



CAN YOU HELP OUR COMMUNITY CENTRE THRIVE?

WE ARE RECRUITING FOR A NUMBER OF VOLUNTARY POSITIONS TO JOIN OUR MANAGEMENT BOARD AT EASTCOTT COMMUNITY ORGANISATION

What do we do as a charity?

The aim of Eastcott Community Organisation is to 'increase opportunities for those living in and around Eastcott'. We have a governing document which explains our charitable aims in more detail, please see 'Constitution' [here](#).

We are a registered charity established in 2013. We currently have 7 volunteer trustees and 2 part time members of staff.

There are two main strands to our activity:

- Managing Eastcott Community Centre**

We took over management in 2014 from Swindon Borough Council, and since then have been responsible for the day to day running of the community centre. This includes hiring out the facility, managing health and safety of the building, managing the bookings & finance.

The centre is now used for over 25 regular hire groups, and lots of ad-hoc bookings, especially at the weekend, including children's parties and fundraisers.

- Organising events and activities to bring the community closer together**

We organise regular Community Events, Repair Café & Free Shops, Eastcott Window Wanderland and other events. We try to keep the majority of our events either free or low cost, so that they are inclusive and open to all.

If you'd like to make a difference in your local community, a trustee role could be for you. You'd be helping to shape our strategic direction, though as we are a small charity our trustees are involved in the day-to-day, operational side of things too

What do our members of the management board (also known as trustees and committee members) do?

The Charity Commission for England and Wales explains:

“Trustees have overall control of a charity and are responsible for making sure it’s doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run.”

How much time is involved?

We hold committee meetings every month, on a Monday evening, between 7.30-9pm. The minimum expectation of a trustee is to attend these meetings, as they are where we discuss and agree on strategic issues.

Most trustees carry out some work in between meetings – this might include researching issues to discuss at the next meeting, attending extra meetings, or perhaps helping complete a grant application.

Several of our trustees have full-time jobs, and/or family responsibilities and other commitments, so we recognise that many people are limited on the time they can give, but the more of us there are, the more the work can be shared.

What might you get from the role?

Trustees are unpaid, and become involved with us for a variety of reasons including wanting to:

- make a difference in our local community
- share skills and passions, to generate improvements & change
- Influence and shape innovative projects
- protect and safeguard a local resource (Eastcott Community Centre couldn't operate without management by its volunteer trustees)
- gain skills and board experience, which can be useful in professional life

Previous board experience is not necessary and we welcome applications from all ages and backgrounds.

What would I be doing?

We've identified some gaps in our trustee knowledge and expertise, and we are looking for people who can bring experience/enthusiasm to our board in these areas.

You don't have to have lots of experience in these areas, but you do need the time for research, and to help implement activity.

The role	Why we need help
Supporting Volunteers Trustee	Could you help to support our volunteers? In addition to our trustees, we have around 22 registered volunteers. Our volunteers are very important to us; they open and close the centre, deliver newsletters and help at events. Without these volunteers we would not be able to deliver the range of activity that we do. We think there's more that volunteers could do and more ways we can develop and support volunteers. You'd help to recruit and support volunteers to be able to extend the activity we offer. In addition to organising celebratory events to thank our volunteers you would look at training and development pathways for our volunteers. This role would help to increase volunteering opportunities for our community, while at the same time increasing the sustainability of the activity we offer.
Governance Trustee	Do you enjoy reading and research? We are a registered charity, and our status is a Charitable Incorporated Organisation (CIO). We follow charity law, and our guidance is provided by the Charity Commission. As a Trustee your role would be to look into and research governance issues, whether it's organising our Annual General Meeting, checking on updates and best practice, or advising us on the intricacies of our governing document. Your skills and knowledge would ensure that we are not only compliant, but follow best practice in charity law.
Health and Safety	Could you help manage Health & Safety at our community building? Providing a safe and welcoming environment to the community is at the heart of what we do, whether it is for regular/weekly activities, Eastcott resident's parties or our own events. We perform regular checks, risk assessments and audits to ensure our building is kept to the highest possible standard of safety and compliant with legal requirements. Do you have attention to detail? Perhaps you have experience of Health and Safety through employment or volunteering? As a Trustee your role would be to oversee the Health & Safety of Eastcott Community Centre, working with other volunteers and professional bodies to ensure we are up-to-date and compliant with Health & Safety regulations and law. Additional/refresher training can be accessed to support you in this role. For more information or to arrange an informal meeting, please contact info@eastcottcommunity.org

Business Planning	Could you help the organisation develop and implement our strategic plans? If you have an interest in business planning and risk management this role could be for you! In addition to hiring the hall out and arranging community events - we have goals across the organisation to make our processes more streamlined and the centre more accessible and inclusive. Your skills and knowledge would help us reach the goals set out in the Charity Plan.
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Would you like to know more?

If you'd like an informal chat, over the phone or face to face, please email us and we can arrange this with you.

If you'd like to know more about what being a trustee involves, this is an excellent place to start:

<https://www.gov.uk/government/publications/charity-trustee-welcome-pack>

There are lots of extra information links in the document above if there is more you'd like to know.

What are the next steps?

In line with our governing document, trustees can be appointed either at our Annual General Meeting (AGM) or in between. AGMs are held in November each year, with expressions of interest required around a month in advance. All trustees stand down and are proposed for re-election at the AGM.

We ask for two references and a short statement as to why you would like to become a trustee and the skills you would bring.

We'd want to discuss the role with you, with a view to successful applicants joining the board before or at the AGM. In order to finalise your appointment you would need to confirm that you are eligible to stand as a trustee by completing an automatic disqualification form ; further information about this is here:

<https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

You will need to complete a DBS application, appropriate to your role (we will re-imburse any costs incurred for this)

Thank you for reading, and we look forward to hearing from you!

Steph Newton, Chair, Eastcott Community Organisation, August 2025



Could you volunteer your
time on our Committee?

please email
info@eastcottcommunity.org