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# Application Pack

**Trustee**  
**ACE (Action in Caerau and Ely)**



Registered in Wales and England No. 7623914  
Registered Charity No. 1150422

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# Overview of the role and the organisation

**Position:** ACE Trustee (with particular expertise in finance management)

**Location:** Ely & Caerau, West Cardiff

## Role details

**Description:** ACE is looking for a trustee with knowledge and lived experience of Ely and Caerau, to join our board of trustees. The applicant we appoint will share ACE's values and principles (see below) and will want to use their skills to help local people build their community and seek equality and social justice.

ACE is currently managed by a board of 9 trustees who are a group of community members and individuals with an interest in Ely and Caerau who volunteer their time to support ACE's work and objectives. Board members are also the directors of the company (the terms "directors" and "trustees" are therefore interchangeable). The board's key jobs are to oversee the work of the charity, and to work with senior staff to ensure that it follows its charitable objectives and that its finances are properly managed and protected.

**Location:** Our Place Dusty Forge, Ely, Cardiff

**Please note,** this is a voluntary, unpaid role.

**Core timings:** The ACE board meet monthly at 5:30 to 7:00 pm on a weekday evening. However, meeting times can potentially be adjusted to suit if necessary. All meetings take place at Our Place Dusty Forge, Ely, Cardiff.

## Introduction and context

ACE – Action in Caerau and Ely is a community organisation located in West Cardiff. Local people from Ely and Caerau are active throughout the organisation as participants, volunteers, beneficiaries, staff and trustees. We manage two community buildings and a community garden, and deliver a range of projects and services that meet local needs, including:

- Community Support including crisis support, financial capability and practical support
- Community Learning, personal development and employability / in-work progression
- Health & Wellbeing work including social prescribing and community health development
- Work with Children, Young People and Families
- Community-led approaches, including participation, community voice and ownership
- Heritage, Arts and Culture projects
- Social enterprise and local economic development

**We work with communities to achieve lasting positive change for an equal and just Cardiff by:**

- Mobilising local people behind a shared vision
- Co-producing projects and services that make use of assets and meet needs
- Driving positive social change, making our communities fairer and more inclusive
- Securing income and maximising community assets for sustainability and community resilience
- Working closely with private, public and third sector organisations to secure the benefits of their resources for our communities

These commitments lead us to take an approach based on co-production and asset based community development principles. This means we work with local people as full participants in the design and delivery of services and activities. We experience and treat our community not primarily as a problem needing solving but as a vibrant network of communities that have many assets and opportunities that have been undervalued and ignored – these include skills, knowledge, experience, social networks, good will, time, buildings, land, resources, culture and heritage.

### **Our approach to co-production and community involvement**

#### **We base our work on the following principles:**

- Local people know their community best
- Everyone has something unique to contribute
- Everyone's contribution should be valued equally
- Poverty should not be accepted as a fact of life
- Social injustice should be challenged and changed

#### **To arrange a conversation with the ACE Chair and a Senior Member of Staff please contact:**

Email: [info@aceplace.org](mailto:info@aceplace.org)

Telephone no: 02920 003132

Address: Our Place Dusty Forge, 460 Cowbridge Road West, Ely, CF5 5BZ

Or visit our website [www.aceplace.org](http://www.aceplace.org)

# Role Description

**Role:** ACE Trustee

**Hours:** As a minimum, attendance at monthly ACE board meetings and monthly finance subcommittee meetings. Opportunities exist for additional involvement in a range of areas (project design/planning, strategic development, policy review/development etc).

**Remuneration:** Voluntary/unpaid role (volunteer expenses will be paid)

**Base:** Our Place Dusty Forge, Ely, Cardiff

## Role specific tasks

- Contribute skills, knowledge and experience to the governance of ACE, in particular at monthly board meetings
- Prepare for board meetings by reading paperwork beforehand (agenda, minutes, managers' report and finance report)
- Help analyse and review ACE's accounts for presentation to the full board
- Help review and develop (where necessary) ACE's financial management policies and procedures

## General tasks

- Abide by the code of conduct for trustees
- Attend occasional training and development sessions and events when offered
- Ensure you are aware of, and accept responsibility for, your legal responsibilities as a trustee
- Work in accordance with ACE's values and co-production approaches
- Work within and promote all of ACE's policies and procedures
- Promote the work of the organisation where opportunities arise

*Please note, all board members will be the subject of Disclosure and Barring Service (DBS) checks, (formerly known as Criminal Records Bureau checks). These will be carried out by ACE.*

This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and ACE may vary duties from time to time. This job description is subject to regular review.

# Personal Specification

## QUALIFICATIONS AND EXPERIENCE

- Experience of community, equality and social justice

## KNOWLEDGE AND UNDERSTANDING

- Knowledge of charity governance responsibilities
- Knowledge of the third sector
- An understanding of (or interest in) the issues impacting on communities facing disadvantage

## SKILLS AND ABILITIES

- A creative thinker
- Good organisational and time management skills
- Ability to work as part of a team and build and maintain effective and supportive relationships with peers

# Application Procedure

**To apply:** Submit a CV and personal statement using the contact details below.

**Please note:** The subject heading of the email should contain the words 'Trustee Application'

**Closing date: 14th June 2024.**

**Interview date:** To be confirmed

### Contact:

Email: [info@aceplace.org](mailto:info@aceplace.org)

Telephone no: 02920 003132

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