

# Reach Volunteering



## Background information

Reach Volunteering is a charity which connects professionals who have expertise that they want to volunteer with the charities that need them. We operate nationally, and across every profession. [www.reachvolunteering.org.uk](http://www.reachvolunteering.org.uk)

Our TrusteeWorks service is the single biggest source of trustees to the sector. In 2016 we helped charities recruit 450 trustees into roles such as Chairs, Treasurers, and trustees with specific skills such as Marketing, Digital, HR and Retail. We have a large community of experienced people who are looking for trustee roles, and we also draw on an extensive network through our partnerships with LinkedIn, corporates and other organisations.

## The offer under Enhance

### Trustee recruitment service

Our service helps charities to recruit trustees who have the specific skills, experience and qualities that they need. We work flexibly with each board, recruiting one or more trustees as required, and to a timetable which suits them.

### Core Offer

Diagnostic consultation - 1 day including preparation and write up.

Note: we usually carry out the consultation by skype or phone.

Prior to the call, The TrusteeWorks consultant will prepare by reading background documents that the charity has supplied about its strategy, impact, key challenges and current board composition

During the consultation, we will ask the charity about current board composition, skills gaps and board dynamics. We will also explore board priorities, recruitment options and agree a suitable process.

Trustee recruitment - 3 days over an agreed period, provided remotely, which includes:

### Getting board agreement

Depending on the needs of the board, we will provide support on:

- Identifying skills gaps
- Defining the skills and qualities of the trustee/s that the board wants to recruit
- Agreeing the recruitment process, including the CEO and board's role (e.g. Nomination committee) and first point of contact

- Setting the recruitment timetable

### Creating recruitment materials

In dialogue with the charity, we will prepare recruitment material and copy for adverts, to attract the right candidates. We will help the charity 'sell' itself and the board vacancy.

### Attracting candidates

- We will advertise the role on Reach's site, LinkedIn, and other partner sites as appropriate.
- We will run searches on behalf of the charity, approaching potential candidates via our own volunteer database and other sites, such as LinkedIn.
- We will promote the role through social media channels and draw on our networks as appropriate.

### Interviewing and appointing

The TrusteeWorks team will support the charity with advice and resources on the selection process including shortlisting, interview questions, taking up references and preparing an induction.

Once we have completed the recruitment process the charity will then have access to their account on the Reach Volunteering site. The TrusteeWorks team will provide support on how to use and navigate the site so the charity can access our service for future recruitment needs.

**NB:** Additional support may be required if there are more complex or challenging issues, for example:

- Difficult to source skills sets (fundraising)
- A very short deadline (under 4 weeks)
- Location: rural areas far from urban centres (unless charity is open to virtual board meetings)
- Chair roles
- Roles with unusually high time commitment (more than 1 day per month)

If any of these apply, or if the Grant Manager is unsure if Reach can help, please contact prior to making the referral, to discuss the request, and obtain the costing.

### How do I know if this provider is right for my charity?

The service is best suited to help charities find trustees, where the CEO and the Chair are agreed about the need to recruit new trustees through an open recruitment process and there is broad consensus about the skills that they are looking for, and, where any of the following are true:

- a board needs to bring in trustees with specific professional skills (eg Marketing, HR, digital) or is looking to fill a specific role (Chair or Treasurer).

- a board lacks diversity in terms different backgrounds, life experiences, career paths, diversity of thought and wants a broader mix.
- a board wants to grow and / or adopt good practice in governance (open recruitment is recommended by the new Code of Good Governance) and is inexperienced or lacks confidence in running an open, external recruitment process.

The service is *not* appropriate:

- For a board which is deeply divided and will not be able to agree on the trustee recruitment process or appointment.
- A charity which wants to recruit trustees from a very narrow pool such as very local people only

### Input needed from you

The input needed from the board depends on how clear trustees are about what they are looking for. The estimates below assume that the board is clear, and agreed, on who they want to recruit.

A designated person from the charity needs to have sufficient time to lead on the recruitment process, liaise with the TrusteeWorks team and respond to applicants.

For the core offer:

- Diagnostic consultation: 2 hours
- Board agreement: 1 hour
- Creating materials, attracting and responding to candidates: 3 hours
- Interviewing and appointing: 1 day

The charity will need to invest more time in the process if they have not yet agreed the skill sets they are looking for, or if they are looking for more than one trustee.