



**Community
TechAid**

Strengthening
communities through
digital empowerment

**Trustee Recruitment Pack
September 2024**

Community TechAid

Are you passionate about ensuring no one is left behind as the world goes digital? Do you want to help transform “redundant” tech into objects that fill a need in our community? If you, too, are keen to help inspire and provide opportunities for marginalised young people and adults, then you might be one of the people we're looking for.

Community TechAid is seeking new trustees to help us deepen our work and elevate our impact. We are particularly interested in individuals who bring skills and experience in any of these specific areas:

- Business development of our own income streams so we become less dependent upon grant-making institutions.
- Human Resources/Personnel management, including experience of legal issues, best practices, processes and procedures.
- Lived experience representative of CTA beneficiaries, including for example, experience of digital exclusion, living with disabilities, over-crowded housing or homelessness, financial deprivation, etc
OR
Considerable experience of working in a non-profit organisation providing support to clientele similar to our beneficiaries.

Below, we outline the role of a trustee, the types of skills, background, and experience we are looking for, and how to apply. You'll find other information about CTA's history, programmes and impact in our [Impact Report](#) and on our [website](#).

I'd welcome the opportunity to have an informal chat with you—please feel free to send me an email or text message to arrange this. Whether you have specific questions or are interested in a broader discussion about our work and trustee opportunities, I encourage you to get in touch.

On behalf of the Board, I thank you for your interest and look forward to hearing from you.

With kind regards,,



Linda Heiden

Founder and Chair of Trustees

linda.heiden@CommunityTechAid.org.uk | 07894 663 757

Community TechAid

At Community TechAid our mission is to end digital poverty by providing sustainable access to the technology, skills and opportunities needed to get online.

We are a local charity committed to supporting our local south London community online and raising awareness about the importance of digital inclusion. Through our circular economy, we repair and reuse technology, including laptops and smartphones, and pass them to those without. We extend the life of devices, teaching skills to our community through volunteering opportunities and encourage people to rethink their e-waste.

We are at an exciting stage in our growth, keen to increase our impact and ensure that digital exclusion no longer exists as a barrier to living a healthy, happy life. A key part of this growth centres on diversifying our income streams and exploring ways in which we can become more sustainable.

As part of our Trustee Board you will have the opportunity to shape and influence our work, whilst helping us to grow.

We would welcome an opportunity to have an informal chat with you, and encourage you to send us an email or text message to arrange this. Whether you have specific questions or would like a more general discussion of our work and trusteeship opportunities with Community TechAid, please get in touch.

To date we have supported over 3000 people with a device of their own, and diverted thousands of devices from landfill. You can read more about our work in our latest [impact report](#).

You have had such a profound impact on our community, working towards digital equality for everyone, thank you

- Local food bank



Becoming a Trustee

1. What Trustees Do

Trustees, along with our Staff and Volunteers, are 1 of the 3 key groups of people who make up Community TechAid (CTA). As a Trustee you'll use your knowledge, skills, connections and experience to ensure CTA achieves its charitable objectives and represents the interests of all our stakeholders.

Key responsibilities of our Trustee Board are to:

- Set the key aims, objectives, and direction of CTA
- Serve as a means of communication with the communities CTA exists to serve
- Support and, when needed, challenge staff to ensure the Charity and its resources are well-managed
- Promote and act in the best interests of CTA at all times

2. What We're Looking For

We aim for our Trustee Board to provide a broad mix of skills, backgrounds and lived experience reflective of the communities we support. We are keen to hear from people from minoritised backgrounds, women and those who under 30, however this is not essential. We are particularly interested in those who meet **one** or more of the highlighted criteria below. Please note that you don't need to meet every criteria on the list:

1. **Human Resources qualification and experience**
2. **Business development experience (with a focus on income growth and/or charity/social enterprise development)**
3. **Trustee board experience within other organisations**
4. **Experience of social franchising and interest in mentoring staff in this regard**
5. **Individuals from minority ethnicities or communities that we support, such as Black, Latino, LGBTQIA+ individuals and/or individuals living with one or more disabilities**

- 6. Access to networks of potential funding sources and support in the business community, nonprofit and public sectors**
- 7. Lived experience of digital exclusion, especially with experience of receiving CTA support**
- 8. Lived experience of one or more of the key demographic groups we serve (e.g. low income families/individuals, disabled, refugees, asylum seekers, NRPF, schools, women's support groups)**

3. Time commitment

Our Board meets 5 times per year, which include 4 quarterly meetings and an annual strategy session. You will be required to commit at least 3 hours time per month to devote to CTA work. Members are expected to have read all documents circulated prior (generally one week) to the meeting, so that time is spent only on issues of concern and substantive discussion of key topics.

