



Trustee Candidate Pack



About Us

Thank you for your interest in joining the Board of Trustees at The Forge Project.

This pack explains the trustee opportunity, the role and time commitment, the skills and qualities we are seeking, the support available to new trustees, the benefits of joining The Forge Project and how to apply.

The Forge Project is a charity based in North Lincolnshire, supporting people who are experiencing, or at risk of, homelessness. Our vision is that people experiencing homelessness are valued by society and provided with opportunities to move their lives forward.

The Forge Project began as a Methodist Church project and became an independent charity in 2010. Since then, we have grown significantly and developed a range of services and partnerships to support people on their journey towards healthier, safer and more independent lives.

Our approach starts with meeting immediate needs and building trust. Through our safe, welcoming and accepting community, we provide food, toiletries, clothing and access to basic facilities, while building trust, confidence, resilience and wellbeing. We work alongside people to identify their strengths, agree realistic goals and connect them with specialist support to address underlying challenges and move towards appropriate accommodation.

We work with partners across areas including housing, physical and mental health, health inequalities, drugs and alcohol, employment and financial independence, safeguarding and tenancy sustainment. Our aim is to help people overcome the barriers they face and develop the skills, confidence and stability they need to move their lives forward.

As The Forge Project has grown, so too have the opportunities and responsibilities facing the Board. We are now looking to strengthen our governance with trustees who can bring complementary skills, experience and perspectives to help guide the organisation through its next stage of development.

We are particularly interested in experience in areas such as organisational development, finance and fundraising, volunteer management, communications, housing and homelessness, health and wellbeing, employment and employability, community engagement, safeguarding, monitoring and evaluation, governance, digital and IT.

You do not need previous trustee experience. What matters is a commitment to our vision, mission and values, an ability to contribute actively and constructively to the Board, and a willingness to use your skills and experience for the benefit of The Forge Project and the people we support.

We are seeking new trustees to help guide The Forge Project through its next stage of development. The sections below explain the contribution we are looking for, the responsibilities and time commitment involved, and the support available to trustees.

Read our Impact Report [Here](#)



Our Services

To address the complex challenges surrounding homelessness, The Forge Project and North Lincolnshire Council's Housing, Rehabilitation and Recovery Team are committed to delivering a more comprehensive and integrated service. This collaboration aims to streamline support, reduce duplication and improve outcomes for individuals across North Lincolnshire.

The Integrated Hub's aims and objectives are:

- Promote recovery and rehabilitation
- Enable access to support, housing, education, training, and employment
- Access to specialist partner agencies
- Support individuals to live independently
- Encourage participation in leisure and community activities

This integrated way of working enables us to undertake a holistic assessment and immediate, co-ordinated action. Collaboration across services ensures no aspect of a person's wellbeing is overlooked and helps build stronger, more trusting relationships between professionals and the people they support.

We open seven days a week offering hot drinks and meals, toiletries, clothing, showers and laundry facilities. Service users can access support from a range of partner agencies who attend the Hub.

Partner agencies include: local drug and alcohol agency, domestic abuse agency, Community Inclusion Nurses, Dental Services, Occupational Therapy, Physiotherapy, Smoking Cessation Services, Hepatitis C Testing, Blood Borne Virus Testing, Probation Service, Citizen's Advice and other specialist provision. This co-located model improves accessibility, increased engagement, reduced missed appointments and strengthened pathways into longer-term support.



Day Centre



Support



Mental Health



Befriending

648

INDIVIDUALS ATTENDED OVER THE PAST YEAR

18,858

VISITS OVER THE PAST YEAR

11,339

MEALS SERVED OVER THE PAST YEAR

Activities and volunteering

Afternoon activity sessions help reduce social isolation and promote wellbeing by building confidence, self-esteem and resilience. Activities include baking, arts and craft activities, gardening and opportunities for people to share their skills.

We also provide volunteering opportunities to service users. Volunteering can help build confidence and self-esteem, create a sense of accomplishment and often form the beginning of a pathway towards training or employment.

