



# Connecting people – Changing lives

Empowering people, connecting communities and  
changing lives through local English language support

The Circle, 33 Rockingham Lane, Sheffield, S1 4FW. Tel: 0114 2536644. Email: [savte@savte.org.uk](mailto:savte@savte.org.uk)

## Information for Potential Trustees

### 1. About

SAVTE is a community development organisation which is committed to addressing barriers to education to make a positive impact on inequalities. We help speakers of other languages take their first steps to develop the necessary skills and confidence to learn functional English, which will enable them to become more active (and empowered) citizens in their communities. SAVTE's approach is to work in partnership within the more disadvantaged communities in Sheffield to create a variety of opportunities that bring people from all backgrounds to share and learn together.

SAVTE is a registered charity operated as a company limited by guarantee. The board of directors of the company are also trustees of the charity. The board's overall responsibility is to ensure that we fulfill our purpose, use our resources to best effect and comply with the law.

### 2. Role of Trustees:

- guardians of our values and purpose;
- determine our objectives and strategy;
- support the chief executive and other paid staff to implement our strategy and business plan, and hold them to account for doing so;
- ensure that we at all times comply with our articles of association, charity and company law, and other legal requirements.

Our trustees are expected to comply with the Charity Governance Code:

<https://www.charitygovernancecode.org/en>

### 3. Benefits of Becoming a SAVTE Trustee:

We hope that you will have the opportunity to share your skills, experience and bring a fresh perspective to SAVTE and become part of an organisation that is working to make a real and positive changes to people's lives.

In return you will:

- Work alongside a team of highly committed and experienced trustees and staff and gain new skills, knowledge and insights.
- Get to know the communities in Sheffield and understand issues facing those people excluded from mainstream provision.



# Connecting people – Changing lives

Empowering people, connecting communities and  
changing lives through local English language support

The Circle, 33 Rockingham Lane, Sheffield, S1 4FW. Tel: 0114 2536644. Email: savte@savte.org.uk

## 4. Person Specification:

We welcome applications from potential trustees who can bring a range of skills, experience and perspectives to the board.

We currently are looking for trustees who can assist in the following areas:

- Marketing and communication strategy
- Finance; policy or fundraising, contract tenders
- Health; social care or public health

However, if you feel you have something to offer SAVTE in another areas of expertise, please still do apply.

## 5. Commitment:

We ask trustees to make a three-year commitment (they may choose to be re-elected for a second -term) and to attend at least 75% of the formal meetings (7-8 meetings a year).

The Board meets formally, three times a year, and meetings generally are held after office hours.

Our AGM is usually a public event in November, however this year will likely be conducted via Zoom.

All Trustees are asked to join one of our two “working” sub groups of the Board:

- Resources Group – meets four times a year to review quarterly and annual accounts and respond to operational and policy issues as required.
- Community Learning and Teaching Group – meets three to four times a year – to plan SAVTE’s delivery strategy, monitor performance and review ongoing impact and evaluation processes.

## 6. Remuneration:

Our trustees are all volunteers, but may claim travel and other reasonable expenses.

## 7. Legal Requirements:

All Trustees are required to:

- supply two professional references,
- verify identity to comply with money laundering regulations.
- sign a Declaration of Conflict of Interest form.



# Connecting people – Changing lives

Empowering people, connecting communities and  
changing lives through local English language support

The Circle, 33 Rockingham Lane, Sheffield, S1 4FW. Tel: 0114 2536644. Email: [savte@savte.org.uk](mailto:savte@savte.org.uk)

## 8. Application Process

- i. Please complete the Trustee's application form including the skills questionnaire.
- ii. Deadline for applications - 12pm Monday 28<sup>th</sup> September 2020
- iii. Interviews will be held during October.
- iv. New trustees will be elected at the next AGM on 23<sup>rd</sup> November 2020

Please contact the CEO, Stella Burton for further information, or to be put in contact with the incoming chair, Gareth Dent. (Please email [stella@savte.org.uk](mailto:stella@savte.org.uk))

## 9. Further Information:

Please visit our website [www.savte.org.uk](http://www.savte.org.uk), where you can download a copy of our annual report.

### Annual Report 2018/19

<http://savte.org.uk/wp-content/uploads/2019/12/SAVTE-Annual-Report-2018-2019.pdf>

### Annual accounts are available via Charities Commission

<https://beta.charitycommission.gov.uk/charity-details/?regid=1081597&subid=0>