All meetings are held in person, but hybrid options are available. Travel and childcare expenses will be fully covered. Dates for the meetings scheduled over the next 14 months are as follows:

Trustee meeting:	Tuesday 19th November	6-8pm
Annual Strategy Session::	Saturday 18th Jan 2025	12-4pm
Trustee meeting:	Tuesday 28th Jan 2025	6-8pm
Trustee meeting:	Tuesday 1st April 2025	6-8pm
Trustee meeting:	Tuesday 1st July 2025	6-8pm
Trustee meeting:	Tuesday 7th Oct 2025	6-8pm

As part of their induction, new trustees are expected to spend at least ½ day at CTA during their first 3 months to get a better understanding of our work and operations. From time to time, you may be asked for a consultation with staff or other board members.

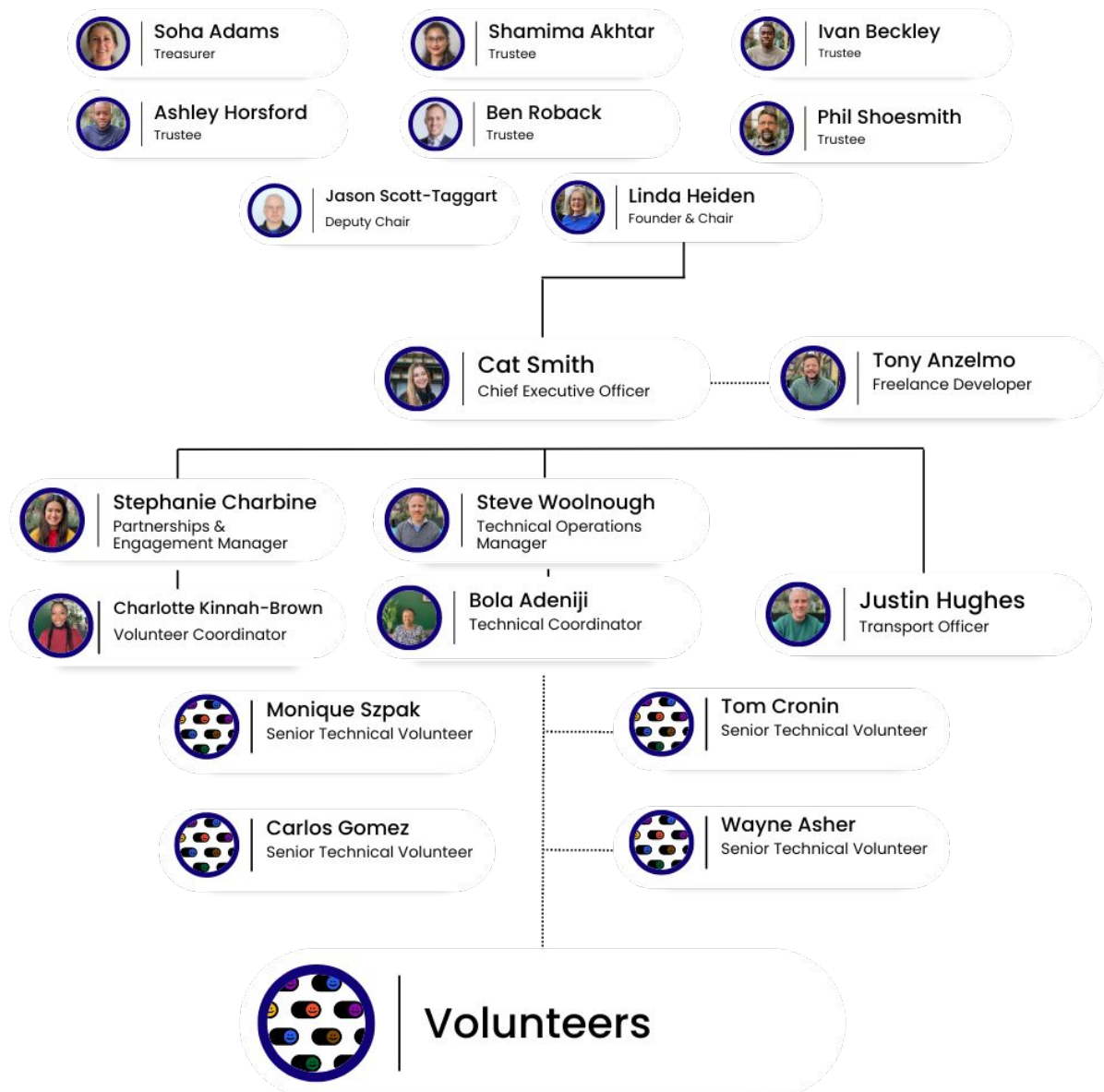
Trustees are normally appointed for three years; however, shorter terms can be agreed if needed. Terms also may be extended to six years or more.

