

Trustee recruitment pack

November 2025



At Share Bristol we make it easier for people to borrow the everyday things they don't need everyday - tools for projects around the home and garden, kit for adventures and parties and much, much more.

Join us, and share our journey.

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Welcome

Thank you for your interest in becoming a Trustee, and a company director, of Share Bristol.

We're at an exciting time in our journey. We have three Share Bristol locations open, in Kingswood, Bedminster and Frenchay, we are preparing to open our fourth, in Winterbourne and we're in talks with local groups in other parts of Bristol to bring sharing to their communities.

We are looking for Trustees who complement our existing skills and experience and who have time to help us grow and develop. Right now, we are particularly interested in people with skills in one of the following:

- HR and people management - staff and/or volunteers
- Partnerships - either with businesses who we could work with or community groups and organisations to bring Share Bristol to their local area
- Health and Safety and premises management
- Governance (for a Company Secretary rather than Trustee role)

We are particularly interested in people who have good links with and knowledge of at least one of:

- Winterbourne, South Gloucestershire
- Easton, Bristol
- Shirehampton, Avonmouth and Lawrence Weston, Bristol

As a Trustee, you will be part of a small team leading Share Bristol as we ensure our charity is as good as it can be and reaches more people, whilst listening to our local communities, being inclusive, and responding to local demand. There is so much scope for bringing your ideas and experience to make a difference with Share Bristol.

Our team is friendly, welcoming and highly engaged and collaborative. We're on a mission to change the world, so although we only have formal Trustee meetings once a quarter, we also have quarterly Operations and Development meetings, regular meetings with external organisations, and communicate frequently to support each other on projects and things we are working on.

We are particularly keen to hear from people who are under-represented at Share Bristol and in the environmental field in general, but would encourage anyone to submit an application regardless of this.

If you've got any questions and want to chat please contact us.

We look forward to hearing from you,

Anna P, Lindsay, Anna R and Nicki

Share Bristol Trustees

(you can read about us [here](#))



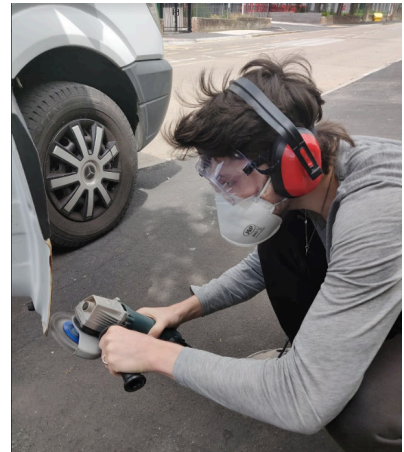
About Share Bristol

Vision, mission and values

Our vision: Everybody shares.

Our mission: Mission - To make it easy to borrow the everyday Things you don't use every day, by ensuring every community has access to a local Share Bristol Who we are

We're currently a dedicated group of four Trustees, one part-time Operations and Development Manager, three part-time Library of Things Managers and over thirty regular volunteers.



More information

You can read lots more about who we are and what we do on our website:

www.sharebristol.org.uk

You can find our full registration with Companies House [here](#) and with the Charity Commission [here](#).

Wanted: Skills, knowledge and experience

We are currently seeking new Trustees with excellent skills, knowledge and/or experience in one or more of the following areas:

- HR and people management - staff and/or volunteers
- Partnerships - either with businesses who we could work with or community groups and organisations to bring Share Bristol to their local area
- Health and Safety and premises management
- Governance (for a Company Secretary rather than Trustee role)

We're looking for new Trustees to lead on these areas, allowing our existing Trustees to focus their efforts on fewer areas, and bringing in new ideas, expertise and connections.

We're also looking for people who can help us set up new Share Bristol locations, working with local community groups and other organisations to ensure that they meet the needs of the local community. Ideally we are looking for people with close links to the following areas, as we think these will be the next locations for Share Bristol:

- Winterbourne, South Gloucestershire
- Easton, Bristol
- Shirehampton, Avonmouth and Lawrence Weston, Bristol

We don't expect our Trustees to be the highest level of expert in a subject matter, as long as you're happy to research, learn from others, develop your skills where we need them and admit when you need some help and guidance. We also don't expect you to do absolutely everything yourself - we work as a team and help each other out, and you could recruit some volunteers to help you in your particular area as well.

What matters to us most is that you have passion for what we're doing, work collaboratively and have a drive to see us do things right and succeed.

Commitment

We are looking for Trustees to commit to:

- A minimum of 10 hours per month on Trustee and administrative activities
- Quarterly Trustee meetings, held in the evenings
- Quarterly operations and development meetings, held in the evenings
- Being the responsible person at a Share Bristol Library of Things location for one lending session a month

Trustee posts will be reviewed annually in the early stages, to ensure we have the right skills, knowledge and experience leading us.

Being a Share Bristol company director and Trustee

Although Share Bristol is a charity, we are also a limited company, and our Trustees are therefore also company directors. The duties of a company director fall under the Companies Act 2006, and their responsibilities to Companies House are explained clearly on the government website [here](#). The requirements of charity Trustees are outlined [here](#).

