



**Cheshire West
Voluntary Action**
Championing the community sector

Trustee Recruitment Pack



Championing the community sector
- building trust, influencing, inspiring

Connecting

Championing

**Sharing &
growing**

**Building
resilience**

cwva.org.uk

Welcome

Thank you for taking an interest in becoming a Trustee at Cheshire West Voluntary Action (CWVA) and reading this Trustee Recruitment Pack.

We're planning to recruit at least two new trustees to join our Board, helping set the strategic direction of the charity.

While we welcome all applications, we're looking to recruit for a Treasurer role, and are particularly interested in experience in areas like income diversification, enterprise and system change, support for grassroots community sector organisations, and digital.

CWVA has a proud history of supporting the community since 1914, with a vision of championing the community sector – building trust, influencing, inspiring.

We're a local infrastructure organisation (LIO), offering a wide range of support to the community sector. As well as helping with starting up, governance, training, funding, volunteer management and much more, we run alliances and partnerships, supporting the sector to create a strong collective voice.

The infographic on the following page highlights CWVA's extensive reach in 2025, supporting hundreds of different community sector organisations, partner organisations, and thousands of their staff and volunteers.

More importantly, everyone who completed our 2025 survey said they would recommend engaging with CWVA. This highlights the value of the support CWVA offers to all parts of the sector – organisations large, medium and small.

We appreciate these are challenging times for the sector, with demand ever increasing at a financially difficult time, but we do feel there are real opportunities for the sector in the coming years and CWVA can play a key role in advocating for the sector, as well as the system change needed alongside it.

As a Trustee, you can play an important role in CWVA's continued journey.

Applications will be open until 5pm on Friday 9 October 2026. More information is available throughout this Recruitment Pack, and please don't hesitate to reach out to enquiries@cwva.org.uk should you have any questions.

Toria Buzza
Chair of Trustees





**Cheshire West
Voluntary Action**
Championing the community sector

2025 in numbers

£534,139 distributed to community sector organisations and partnerships

9,109 hours of support or engagement with community sector organisations and partners, working directly with **1,906 people** from **375 organisations**

100% of annual survey responses **recommended engaging with CWVA**

272 community sector organisations and partners **engaged with alliances and partnerships**

Over 1,500 volunteers and almost 250 providers registered on the volunteering platform

cwva.org.uk

Our vision

Championing the community sector – building trust, influencing, inspiring

Our strategic aims

Connecting

- Building relationships across sectors
- Hosting themed network meetings and alliances
- Supporting partnership development
- Providing a volunteering platform

Championing

- Acting as a voice for the community sector
- Striving for the community sector to be treated equally
- Encouraging coproduction to influence services
- Promoting the positive impact of the community sector

Sharing and growing

- Providing training opportunities
- Promoting funding opportunities and managing local funding pots
- Sharing best practice
- Helping organisations take advantage of opportunities to thrive

Building resilience

- Supporting organisations to improve governance
- Identifying upcoming challenges for the community sector
- Enabling organisations to adapt and respond

Key priorities

This is an overview of the projects being delivered by CWVA.

Development support: CWVA offers a wide range of development support to community sector organisations, such as starting up and governance, funding, training, volunteering, embedding lived experience, and much more.

Mental Health Alliance: CWVA hosts the Mental Health Alliance, bringing together community sector organisations working in the mental health field. The alliance helps set a collective, strategic voice for the sector, as well as providing a key link for partners in other sectors.

Embedding community messages: CWVA runs several projects to help embed important messages in local communities. The award-winning Cancer Alliance project focuses on the early detection of cancer and other health conditions, while Resilience in Action helps prepare communities for emergency situations.

Overseeing grant programmes: CWVA works with different funders and partners to oversee grant programmes, distributing much-needed funding to the community sector.

West Cheshire Food Partnership:

CWVA coordinates the Food Partnership, a collaborative network of organisations and individuals from across the whole food system in Cheshire West. The aim of the Food Partnership is to create a fairer, healthier and more sustainable food system by working in partnership to tackle issues related to food.

