Thank you for your interest in becoming a Trustee of Community Chaplaincy Norfolk. Please complete this form and skills audit below and email to the Chair of Trustees at christomlinson@rackheathvets.co.uk and CCN Administrator at info@norfolkchaplaincy.org.uk

Trustees are required to be 18 or over.

**Your contact details**

|  |  |
| --- | --- |
| Title (Mr/Miss/Mrs/Ms/Dr/ Other) |  |
| First name(s) |  |
| Surname |  |
| Current occupation |  |
| Home Address | Postcode:  |
| Email address |  |
| Home telephone number |  |
| Mobile telephone number |  |

**About you**

Please provide a brief outline of particular skills, interests, or experience that you could bring to the board of Trustees. Focus on the specific skills we have indicated or from the Board Skills Audit we include below. You availability to fulfil the role should also be noted.

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**Special Requirements**

If you require any special arrangements to be made to attend an initial induction meeting or if you have any medical conditions you’d like us to take into consideration, please specify those here. This information is requested so that we may care for your needs and will be kept confidential.

**Referees**

Please give contact details of two people (other than relatives or partners) who have known you for more than 2 years who we can contact to comment on your suitability to volunteer for us.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** Name |  | **Referee 2** Name |  |
| Relationship to you |  | Relationship to you |  |
| Address | Postcode:  | Address | Postcode:  |
| Email address |  | Email address |  |
| Telephone  |  | Telephone  |  |

Your personal information provided on this form will be kept in accordance with the Data Protection Act 1998/2003 (as amended from time to time). Your information will be held securely and confidentially and accessed only by authorised persons, which shall include our funders. Anonymised aspects of the information given by you may be used for statistical purposes.

I am over 18 years old and I declare that the information I have provided is true.

**Signed ............................................................................ Date ...............................**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Board Skills Matrix** | **Highly Skilled** | **Skilled** | **Some Proficiency** | **No Expertise** |
| 1 | Analysis of data and assessment of performance |  |  |  |  |
| 2 | Business and commercial |  |  |  |  |
| 4 | Charity and non-profit environment |  |  |  |  |
| 5 | Communications/marketing/PR Strategy |  |  |  |  |
| 6 | Community engagement: knowledge and experience |  |  |  |  |
| 7 | Criminal justice system: knowledge and experience |  |  |  |  |
| 8 | Developing organisational strategy |  |  |  |  |
| 9 | Digital ICT strategy/trends |  |  |  |  |
| 10 | Drug and alcohol services: knowledge and experience |  |  |  |  |
| 11 | Education and training for adults’ services: knowledge and understanding |  |  |  |  |
| 12 | Employment services: knowledge and understanding |  |  |  |  |
| 13 | Equality and diversity: policy and practice |  |  |  |  |
| 14 | Exercising governance of organisations/businesses |  |  |  |  |
| 15 | Financial management and oversight |  |  |  |  |
| 16 | Fundraising strategy: knowledge and experience |  |  |  |  |
| 17 | Housing services: knowledge and experience |  |  |  |  |
| 18 | Human resources: knowledge and understanding |  |  |  |  |
| 19 | Income generation strategy: knowledge and experience |  |  |  |  |
| 20 | Legal (particularly employment, charity and company law) |  |  |  |  |
| 21 | Media/PR/Social Media |  |  |  |  |
| 22 | Mental health and wellbeing services: knowledge and understanding |  |  |  |  |
| 23 | Partnership development |  |  |  |  |
| 24 | Public sector/local authority/CCG/Government |  |  |  |  |
| 25 | Research (sector specific) |  |  |  |  |
| 26 | Safeguarding of vulnerable adults |  |  |  |  |
| 27 | Social care services: knowledge and experience |  |  |  |  |
| 28 | Volunteering and the role of the volunteer |  |  |  |  |