



CCN MENTORING

Walking with Prison Leavers to Rebuild Their Lives

COMMUNITY CHAPLAINCY NORFOLK



Trustees

Candidate Pack

Welcome Letter

Thank you for showing an interest in the work of Community Chaplaincy Norfolk (CCN).

We are a small charity, based in Norwich but working across Norfolk, which provides mentoring support to prison leavers, to help them to avoid re-offending and to re-establish themselves in the community.

We have a small (but mighty) staff team and an amazing group of volunteer mentors, many of whom themselves have lived experience of the issues which our clients face. Our work is overseen by a board of trustees made up of very diverse backgrounds, but who all share a passion for the work of CCN. Given the enormous challenges and changes which our criminal justice and prison system is facing, it is vital for organisations like CCN to exist, to offer the kind of one-to-one support and mentoring needed to turn a life around. Our clients are not just prison numbers or crime statistics – they are individuals, with a desire to break the cycle of offending. Our focus is always on helping to rehabilitate in a constructive and supportive manner.

We rely on private donations, charitable grants and our own fundraising activities to finance our work. We receive no government funding.

Although CCN is a Christian-based charity, we provide support to people of all faiths or of none, and we likewise welcome support from anyone who shares our values and sense of purpose, whatever their faith or background. If you have skills which could help us, we would love to hear from you and talk to you in more detail about our work.

Best regards,

Roy Burrows

Roy Burrows
Chair of Trustees



Abby Erwin
Manager

About Us

Community Chaplaincy Norfolk (CCN) trains and supports volunteer mentors to walk alongside prison leavers.

Based on a model established by the National Community Chaplaincy Association, CCN employs a small staff team to recruit volunteer mentors to assist people leaving prison to resettlement after custody and reduce the likelihood of re-offending.

We are based in Norwich and have close links with St Stephen's Church, where we often use their café to meet clients. We work with anyone aged 18+ who is leaving prison to live anywhere in Norfolk. We welcome people of all faiths or none.

How it works – the client journey

Engaging with CCN is voluntary, we are not part of the prison or probation service. Our work is not time limited. We receive self-referrals and referrals from professionals. We visit people in prison (clients) to explain what we can offer.

Once assessed and accepted as a CCN client, a mentor may meet the client several times prior to release to build a relationship, set goals and identify the support needed.

On the day of release, we offer to meet each client at the gate and accompany them to appointments. This is followed by regular meetings to discuss progress and work through any challenges. Mentors signpost and accompany clients to access support with applying for benefits, addressing addictions, relationships and health issues, finding opportunities for voluntary positions, positive activities, training, education or work. Mentors are available to listen.

You can find out more about our work [here](#).

OUR MISSION

To train and provide mentors for our clients as they look to rebuild their lives.

OUR VISION

To see our clients become integrated, confident and fulfilled members of the community.

OUR VALUES

We respect each individual, of whatever faith or none, as being of inherent value, to be given compassion, forgiveness and hope.

About the Role

We are looking for creative, caring and dedicated people from all walks of life to join our board of trustees. This is an exciting opportunity to help shape and develop a growing charity and make a real difference in the lives of the people we support.

Community is at the heart of CCN, and we value the input of each trustee, volunteer, beneficiary and member of staff as part of our CCN family. Becoming a CCN trustee is a fantastic professional development opportunity, offering hands on experience in all aspects of governing a small charity. Our board is friendly and inclusive, and we can accommodate the needs of trustees who work full-time or have caring commitments.

Key Responsibilities:

- Ensure the charity fulfills its purposes as outlined in its governing document.
- Ensure compliance with the governing document, charity law, and other applicable laws.
- Act in the charity's best interests, making balanced and informed decisions.
- Contribute to the board's strategic direction, policy-setting, and goal definition, including performance evaluation.
- Provide guidance based on experience, supporting new initiatives.
- Ensure effective and efficient administration of the organisation.
- Monitor CCN's financial, strategic, and operational performance.

We're particularly interested with in candidates who have the following skills and experience:

- Criminal Justice
- Finance
- Business



Personal skills and qualities:

- Willingness and ability to understand and accept responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- Enthusiasm for the work of CCN.

You do not need previous governance experience to join the board. We will provide support, training and ongoing support.

Although CCN is a Christian charity, we welcome candidates of all faiths and none.

Time Commitment

We expect trustees to commit around 8 hours per month to the role. Much of this can be done flexibly from home, although we ask that all trustees attend an in-person board meeting once every two months, as well as an annual meeting and a strategy day each year.

Most trustees serve 3 – 5 years, but we ask for a minimum commitment of 2 years.

“Facts and figures cannot really reflect our clients’ life journeys - the setbacks, struggles, trials, successes, achievements and, on occasions, tragedies they encounter. Some of our clients have made significant changes in their lives and it is a privilege to celebrate this with them.”

Paula ,CCN Trustee

‘Since becoming a trustee at the beginning of the year, I have been able to use my experience as a Director of another local charity to support the aims of CCN. The role of the trustee gives you the exposure to all aspects of charity governance and so has allowed me to develop my knowledge and skills as part of my professional development. It is a fulfilling and worthwhile opportunity’

Jo Gillies-Wheatley , CCN Trustee

How to Apply

The TrusteeWorks Team are supporting CCN with their trustee recruitment. Applications and enquiries should be made via TrusteeWorks.

To apply, please send a CV or LinkedIn profile, with a covering letter stating why you wish to join the organisation and how your skills and experience would add value to our board.

If shortlisted, the CCN manager and a current trustee will contact you to arrange an initial chat, and invite you to sit in on an upcoming trustee meeting to get a taste for how we work.

Please send applications and enquiries to:
trusteeworks@reachvolunteering.org.uk

We will be reviewing applications as and when we receive them.



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