Our longer-term aim is to support people as they move towards sustaining a tenancy, developing life skills, achieving financial independence, accessing training and moving towards employment.

The Impact You'll Help Support

Our work starts with people's immediate needs, but it does not stop there. By creating a safe and accepting community and building relationships based on trust, we support people to recognise their own strengths and develop the confidence, skills and resilience they need to move towards greater independence.

As a trustee, you will help ensure that The Forge Project continues to have the governance, financial stability, strategic direction and organisational capacity needed to deliver this work effectively.



Our Values

Our values are central to how we work with service users, volunteers, staff, supporters and partner organisations.

Respect

We are non-judgemental and compassionate. We treat everyone we work with as an individual and take time to listen carefully to their needs, accepting and valuing that they may be different to our own.

We deliver our service on an equal footing to all, treating people as we would like to be treated ourselves.

Integrity

We are transparent, accountable and honest. We do what we say we will and take responsibility for our own actions. When we make mistakes or things go wrong, we apologise and learn.

Community

We are welcoming and encourage positive relationships between service users, staff, volunteers, supporters and other service providers who make up the The Forge Project family.

When issues arise, we are prepared to sit down and talk them through to resolve conflicts and difficulties. We stand alongside, and share the journeys, that our service users are experiencing.

Empowerment

We provide opportunities for lifelong change and personal growth which enable service users to increase their independence and self-responsibility.

We use a person-centred approach, encouraging service users to recognise their own strengths and supporting them to build their skills, knowledge, confidence and resilience.

Collaboration

We work co-productively with our service users in planning and delivering support, helping to ensure that our services meet their needs in the most effective way.

We work as a team across The Forge Project, recognising and using each other's strengths and supporting each other in difficult times. We also believe better outcomes can be achieved when organisations and agencies work together, and actively seek opportunities to add value to the work of our partners and for partners to add value to ours.

The Trustee Opportunity

We are looking to strengthen our Board with new trustees who can bring a range of skills, knowledge, experience and perspectives to complement those already represented.

As The Forge Project continues to develop, we are particularly interested in people who can contribute to the Board's collective understanding and experience across areas such as:

- **Strategic and organisational development**, including strategic planning, organisational management, business development and managing organisational change or growth.
- **Finance and fundraising**, including financial management, fundraising, income generation, funding applications and financial sustainability.
- **Volunteer management and people**, including experience of working with, managing or developing volunteers, HR, recruitment, learning and development or people management.
- **Housing and homelessness**, including knowledge or experience of homelessness, housing services or related areas.
- **Health and wellbeing**, including physical or mental health, public health, drug and alcohol services or other relevant areas.
- **Employment and employability**, including skills development, training, employment support or pathways into work.
- **Communications, marketing and public relations**, including public speaking, campaigning, media, communications or representing an organisation externally.
- **Community engagement and partnership working**, including experience of working collaboratively with other organisations, agencies or community groups.
- **Safeguarding and support**, including safeguarding, professional boundaries, supporting vulnerable people or working with people who have experienced disadvantage or trauma.
- **Monitoring, evaluation and impact**, including using information and evidence to understand the effectiveness and impact of services.
- **Digital and IT**, including experience of digital tools, systems or technology that could support the organisation's development.
- **Legal, governance or compliance**, including experience relevant to charity governance, regulation, risk management or organisational compliance.
- **Service-user involvement and lived experience**, including knowledge or experience that can help ensure that the voices and experiences of people who use our services inform our work.

This list is not intended to be exhaustive, and you do not need to have experience in all, or even most, of these areas. We are interested in the collective contribution of the Board, rather than looking for one individual who can meet every requirement.

We would particularly welcome people who can bring skills or perspectives that are not currently well represented on the Board, as well as people with a strong understanding of the issues affecting the people we support.

The Trustee Role

Trustees are collectively responsible for ensuring that The Forge Project fulfils its charitable objectives and is well governed, financially sustainable and able to develop for the long term.