4. Our existing Board

Currently we have eight Trustees from a range of backgrounds in the non-profit and private sectors. Some have experience of being charity Trustees, others are newer to Board membership. As a group and individually, we feel that our engagement with CTA has enriched our own personal and working lives.

We value both Trustee experience and the fresh view and perspective that comes with not having been a Trustee before.

To learn more about our board members visit our [website](#).



5. Support for Trustees

We provide new Trustees with formal and informal training, including an introduction to the detail of the work that CTA does and the organisations we work with.

We also provide continuing support for Trustees as they wish. Each new Trustee can be partnered with a 'Board Buddy' – another Trustee who's happy to meet with them and catch up with them by phone before and after meetings. We want all our Trustees to contribute to the work we do, but we hope in return that their engagement with CTA is a rewarding development opportunity for them, too.

6. Informal Chat

If you'd like an informal, private chat about becoming a CTA Trustee, and what it might involve, you're very welcome to contact either of the individuals below to arrange a mutually convenient get-together, either by phone, video link or in person:

Linda Heiden, Founder and Chair of Trustees

Linda.Heiden@CommunityTechAid.org.uk

Ashley Horsford, Trustee

ashley.horsford@CommunityTechAid.org.uk

Ivan Beckley, Trustee

Ivan.Beckley@CommunityTechAid.org.uk

Shamima Akhtar, Trustee

Shamima.Akhtar@CommunityTechAid.org.uk

Cat Smith, Chief Executive Officer

Cat.Smith@CommunityTechAid.org.uk 07380 428 022

7. Applying to become a Trustee

If you'd like to apply to be a CTA Trustee, we ask you to provide via email:

- A brief summary of your personal background (up to 200 words)
- A brief summary of why you're interested in CTA (up to 200 words)
- A summary of what you hope you'll be able to add to our Board of Trustees in terms of your knowledge and experience, taking into consideration the criteria listed in Section 2 above (up to 300 words)

Please also complete our online equality, diversity and inclusion monitoring form [here](#). This is separated from your application immediately upon receipt but does help us monitor the range of people we're engaging so that we can keep our work connected with all the communities we serve.

Please email these **by 5pm on 18th October** to:

opportunities@communitytechaid.org.uk

8. Recruitment Timetable

We're aiming to keep to the timetable outlined below so that we can welcome new Trustees at our 19th November Board meeting. However, if the dates below are impossible for you, please contact Linda (see section 7 above) to discuss possible alternatives.

Applications: Due 5pm, Friday 18th October

Interviews: 28th October – 8th November

We'd like to interview each candidate in person. We expect interviews to take place in person, if possible, at Community TechAid or via video call if necessary. Travel and childcare expenses will be paid for anyone asked to attend.

Appointment: On or before 12th November

First meeting of the full Board: 19th November 6–8pm

Community TechAid is an organisation that transforms lives. We do remarkable work with our community, supporting those experiencing digital exclusion, and aim to have a long-term, transformational impact in south London and beyond. We hope you'll consider joining us, and very much look forward to hearing from you.