



**Active  
Communities**

**Trustee  
Information  
Pack**

**Spring 2025**



# Hello.

Thank you for your interest in Active Communities and our Board of Trustees.

We are seeking new trustees who share our values and are passionate about creating accessible health and wellbeing opportunities for our local community.

We welcome applications from people who live in, or have strong ties to, Renfrewshire – especially those with professional skills to support our charity's governance and strategic direction.

We're especially keen to hear from people with experience in:

- Tackling health inequalities and improving wellbeing
- Social enterprise or business development
- Community Learning and Development
- Facilities management
- Marketing and communications
- Governance or finance
- Or lived experience of the challenges our communities face



However, if you feel you could contribute in another way, we'd still love to hear from you.

You'll find full details about the role in this pack. If you'd like to arrange an informal chat or express your interest, please contact Colette, our HR & Operations Manager, at [colette@activecommunities.co.uk](mailto:colette@activecommunities.co.uk).



# Our Values

We strive to make our values part of our daily life at Active Communities to reflect who we are and what we want to achieve in the local area.

## **We Champion**

We listen and amplify the voices of communities, advocating for those who need us the most

## **We Care**

We are inclusive and compassionate, valuing every individual, and treating all with dignity and respect

## **We Connect**

We bring people together creating a sense of belonging and purpose

## **We Celebrate**

We celebrate achievements big and small

## **We Challenge**

We challenge indifference and prejudice at all levels

## **We are Courageous**

We innovate, adapt, and learn from success and mistakes



# About us

## Purpose and approach

Active Communities is about building healthy, supportive and vibrant communities, where everyone in Renfrewshire can live healthier, fulfilling lives. This vision sits at the heart of everything we do.

We believe in the power of community – listening to local people, understanding their needs, and working alongside them to improve health and wellbeing. We deliver motivating and engaging programmes using a supportive and friendly approach.

Our aims are to connect people, reduce loneliness and isolation, tackle health inequalities, and provide opportunities for individuals to reach their full potential.

## What We Do

We offer a wide range of health and wellbeing groups and activities across Renfrewshire and from our Community Hub, Station Seven. Musical Tots, After-School programmes, Jogging Buddies, a crochet group, social drop-ins, Break-xercise, Pilates, mindfulness and gardening groups are just a snapshot of what we deliver.

We've also welcomed local charities and partners into Station Seven, which has helped us strengthen relationships and collectively build our community reach.

To sustain our Active Community aims and ensure Station Seven continues to operate to a high standard, we focus on income generation through space hire, events and fundraising.

Although based in Johnstone, we continue to have a presence across Renfrewshire and, together with local partners, influence how social issues are addressed within our communities.





# Trustee Role Description

<b>Responsible to:</b>	Chair of Board of Trustees
<b>Hours:</b>	A few hours per month. Meetings held every 4-6 weeks, typically in the evening.
<b>Salary:</b>	Voluntary role. Travel expenses are paid
<b>Location:</b>	Board meetings are held in Johnstone (or occasionally by video call)

## Role Responsibilities

The Board is responsible for setting the strategic direction of the organisation to deliver the charitable objectives. As a member of the Board of Trustees you will be responsible for ensuring the effective oversight and governance within the organisation for the benefit of the people who access Active Communities.

Active Communities have an experienced Chief Executive (CEO) and management team who are responsible for the day-to-day management and delivery of the organisation's operational aims.

The Board is responsible for the supervision of the CEO to take overall responsibility for the organisation, acting collectively and effectively in its interests by giving strategic direction and determining the mission and vision.

The Board of Trustees makes the decisions required for scrutiny, quality assurance and management of the organisation, ensuring compliance, good governance and adequate financial resources. The Board of Trustees also ensures risks are carefully managed and act and uphold the principles of equality, diversity and inclusion.



# Trustee Role Description

## General responsibilities of the Board

### 1. Strategic Direction & Leadership

- Provide strategic leadership and support to the Chief Executive
- Ensure the charity's work aligns with its strategic goals and charitable objectives
- Champion and uphold the values of Active Communities
- Keep community voice central to decision-making
- Plan for succession and actively recruit new trustees as needed

### 2. Governance & Compliance

- Act with care, diligence and in the best interests of the charity
- Ensure compliance with charity law, governing documents, and all relevant legislation
- Manage and declare any conflicts of interest
- Appoint and liaise with independent auditors
- Review the charity's investment policy annually
- Review the performance of the Board and seek continuous improvement

### 3. Financial Oversight & Resource Management

- Safeguard the financial viability and long-term sustainability of the organisation
- Ensure that resources are used exclusively for charitable purposes
- Design, review and approve budgets, strategic plans and policies
- Monitor delivery and impact against agreed plans
- Oversee risk management, internal controls, and delegation frameworks

### 4. Operational Oversight & Support

- Support the Chief Executive and ensure strong governance systems are in place
- Ensure effective and efficient administration of the charity

# Trustee Role Description

## Person Specification

Previous board experience isn't essential, but we're looking for people with:

- Experience working collaboratively as part of a team
- Strong communication and sound, independent judgement
- A thoughtful, inclusive approach to diversity and equality
- Understanding of local community issues
- Awareness of charity governance and trustee responsibilities
- A genuine commitment to our mission and values
- Willingness to stay informed and contribute actively
- Openness to learning and sharing insight
- A positive, respectful presence in board discussions
- Readiness to act as an ambassador

## What we offer you

- Be part of a skilled and experienced team
- Develop your skills and knowledge in governance and the role of a trustee
- Opportunity to make a difference and have influence in local communities
- Opportunity to work with a well-respected charity which has a strong sense of values and commitment to the community
- Travel and out of pocket expenses

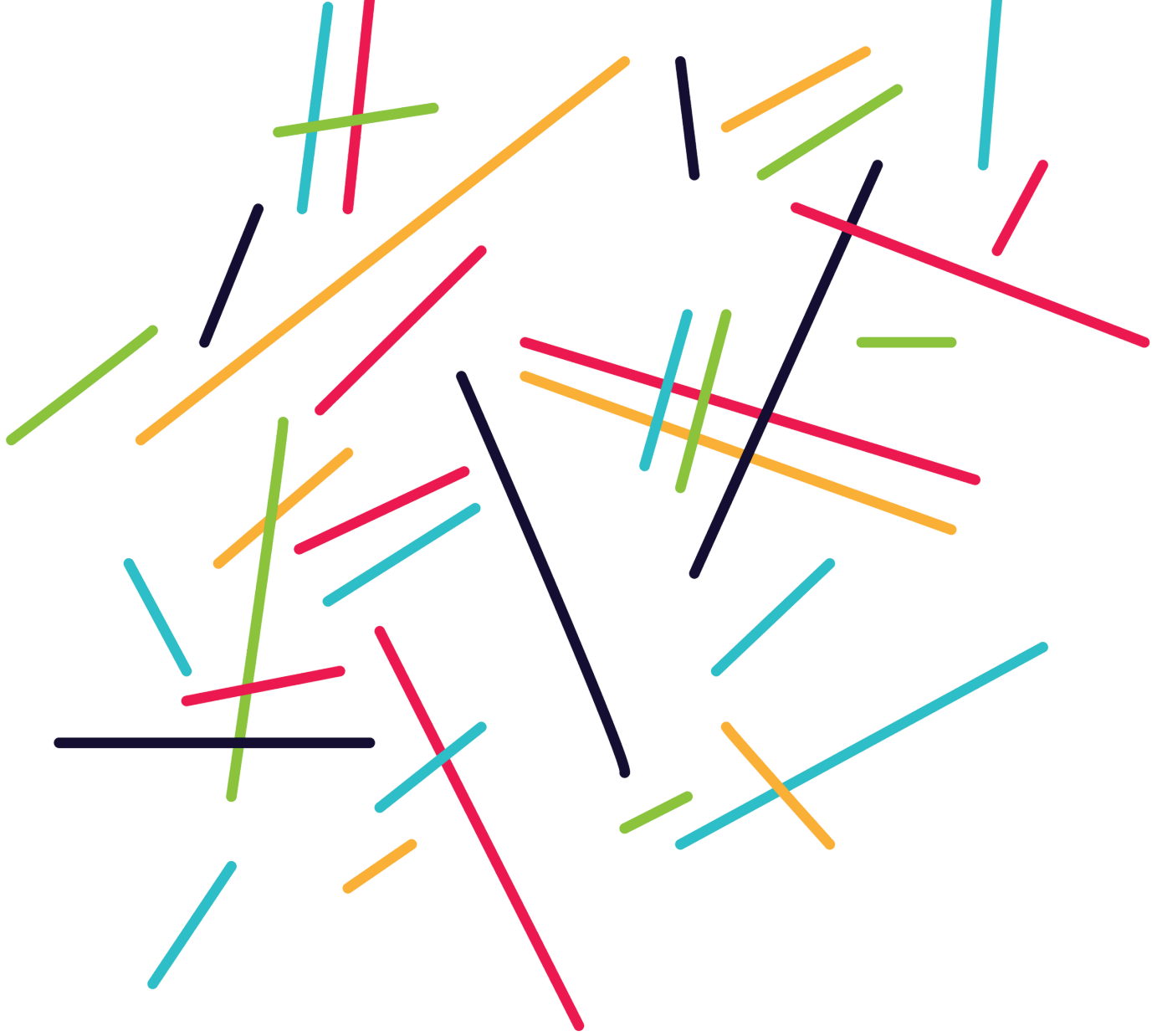
## Training & Support

We offer induction training to our Trustees and can provide other support and training if you are new to the role of Trustee. We also have a welcoming and supportive Board on hand to help new Trustees to get to grips with their role.

## The next steps

- Get in touch for an informal chat – We'd love to speak with you.
- Send us a short expression of interest – A CV is welcome but not essential.
- We'll be in touch – If shortlisted, we'll let you know.
- Next steps – Informal interviews will follow with trustees and our CEO.





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Charity number: SC041275.