As a trustee, you will contribute to:

- Ensuring that The Forge Project complies with its governing document, charity law, company law and other relevant legislation and regulations.
- Ensuring that the organisation pursues its charitable objects and applies its resources appropriately.
- Developing the organisation's long-term strategy, defining its goals and evaluating performance against targets.
- Ensuring the financial stability and sustainability of The Forge Project.
- Safeguarding the good name and values of the organisation.
- Ensuring effective and efficient administration, including appropriate policies and procedures.
- Protecting and managing the organisation's property and ensuring its funds are appropriately managed.
- Appointing the most senior staff member and appraising their performance.

Alongside these statutory responsibilities, each trustee is expected to use their specific skills, knowledge and experience to help the Board reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and offering advice in areas where the trustee has particular expertise.

Trustees are also expected to keep informed about the organisation's work, contribute actively to the Board, participate in relevant training, declare conflicts of interest and comply with The Forge Project's policies, procedures and Trustee Code of Conduct.



Time Commitment

The minimum time commitment is approximately six hours per month.

Trustees are required to attend monthly Board meetings and are expected to read Board papers and prepare in advance.

- Meetings take place at The Forge Project's main office, with the option to join remotely.
- Meetings are generally held in the evenings, and their timing is regularly reviewed in light of the practical needs of trustees.
- In most years, trustees will also be expected to participate in two half-day planning or team-building sessions, generally held during the day.
- Depending on their individual skills and experience, trustees may also be invited to participate in task-and-finish working groups for specific, time-limited pieces of work.
- Trustees are generally expected to support The Forge Project in practical ways where appropriate. This may include participating in interviews for senior staff, representing The Forge Project at events or engaging in fundraising activity. Some of these activities may take place during the day.

Trustees serve an initial three-year period, after which they may be re-elected. There is currently no limit on the number of times a trustee may be re-elected.



Who We're Looking For

Each trustee must have:

- A commitment to the vision, mission and values of the Forge Project.
- A willingness to meet the minimum time commitment including, on occasions, being available to staff for advice and support relating to their particular expertise.
- Integrity including understanding of, and ability to maintain, confidentiality.
- An ability to analyse and evaluate information and think strategically.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisational and external environments.
- Willingness to express opinion in a reasoned way, balancing tact and diplomacy with a willingness to challenge and constructively criticise.
- An understanding of the governance role and acceptance of the legal duties, responsibilities and liabilities of trusteeship (training can be provided).
- Effective communication and interpersonal skills.
- An ability to work effectively as a member of a team and to take decisions for the good of Forge Project.
- Capacity for self-reflection and active learning, and a willingness to undertake training when required.
- A willingness to complete induction activities and reading over their first six months of service.

Our Commitment to Equality, Diversity and Inclusion

As an organisation we are committed to ensuring that all people we work with are welcomed into a safe and inclusive environment. Linked to this, we are particularly keen to ensure that our Trustees are fully representative of the community in which we work, and would warmly welcome applications from people from a diverse range of backgrounds, ethnicities, genders, sexual orientations and physical abilities.



Why Join Us?

As a trustee you will:

- Have an induction, receive training and reimbursable expenses.
- Contribute to helping those experiencing homelessness, or who are at risk of homelessness, journey towards healthier and safer lives.
- Develop new skills and acquire new knowledge.
- Have opportunities to network with new people including professionals.

New to Trusteeship?

- Previous trustee experience is not essential.
- We recognise that people can bring valuable skills, knowledge and experience to a Board without having previously served as a trustee.
- An understanding of the governance role and acceptance of the legal duties, responsibilities and liabilities of trusteeship are important, but training can be provided.
- New trustees will be expected to complete induction activities and relevant reading during their first six months of service, alongside participating in relevant training.



How to Apply

The TrusteeWorks team at Reach Volunteering are supporting The Forge Project with this trustee recruitment.

To apply, please submit your CV together with a covering letter explaining why you would like to join The Forge Project and how your skills, knowledge and experience could contribute to the Board.

Please send application and enquiries to Trusteeworks@reachskills.org.uk

Applications will be reviewed after the closing date of 30 November 2026.

The Forge Project would be happy to have an informal conversation with prospective applicants who would like to learn more about the organisation or the trustee role before applying.

