



TRUSTEE RECRUITMENT PACK



Our Suffolk and Norfolk-based charity dedicated to ending homelessness, supporting mental health, and fostering community well-being through inclusive services and social enterprises

access

Your **Community** Your **Trust**



Our original night shelter back in 1975

Dear Prospective Trustee,

Thank you for your interest in joining **Access Community Trust**.

As Chair of the Board, I am proud to introduce you to a charity that stands at the heart of transformation in Suffolk and Norfolk. For over 50 years, Access has consistently championed the rights and potential of people facing homelessness, mental ill-health, and social isolation.

With over 30 community hubs and social enterprises, supported by passionate staff and volunteers, we continue to expand our reach and deepen our impact.

We are seeking for Trustees who share our vision and we uphold our core **HEART values**:

Honest | Excellence | Ambition | Reliable | Together

You'll play a key role in shaping the next chapter of our journey. Whether your expertise lies in lived experience, strategic leadership, finance, governance, social care, or community development — your voice will be valued.

This is a meaningful opportunity to contribute to real change and to join a forward-thinking, inclusive Board that supports a committed leadership team delivering vital frontline services.

If you are passionate about building stronger communities and believe everyone deserves a safe place to call home and the support to thrive, we would love to welcome you to the Trust.

Warm regards,

Bradley Adnams
Chair of Trustees
Access Community Trust



About us

From humble beginnings as a homeless night shelter in Lowestoft, Access Community Trust has grown significantly in scale and reach for nearly half a century.

Today, the charity champions homelessness support across East Anglia, alongside providing a range of mental health and wellbeing assistance that helps vulnerable individuals of all ages, families and, wider communities that find themselves socially isolated.

What makes us different?

We support people who may be homeless, vulnerable, or socially isolated.

We believe that everyone, irrespective of their background and circumstance, is entitled to live in a decent home, enjoy positive and rewarding relationships with others, engage in meaningful activities, and achieve their maximum potential.

Our services support everyone and our goal is to help people to achieve lifelong independence.

Values driven

Our team delivers our vision upholding our five core **HEART** organisational values:

- **Honest**
- **Excellent**
- **Ambitious**
- **Reliable**
- **Together**



Be Part of Something That Changes Lives

As a Trustee of Access Community Trust, you'll play a vital role in guiding a bold, values-driven charity dedicated to ending homelessness, tackling mental health challenges, and building stronger, more connected communities across Suffolk and Norfolk.

This isn't just governance—it's about purpose, passion, and people.

As a Trustee, your key duties include:

- **Strategic Direction:** Help shape the vision and future of Access. You'll contribute to long-term planning and decision-making that supports our mission of empowering people to live independently, safely, and with dignity.
- **Governance & Compliance:** Ensure we operate with integrity, transparency, and accountability. Trustees uphold the highest standards of charity governance, making sure we meet our legal and regulatory duties.
- **Financial Oversight:** Safeguard the charity's resources and support sustainable growth. This includes reviewing budgets, understanding financial reports, and ensuring our funds are used effectively to maximise impact.
- **Support & Constructive Challenge:** Work collaboratively with our leadership team, offering your insight, experience, and questions to help us grow stronger, smarter, and more responsive to community needs.
- **Champion Our Work:** Be an ambassador for Access in your networks and community. Sharing our mission, opening new doors, and helping us connect with partners, funders and advocates.
- **Live Our Values:** Everything we do is underpinned by honesty, excellence, ambition, reliability, and togetherness. As a Trustee, you'll model and uphold these values in every decision and action.

Being a Trustee with Access Community Trust is a chance to make a real, tangible difference and to use your voice, your skills, and your experience to lift others up and build a future where everyone has the opportunity to thrive.

Ready to join us? We'd love to welcome you.



What are we looking for in our next Trustee?

What is the role of the Board of Trustees?

Trustees act as both ambassadors and guardians of the Trust, ensuring we remain true to our values while steering the Trust towards sustainable growth and deeper community impact.

You'll contribute to strategic decisions, oversee financial and legal responsibilities, and provide oversight to ensure the charity delivers meaningful outcomes across Suffolk and Norfolk.

This is an opportunity to use your skills and lived experience to make a tangible difference in the lives of vulnerable people.

What skills are we looking for?

We are keen to hear from individuals who have experience in:

- Accountancy and Finance
- Legal
- Housing and Social Care
- Marketing
- Governance and Leadership
- People Management and Development
- Operational Management
- Marketing
- Fundraising
- Health and Care Sector

What's the commitment required?

Typically, two to three meetings (board, committee, or development day) per quarter with a commitment equivalent of one to two days per month in total. Meetings are usually held in person at one of our sites in Lowestoft, Suffolk.

How do I know if I am eligible to become a Trustee?

To be considered as a Trustee you must:

- Be at least 16 years old to be a charity trustee.
- Some people are disqualified by law from acting as charity trustees.
(Subject to waiver provisions, this includes anyone who:)
 - Has an unspent conviction for an offence involving dishonesty or deception.
 - Is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary agreement (IVA) with creditors.
 - Is disqualified from being a company director.
 - Has previously been removed as a trustee by either the commission or the High Court due to misconduct or mismanagement.

All new Trustees will be required to sign a declaration of eligibility and agree to additional background checks, such as a disclosure and barring service (DBS) check.

Is there remuneration?

This post is not remunerated but reasonable expenses for travel will be paid.

Ready to take the next step?

If you would like an informal discussion to find out more then please contact our Chair of Scrutiny and Governance Samantha Shevlin by email at:
samantha.shevlin@accessct.org

The next steps in becoming a Trustee at Access Community Trust will be:

- Make a formal application, please send us your CV, along with a covering statement outlining your interest and highlighting your relevant experience to Samantha Shevlin, Chair of Scrutiny and Governance at samantha.shevlin@accessct.org.
- You will then be invited to meet with the Emma Ratzer (CEO), Bradley Adnams (Chair of the Board) and Samantha Shevlin (Chair of the Governance and Scrutiny Committee) to get an overview of our Trustee role, overview of our charity and work, and discuss the specific skills and experience you can bring to the board.
- You will then be asked to confirm your eligibility to serve as a Trustee and your interest in doing so in writing, along with a supporting personal statement and CV outlining why you are interested in becoming a Trustee of Access Community Trust, and the skills and experience you would bring to the role.
- Potential trustees will be invited to attend a board meeting to introduce themselves and to discuss their application.

