



## TRUSTEE APPLICATION FORM

**Please complete the Trustee application form and submit with a copy of your CV  
to: [director@scccc.co.uk](mailto:director@scccc.co.uk)**

Name			
Home Address			
	Post Code		
Telephone	Home		Mobile
	Work		
E-mail			
Occupation			
Qualifications			
Which of the following skills or experience could you bring to the Board?	Please indicate against each relevant area whether it is your Principle skill, by writing 'P', or a secondary skill where you have experience, by writing 'S'.		
		P/S	P/S
	Human Resources		Business Management
	Financial / Accounting		Marketing / P.R.
	Fundraising		Welfare
	Legal		Community Relations (inc. cultural and faith groups)
	Strategic Planning		Project Management
	Quality Assurance		Safeguarding
	Information Technology		Risk Management
	Impact Measurement		Procurement/Commissioning

**Please indicate why you want to become a trustee of SCCCC and how you think your own skills and experience would enable you to fulfill the role of a Trustee as described in the Role Description (500 words)**

**Please give details of two people who would be willing to provide a reference**

Name	Name
Address	Address
Post Code	Post Code
Tel	Tel

### Trustee applicant's declaration of eligibility:

I declare that:

- I am over age 18.
- I am not an undischarged bankrupt.
- I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
- I am not under a disqualification order under the Company Directors' Disqualification Act 1986.
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am, in light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.
- I undertake to fulfill my responsibilities and duties as a trustee of SCCCC in good faith and in accordance with the law and within SCCCC's objectives/mission and Code of Conduct for trustees.
- I do not have any financial interests in conflict with those of SCCCC (either in person or through family or business connections) except those that I have formally notified in a conflict of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you for completing this application form and for your interest in becoming a Trustee of Sheffield Churches Council for Community Care.

This form should be marked 'Confidential' and returned to Chief Executive, SCCCC, 11 Holland Place, Sheffield, S2 4US or emailed to [director@scccc.co.uk](mailto:director@scccc.co.uk)

*Please note that all data will be held in the strictest confidence and in compliance with the Data Protection Act of 1998 and will only be used for the purpose of selection of trustees.*

## Trustee Skills Audit

<b>Name</b>	<b>Date:</b>				
<b>Email</b>					
<p><b>For each of the aspects of trusteeship set out below, please indicate what level of relevant knowledge, skills or experience you feel you have in that area using the scale below (consider both experience gained as a trustee and any other experience you have)</b></p> <p><b>1 – I have fundamental awareness</b>  <b>2 – I have limited knowledge, skills or experience</b>  <b>3 – I have some working knowledge, skills or experience</b>  <b>4 – I have extensive knowledge, skills or experience</b>  <b>5 – I am an expert in this area and can provide guidance.</b></p>					
<b>Sector Experience/Knowledge</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Knowledge of Health and Social Care Sector					
Knowledge of wider 3 <sup>rd</sup> Sector providers					
3 <sup>rd</sup> Sector Experience					
Knowledge of broad public policy direction					
Understanding of government legislation/legislative process					
Understanding and appreciation of SCCCC, its role, purpose, remit and the challenges faced in fulfilling its functions					
Sector contacts/affiliations					
<b>Technical Skills/Experience</b>					
Finance					
Fundraising					
Legal					
Marketing/Public Relations					
IT					
Leadership and Management					
Human Resources Management					
Networking					
Experience in developing and implementing risk management systems					
Strategy Development and implementation					
Experience of working with volunteers within a structured framework					
Experience of procurement and commissioning					
Project Management					
Quality Assurance					
Community Relations					
Service Development and Management					
<b>Governance Competencies</b>					
Director – Medium organisation (10-99 employees)					
Director – Large organisation (100+ employees)					
Financial literacy					
Strategic thinking/planning from a governance perspective					
Executive performance management – management of the CEO					
Governance related risk management experience					
Compliance focus					
Policy development					

An understanding of the role of non-executive members of boards and committees					
<b>Behavioural Competencies</b>					
Team player/collaborative					
Ability and willingness to challenge and probe					
Common sense and sound judgement					
Integrity and high ethical standards					
Mentoring ability					
Interpersonal skills					
Listening skills					
Verbal communication skills					
Understanding of effective decision making process					
Profile/reputation					
Access to particular resources (e.g. people/funds)					
Willingness and ability to devote time and energy to the role					
<b>Your career related skills and experience</b>					
<b>Other skills you have that are/may be of use in your role as a trustee</b>					
<b>Motivation</b> Do you have a particular interest or reasons for being/wanting to be a trustee with this organisation?					
<b>Diversity</b> A diverse board is able to reflect and support the delivery of an organisations' mission. Do you have specific service user experience, social or family experience, background or general interests that will help us better support the goals of the organisation?					
<b>Areas of work</b> Are there any areas of the work of the organisation you have a particular interest in and/or would like to become more involved in?					