Trustee and company director role description

As a Share Bristol Trustee and director you will:

- Ensure that Share Bristol applies its resources exclusively in pursuance of its objectives
- Ensure that Share Bristol complies with all aspects of its governance, relevant legislation and statutory guidance
- Keep informed about the activities of Share Bristol and wider local and national issues which affect its work
- Contribute actively to the role of the Board of Trustees, through leading on identified workstreams and projects
- Ensure that Share Bristol conducts its business in accordance with the values agreed by the Board
- Safeguard the reputation of Share Bristol
- Declare any conflict of interest in agenda items at Board meetings or at any other time if they become apparent while carrying out Trustee duties
- Be collectively responsible for the decisions of the Board and all aspects of Share Bristol's business
- Ensure the efficient and effective administration of Share Bristol's affairs
- Ensure the financial stability of Share Bristol
- Protect and properly manage Share Bristol's assets and to ensure prudent investment of its funds
- Ensure that Share Bristol is adequately insured against all reasonably foreseeable liabilities
- Use any specific knowledge or experience to help the Board reach sound decisions
- Make every effort to attend Board meetings and come well prepared to make a contribution to decision-making, having read the agenda papers in advance
- Give apologies for absence as soon as possible before any meeting which a Trustee is unavoidably prevented from attending
- Participate in other tasks which arise from time to time, such as promoting Share Bristol's public profile

Code of conduct

Each of our Trustees and wider team must agree to our Code of Conduct:

- Stay focused on our vision, that everybody shares
- Uphold our values: community-focussed, accessible for all, work with others and uphold the six Rs of sustainability: Rethink, Refuse, Reduce, Reuse, Repair and Recycle
- Take responsibility and be accountable for performing your allocated roles efficiently, reliably and effectively, to the best of their ability
- Appreciate the efforts of other team members and treat them in a way that is respectful, transparent and fair, allowing for differences in background, characteristics, disposition, skills and abilities
- Help other people to develop their skills and gain experience in relevant areas
- Manage and dispose of the assets of Share Bristol in accordance with the asset management policy
- Highlight potential, perceived or actual problems or issues to another Trustee promptly, offering required information and support, so that they can be dealt with appropriately
- Act with integrity and professionalism, in person and through all media and communication channels
- Safeguard the resources of Share Bristol and its partners through reducing waste and making best use of assets - including people, skills and things
- Promote the interests of Share Bristol, through volunteering your time, helping to spread awareness of our work and talking positively about the work that Share Bristol does
- Be seen to respect and uphold Share Bristol's agreed position, policies and procedures, whilst using appropriate methods and channels to challenge us to do better
- Comply with Share Bristol's policies, procedures, guidance and relevant external laws and regulations
- Disclose any actual or potential conflicts of interest or other issues that may impact, or be perceived to impact, on their ability to perform your role to the required standard or to adhere to this Code of Conduct or other relevant requirements.

Steps to becoming a Trustee

Being a Trustee is a serious thing, and we want to ensure that we run Share Bristol well for the benefit of the community. So there are a few steps to take:

1) Register your interest

Initially, you need to tell us a bit about yourself, why you are interested in becoming a Trustee and what skills and experience you can offer. Please send your CV and a covering email explaining this. If you would like to discuss the opportunities in any more detail first, please also message with your contact details and ask that an existing Trustee gives you a call. You might also want to pop in and see us at a Share Bristol Library of Things.

2) Interview

We'll get in touch to ask any clarification questions that will help us to decide if your skills and experience are a close enough match to what we are looking for right now. If it looks like it could work, we will set up an interview between you and two of the existing Trustees. This will also give you an opportunity to ask questions of us.

3) Becoming a Trustee

Once you're offered the role, you'll need to submit a couple of forms:

Director Confirmation of Application Form

This collects your contact details, and allows you to summarise your motivation, skills, experience following our discussions at interview. This also where you agree to the terms and conditions of being a director, pending various checks:

www.smartsurvey.co.uk/s/L6UPY4/

Director Declaration of Interest Form

Here you declare any conflicts of interest or other things we should know about:

www.smartsurvey.co.uk/s/3CIUW5/

We will carry out due diligence to ensure you are suitable to be a Trustee, by asking for references and searching the following government databases:

- Register of Disqualified Company Directors
www.gov.uk/search-the-register-of-disqualified-company-directors
- Individual Insolvency Register and the Bankruptcy or Debt Relief Restrictions
www.gov.uk/search-bankruptcy-insolvency-register

At this stage we will also work with you to complete a:

Basic DBS check for working with vulnerable adults

This is a check of your police record, to ensure that we are safeguarding our community as our Trustees are in a position of power within the company and we work with potentially vulnerable volunteers and members. Share Bristol will cover the cost of this.

4) Final steps

Following successful background checks, we will ask you to act as a Trustee for a few months to make sure it is the right fit, and if everyone is happy we will register you with Companies House and the Charity Commission and celebrate you being on board!