislation, it sets the strategic direction of Community Transport Waltham Forest and has a responsibility to funders to ensure that all financial matters are properly and effectively managed. Our trustees are people who care about the local community and the diverse range of people within it. By being a committee member they make an important contribution to the well-being and the quality of life for the many people that use our services.

We have three full time and two part time members of staff and a pool of 16 drivers and Passenger Assistants.

Our Vision

To be an efficient, effective, sustainable community transport service putting our customers and communities first. Working together with our partner agencies to improve the quality of life and wellbeing of all communities in Waltham Forest and Newham by providing a customer focused transport service aimed at improving access to health, education, social and economic opportunities to all sectors of the community.

Our Values

- **Accessibility** – services should be accessible to all sections of the community
- **Empowerment** – increasing transport choices
- **Initiative** – adept in response to changing needs
- **Development** – a commitment to monitor, reflect and learn
- **Altruism** – sharing, training and using knowledge for the benefit of others
- **Participation** – staff and members have the right to participate in decision making
- **Service** – professionalism and integrity



Our Services

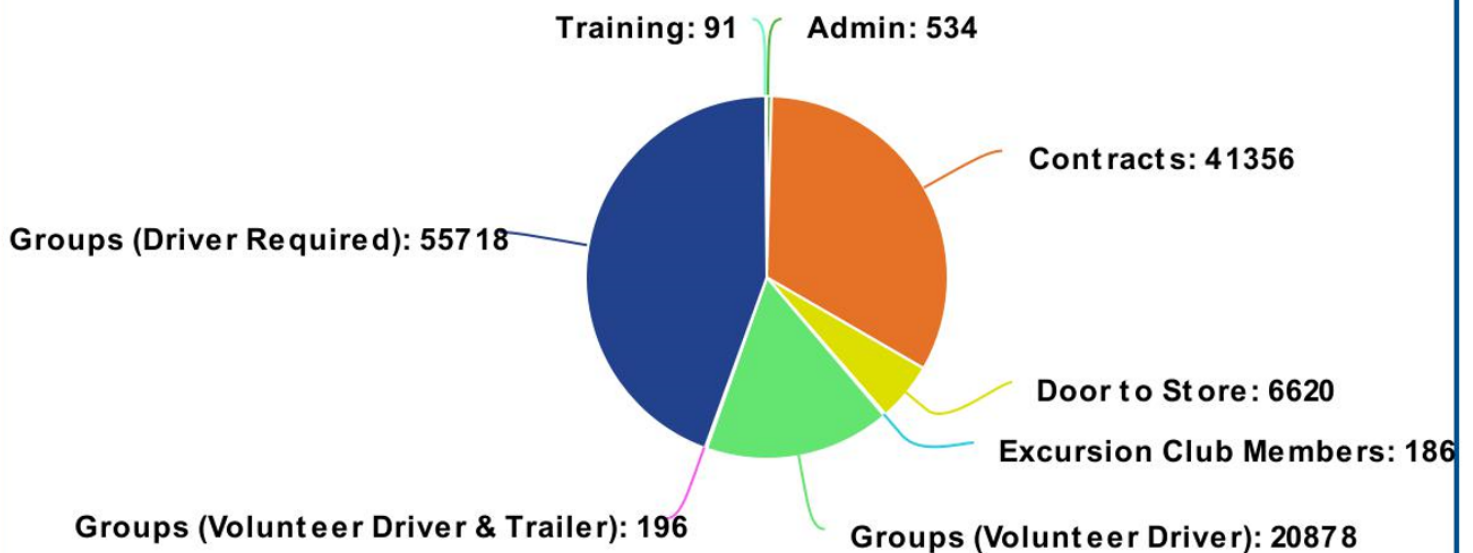
The key function of Community Transport Waltham Forest is to provide passenger carrying vehicles to our members who are in the main voluntary and community organisations in Waltham Forest and Newham and Enfield and more recently Tower Hamlets. Our membership is open to public sector and voluntary sector however they must be registered members to access our vehicles.