Children, Young People and Families (CYPF) Alliance:

CWVA hosts the CYPF Alliance, bringing together community sector organisations supporting CYPF. The alliance helps set a collective, strategic voice for the sector, as well as providing a key link for partners in other sectors.

Community Partnerships (CPs):

CWVA is funded to deliver CPs in Cheshire West, connecting organisations and people across sectors to help neighbourhoods flourish. There are seven CPs in Cheshire West, each using local insight to set priorities that will meet needs in those communities.

Visit **cwva.org.uk** to find out about other projects

Role description – Trustee

As a Trustee, you will work collaboratively with fellow Board members to provide strategic leadership, good governance and oversight of CWVA.

Trustees share collective responsibility for ensuring that CWVA:

- operates in line with its charitable objectives
- complies with legal and regulatory requirements
- uses its resources effectively and responsibly
- delivers positive impact for the communities and organisations it serves
- remains financially sustainable and well governed
- responds effectively to opportunities and challenges facing the community sector.

Trustees act as ambassadors for CWVA and support its vision.

What we're looking for

We welcome applications from people with diverse backgrounds, experiences and perspectives who can demonstrate the following.

Essential

- Commitment to CWVA's vision and values.
- An interest in supporting communities and the community sector.

- Strategic thinking and sound judgement.
- Ability to work collaboratively and constructively.
- Willingness to contribute time and expertise.
- Understanding of the responsibilities of trusteeship, or willingness to learn.
- A commitment to equality, diversity and inclusion.

Desirable

- Experience of leadership, management or governance.
- Knowledge of the community and public sectors.
- Existing networks and relationships within Cheshire West.

While we welcome all applications, following a skills audit with existing trustees, we're particularly looking for skills and experience in the following areas.

Income diversification and enterprise

- Fundraising strategy
- Social enterprise
- Business development
- Corporate partnerships
- Commissioning and contracts
- Income generation and diversification

Supporting small and emerging organisations

- Grassroots community organisations
- Capacity building
- Organisational development
- Community engagement
- Volunteer-led organisations

Digital and innovation

- Digital transformation
- Data and insight
- Technology and AI
- Digital inclusion
- Cyber security

Communications and influence

- Marketing and communications
- Public affairs
- Campaigning and advocacy
- Public relations and media engagement

We also want our Board of Trustees to reflect the diversity of the communities we and the wider community sector support.

Time commitment and attendance

Being a Trustee is a rewarding opportunity to shape the strategic direction and future of CWVA. We understand that our trustees have busy lives and other commitments, and we greatly value the time and expertise they choose to give to CWVA.

We encourage trustees to attend meetings regularly as consistent participation helps the Board work effectively as a team. Trustees are expected to attend approximately six Board meetings per year.

Meetings are a mixture of in-person and online sessions, with online meetings typically held in the early evening.

Trustees are also expected to attend the Annual General Meeting (AGM) and may be invited to contribute to Board committees, working groups, or task and finish groups to support CWVA's strategic priorities. Sometimes, trustees may also be invited to attend additional meetings, events or development opportunities throughout the year.

To help trustees contribute effectively, we ask that Board papers are read in advance of meetings and that trustees come prepared to share their views, ideas, and experience. Occasionally, Trustees may also be asked to provide input or make decisions between meetings, and we appreciate timely responses wherever possible.

The average time commitment is one to two days per month.

Reasonable expenses incurred whilst carrying out Trustee duties can be reimbursed in line with CWVA's Expenses Policy.

Terms of appointment

Trustees are appointed for an initial term of three years. Subject to eligibility and reelection in accordance with CWVA's Articles of Association, trustees may serve a further three-year term.

Role description – Treasurer

The Treasurer will form a valuable part of the Trustee team at CWVA. You will provide oversight of the charity's financial affairs and help ensure that the organisation is financially viable, well governed and compliant with its legal and regulatory obligations. You will support the Board in understanding the charity's financial position and making informed strategic decisions, while recognising that responsibility for financial stewardship rests collectively with all trustees.

The Treasurer works with the Board, Chief Executive and finance staff to:

- ensure the charity's finances are properly managed
- safeguard the charity's assets and resources
- support good financial governance and decision-making
- help trustees understand the charity's financial position and risks
- ensure compliance with legal and regulatory financial requirements.

