

Havering Shopmobility Association

Registered Charity No. 1051614

1 The Brewery, Waterloo Road,

Romford RM1 1AU

Tel: 01708 722570

E Mail: haveringshopmo@btconnect.com

Web Site: www.shopmobilityromford.co.uk



Dear Applicant,

Roles of Trustee with Havering Shopmobility

Thank you for your enquiry about working with Havering Shopmobility. I am attaching a package of information :

- a copy of the advert;
- the appropriate role descriptions;
- what we are looking for in our trustees;
- our information leaflet for service users;
- an application form.

This and more information can also be found on our website www.shopmobilityromford.co.uk.

Copies of these documents are attached and can also be downloaded from our website. If you would like to proceed with an application, please download and complete the Application Form. Once completed you should save it and email a copy to the email address below. Documents were designed for use on laptop or desktop and may not display correctly on tablets and smart phones. If you have difficulty displaying or using documents there are several things you can try. Download and install MS Word for Mobiles from the App Store or try using a different device. Or you can download and print a .pdf version of the Application Form, complete it in writing and email a scanned copy or post back the completed form.

The role of charity trustee is an important one and comes with certain responsibilities in law. Please don't be put off by this. As long as trustees follow clear principles of always acting in the best interests of the charity, they will be fulfilling their duties. Don't worry if you haven't had previous trustee experience – we all have to start somewhere.

Our charity provides services for mainly for older people and those with disabilities, and these groups are well represented in our existing trustees. It's fresh eyes, different skills and your commitment we want. We're particularly interested in recruiting younger people and those from diverse backgrounds. We provide induction and ongoing support for our trustees.

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Chairman: Mike Joyce

Giving Independence & Freedom to people with disabilities

Also at:

The Liberty 01708 765764

The Charity Commission which oversees how charities in the UK are run, publishes various guidance documents, including on the role of trustee. For a simple guide to these responsibilities please follow this link :

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/544220/Jigsaw.pdf

These appointments are **not** being handled using our normal office address or email address as shown on the letterhead above. Completed applications should be sent using the email address - chairman.haveringshopmob@gmail.com. Applications must be received by us by 30 November 2020 but we will respond to enquiries and applications as they are received.

We are currently operating Covid-safe services in accordance with Government guidance including limiting close contact, maintaining social distancing, the wearing of face coverings and increased hygiene practices.

Shortlisted applicants will be invited for an informal visit to our shop to get a better understanding of the services we provide. They will then be invited to a panel interview with trustee representatives using video conferencing, in December.

Please be cautious about providing personal information, especially if you are responding to an advert via an internet website other than our own, shown above. We are not using recruitment agents.

If you need help completing the application process please let us know. If you have questions, please do get in touch.

Thank you for your interest.
Yours sincerely,

Mike Joyce
Chairman