Vehicle use is made available through self-drive or driver provided agreements. Our current level of service offers a mix between directly commissioned services such as Door to Store Shopping Service and Day Centre transport, community usage and allied services such as Our Excursions Club and training services provided under our Waltham Forest Community Driving School.



Community Group Use

On 9,439 trips, a total of 125,579 passengers benefitted from our services.



The Waltham Forest Community Driving School

The driving school opened in 2009 and we have trained more than 990 individuals ranging from teachers, youth workers, day centre drivers, SEN drivers and individuals wishing to be become passenger assistants. Our D1 PSV training success rate is above 75% year on year.

- Minibus Drivers Awareness Scheme (MiDAS) for drivers to progress to larger vehicles
- Passenger Awareness Training (PATs) for vehicle escorts and health care staff
- Minibus fire evacuation and safety procedures
- Emergency Aid and Manual/Person handling training for local groups and organisations
- D1 Licence



EAST Community Transport Service Development

Community Transport Waltham Forest is lead partner in developing a new approach to Community Transport Services in East London and trustees will be at the frontline of the development of the proposal and any services we proposed to develop in East London. To support this work we have established a trading subsidiary EAST CT CIC wholly owned by Community Transport Waltham Forest.

To read in more detail about the services we offer, visit our website

[Read More](#)

Our latest Annual Report can be found here:

[Annual Report 2020 - 2021](#)



Board Recruitment

Community Transport Waltham Forest will be recruiting a new Chair and trustees to the board. Please read on to find out more about what we are looking for.

Role Description - Chair

- Remuneration:** The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.
- Location:** Low Hall Depot, Argall Avenue, E10 7AS.
- Time commitment:** 4-6 Management Committee meetings per year. The Chair is also expected to have regular meetings with the Director, and also represent Community Transport Waltham Forest at various events and meetings with key stakeholders.
- Reporting to:** Management Committee

Objective

The role of the Chair is to provide leadership and direction to the management committee of Trustees. The Chair's aim is to enable the management committee to fulfil their responsibilities for the overall governance and strategic direction of Community Transport Waltham Forest.

The Chair will ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations and to make sure that Community Transport Waltham Forest pursues its objects as defined in its governing document.

The Chair's role is also to work in partnership with the Director and support employees, helping them achieve the aims of the organisation, and to optimise the relationship between the management committee of trustees and the staff.

Main responsibilities

Strategic leadership

- Provide leadership to Community Transport Waltham Forest and its trustees ensuring that Community Transport Waltham Forest has maximum impact for its beneficiaries
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of Community Transport Waltham Forest
- Ensure that the management committee operates within its charitable objectives, and provides a clear strategic direction for Community Transport Waltham Forest
- Ensure that the management committee is able regularly to review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the management committee fulfils its duties to ensure sound financial health of Community Transport Waltham Forest, with systems in place to ensure financial accountability

External Relations

- Act as an ambassador for the cause of Community Transport Waltham Forest
- Maintain close relationships with key members of the Government and with key influencers
- Act as a spokesperson for the organisation when appropriate
- Represent Community Transport Waltham Forest at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Governance

- Ensure that the governance arrangements are working in the most effective way for Community Transport Waltham Forest
- Develop the knowledge and capability of the management committee of Trustees
- Encourage positive change where appropriate Address and resolve any conflicts within the management committee
- Ensure that the management committee of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead Community Transport Waltham Forest effectively and which also reflects the wider population
- Work within any agreed policies adopted by Community Transport Waltham Forest

Efficiency and effectiveness

- Chair meetings of the management committee of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of Community Transport Waltham Forest and that the management committee takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Director to give direction to Board policymaking and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor those decisions taken at meetings are implemented.

Relationship with the Director and the wider management team

- Establish and build a strong, effective and constructive working relationship with the Director, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Director, whilst respecting the boundaries which exist between the two roles
- Ensure regular contact with the Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Director to maintain an overview of Community Transport Waltham Forest's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Director in consultation with other Trustees
- Ensure that the Director has the opportunity for professional development and has appropriate external professional support

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person Specification - Chair

In addition to the qualities required of a Trustee of Community Transport Waltham Forest, the Chair must also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible passion and commitment to Community Transport Waltham Forest, its strategic objectives and cause
- Personal gravitas to lead a significant local community organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of Community Transport Waltham Forest
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the Civil Society sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues
- Wide knowledge of the voluntary and community sector within the borough of Waltham Forest

Terms

Community Transport Waltham Forest's Chair (and management members) will serve a three year term to be eligible for re-appointment for one additional term.