Key responsibilities

Financial oversight

- Monitor the charity's financial health and sustainability

- Review management accounts, budgets and cash flow forecasts
- Ensure appropriate financial controls, policies and procedures are in place
- Oversee reserves, investments and banking arrangements
- Monitor financial risks and mitigation plans

Board responsibilities

- Present financial information to the Board in a clear and understandable way
- Support trustees in interpreting financial reports and performance
- Contribute to strategic planning and decision-making
- Ensure financial implications of major decisions are fully considered

Budget and planning

- Lead trustee oversight of the annual budgeting process
- Review assumptions underpinning budgets and financial plans
- Monitor performance against budget throughout the year
- Support long-term financial planning and sustainability

Accounts and audit

- Review annual accounts before Board approval

- Liaise with auditors or independent examiners
- Ensure recommendations from audits or reviews are addressed
- Recommend approval of accounts to the Board

Compliance and governance

- Ensure compliance with charity and financial reporting requirements
- Ensure timely submission of statutory accounts and returns
- Promote transparency, accountability and good governance

Person specification

A Treasurer doesn't necessarily need to be a qualified accountant, but should ideally have the following skills and experience.

Essential

- Good financial awareness and understanding
- Ability to analyse financial information
- Commitment to the charity's aims and values
- Sound judgement and strategic thinking
- Ability to communicate financial matters to non-financial colleagues

Desirable

- Professional experience in finance, accounting, audit, banking or business management
- Experience of charity finance and governance
- Understanding of risk management and internal controls

- Experience serving on boards or committees

Time commitment and attendance

Being a Trustee is a rewarding opportunity to shape the strategic direction and future of CWVA. We understand that our trustees have busy lives and other commitments, and we greatly value the time and expertise they choose to give to CWVA.

Alongside the commitments outlined in the main Trustee role, the Treasurer role typically includes:

- attendance at Finance Sub Committee meetings
- review of financial reports and papers between meetings
- additional time during budgeting, year-end accounts and audit periods.

The average time commitment is two days per month.

Terms of appointment

Trustees are appointed for an initial term of three years. Subject to eligibility and reelection in accordance with CWVA's Articles of Association, trustees may serve a further three-year term.

Why become a CWVA Trustee?

Set the strategic direction of the charity

Influence initiatives that support the wider community sector and local communities

Gain new skills and knowledge through board-level experience

Work alongside other experienced people with different perspectives from across sectors

Give back to the local community through an established charity with a significant reach

Contribute to positive social and system change

Recruitment timeline

- **Monday 21 September** - applications open
- **Friday 9 October** - applications close
- **Friday 16 October** - shortlisted applicants notified
- **w/b 19 October** - informal interviews with shortlisted applicants
- **Friday 30 October** - successful applicants issued with appointment letters and AGM invites
- **Wednesday 11 November** - formal approval of appointments at AGM
- **Thursday 26 November** - first Board meeting for new trustees

"Working in a space that is evolving so rapidly – clinically, culturally, and system-wide – can feel daunting for a young organisation finding its place in the community sector. With the guidance and support of CWVA and its incredible team, we've been able to grow with confidence and purpose."

**Michael Leibe, Director, ND
Directed CIC**



"CWVA is a valued partner of the Council, working with us to achieve shared priorities and providing an effective link to the wider community sector. We value the trust and knowledge the sector has in local communities across Cheshire West."

**Natalie Abraham, Director of Strategy and
Transformation, Cheshire West and Chester
Council**

"CWVA is a passionate and effective champion of the community sector. CWVA has built simple, practical ways to demonstrate the everyday impact of local groups, and continues to drive innovation and collaboration so the sector and communities can do what they do best."

**Sam Curtis, Associate Director of Operations
for Community SMH and All Age Disability
Services, Cheshire and Wirral Partnership
(CWP) NHS Foundation Trust**



Applications close at **5pm on Friday 9 October 2026**. Visit **cwva.org.uk/trusteerecruitment** to apply, or email **enquiries@cwva.org.uk** for an informal discussion about these opportunities