Role Description - Trustee

In addition to the [statutory duties](#) of trusteeship, each trustee should use any specific skills, knowledge or experience he/she has to help the management committee reach sound decisions. These may include scrutinising management committee papers, leading discussions, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to Community Transport Waltham Forest and must always bear the interests of Community Transport Waltham Forest in mind.

Legal

- To ensure that Community Transport Waltham Forest complies with its governing document, charity law, company law and any other relevant legislation or regulations, e.g. Health and Safety, Transport Act, Disability Discrimination Act etc.

Financial

- To see that any money or assets are held in trust for the beneficiaries of the Charity and that all financial matters are properly and effectively managed and to monitor financial performance on a regular basis.
- Have a responsibility to funders to ensure that, where applicable, contracts are fulfilled, service requirements are met and reports and accounts are maintained.

Governance

- To contribute actively to the Management Committee role giving firm strategic direction to the organisation, making sure the charity values are reflected in all its activities. Setting overall objectives, for Community Transport Waltham Forest and evaluating activities of Community Transport Waltham Forest
- Representing Community transport Waltham Forest to its membership and public.
- To safeguard the good name and values of Community Transport Waltham Forest.
- Participating where appropriate in the appointment of key staff.

General Duties

- To contribute personally specific skills and knowledge for the benefit of Community Transport Waltham Forest.
- Attend 4-6 management committee meetings per annum, plus any other meetings as necessary.
- Read meeting papers prior to meeting.
- Contribute during the meetings wherever and whenever appropriate.
- Understand Chairperson's job description, role and responsibilities. To assist him/her to achieve Community Transport Waltham Forest overall objectives.
- Participation in any sub committees or working parties as appropriate.
- Ensure that the management committee requests, receives and when appropriate acts upon external advice, periodically assessing and monitoring the quality of advice.

HOW TO APPLY

If you would like to join the board at Community Transport Waltham Forest, please provide:

- A CV, with the details of two referees
- A supporting statement, indicating which role you are interested in, and outlining your motivations for applying.

For a discussion about either role, please contact Melissa Baxter on 07789 985229 or melissa.baxter@russam.co.uk. All applications should be sent directly to Melissa.

Closing date for applications: Monday 21st February 2022

FREQUENTLY ASKED QUESTIONS

What does the Management Committee do?

The main roles are as follows:

- Develop a clear strategy and ensure it is well managed
- Understand the needs of members and remain true to Community Transport Waltham Forest's vision
- Meet Community Transport Waltham Forest's financial and legal obligations
- To promote Community Transport Waltham Forest
- Set up employment procedures which include selecting and supporting the Chief Executive
- Participating on a Management Committee offers a variety of roles to members from heading up the committee as Chair to controlling finances as Treasurer as well as specialisms such as Marketing and PR, Human Resources, Law, administration, property and asset management.

What are the benefits?

Becoming a Committee member will enable you to use your professional and life skills to help shape Community Transport Waltham Forest and influence new service developments and help maintain a valued community service.

Do I need to know about transport?

No but you would be expected to take an interest in it and understand what we do and why we do it. We employ professional staff with the relevant expertise to explain and guide you through any issues.

Will there be training?

All Management Committee members will receive an induction. A training programme ensures all Committee members have the skills required to manage Community Transport Waltham Forest successfully.

Who can be a Committee Member?

The majority of people aged 18 years and over can be a Committee Member. A small number of people who would be disqualified are: those with undischarged bankrupts, those disqualified from being company directors and those who have unspent convictions for offences involving deception or dishonesty (Section 72 of the Charities Act 1993).

How much time will I have to give?

The Management Committee meets 4 -6 times per year. The time at meetings, including preparation, should only entail 48 hours a year.