Recruitment Pack

Trustee with Special Responsibility for Finance

Pembrokeshire Association of Voluntary Services

PAVS

Pembrokeshire
Association of
Voluntary Services

Cymdeithas
Gwasanaethau
Gwirfoddol Sir Benfro



Our Vision

Sustainable voluntary groups and active volunteers creating thriving, inclusive, and connected communities across Pembrokeshire

Our Mission

To deliver excellent services that connect, enable, inspire, and advocate for communities, groups, volunteers and individuals

Thank you for your interest in our current vacancy at PAVS.

Within this pack you will find more information about the role and about the organisation.

A copy of the most recent Annual Report and Accounts can be found on our website, or please email maudie.hughes@pavs.orguk to request a digital copy.

If you have any questions or would like to discuss the position in more detail, please do get in touch. Full contact details can be found on page 7 of this pack.



Finalists and Award Winners at the Pembrokeshire Volunteer Awards 2025

How would you like to support an organisation focused on delivering support and making a difference in Pembrokeshire?

We are looking for a person who cares about our team and thrive on building relationships to join our Board.

PAVS (Pembrokeshire Association of Voluntary Services) is the County Voluntary Council (CVC) for Pembrokeshire. It is a company limited by guarantee and registered charity.

We are specialists in supporting individuals, voluntary & community groups, social enterprises, and third sector initiatives who in turn enable and support people in our County to access the information, support, advice or community group they need.

Are you passionate about supporting people, and able to collaborate across various groups to co-produce solutions to difficult issues? If so, read on...

PAVS is looking for a new Trustee with Special Responsibility for Finance. This is a non-remunerated position and one that adds value to the communities and people of Pembrokeshire.

This role may be attractive to someone who has had experience of working with committees, and has an understanding of strategic planning both for operational and financial purposes, plus skills in budget setting. The role also requires an understanding of the governance and financial standards set down by Companies House and the Charity Commission.

What does a Trustee of PAVS look like?

You will bring strong people skills to support the Board and you will need to be able to commit time to the work of PAVS (averages about two days per month) to attend Board Meetings, working groups, regional meetings, courses, events etc. The minimum term of office is three years with a maximum of nine years.

The Board works closely with the Chief Officer of PAVS, to help provide a lead in strategic matters and financial planning. A real passion for the work of the third sector in Pembrokeshire will be important, along with a good knowledge and understanding of the County, its people, places, challenges and opportunities.

PAVS is a company limited by guarantee and a charity. It has a board of 10 Directors/Trustees, with three of these positions – the Chair, Vice Chair and Trustee with Special Responsibility for Finance – being appointed by open recruitment and interview. As a Trustee of PAVS, there will be a certain level of responsibility and expectation associated with the role, details of which can be found on the Charity Commission website. You will be expected to support and promote the values of the organisation which are:

- Excellence
- Inclusiveness
- Enthusiasm
- Innovation
- Collaboration
- Kindness.

So, what does PAVS do?

PAVS provides support, guidance and advice to anyone involved in charitable, voluntary or social enterprise organisations and activity across Pembrokeshire.

The work of PAVS is varied, from managing grant funded projects with specific aims such as the Keep Warm Keep Well programme, to delivery of collaborative activities such as Pembrokeshire Community Hub, which offers a single point of contact for anyone who needs a bit of help but does not know where to start – “solutions not services”.

Other activities in the PAVS portfolio include offering support to people wishing to start up or develop a social enterprise, and supporting families, communities, and businesses to become Dementia Friendly. You can find out about these projects and more on the PAVS website.

PAVS also works with public and private sector partners and has a key role in providing a voice for the sector in Pembrokeshire at a regional and national level, making sure that decision makers in local authorities and Welsh Government are informed about the challenges and opportunities in our local communities.



What does the future look like?

The Board wishes to welcome a person who will embed and monitor the delivery of PAVS vision and priorities as set out in our five-year strategy, and play an active role in strengthening and refining our approaches and activity.

As a Trustee on the Board, you will be supporting PAVS to fulfil its strategic priorities by facilitating and enabling the third sector to do what they aspire to do, whilst understanding and championing volunteering to enhance community life and wellbeing. To do this, PAVS is not only developing the regional entity, but also looking to develop new and existing relationships across the public and private sector, and through increasing its membership profile.

Interested?

For further information about the role or to express an interest in joining the board, please email maudie.hughes@pavs.org.uk or call 01437 769422.

If you would like to speak to the Chair of the Board, Claire Incledon, to gain further insight this can also be arranged.

Further Background Information

Pembrokeshire Association of Voluntary Services (PAVS) is the County Voluntary Council (CVC) for Pembrokeshire and provides a range of services to support the development of voluntary and community groups across the County.

The Association has been established as the County Voluntary Council for Pembrokeshire. It promotes any charitable purpose for the public benefit of the community and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness. Its membership is made up of voluntary and community groups and social enterprises (collectively known as "the third sector") operating in Pembrokeshire. In its work the Association promotes and organises co-operation in the achievement of these aims, and to that end brings together representatives of the third sector organisation and statutory authorities within Pembrokeshire.

As a member of Third Sector Support Wales[1], PAVS receives an element of core funding from Welsh Government to:

·deliver generic development and funding support to voluntary and community groups and social enterprises

·provide a comprehensive volunteering service

·support the engagement of the sector in local and regional strategic planning and service delivery partnerships

PAVS also works closely with statutory and third sector partners to implement a preventions and early intervention strategy which aims to create active, resourceful, connected, sustainable and kind communities. This has resulted in PAVS employing a team of locality-based Community Connectors, as well as offering support for informal volunteering and community-led action. PAVS is a lead partner in the multi-agency Pembrokeshire Community Hub, which was formally launched in its current format early in 2022.

The Association currently employs 28 people (both full and part-time) and is a company limited by guarantee and a registered charity with an annual income of around £1.8 million, being a mix of restricted and unrestricted funding from a range of sources.

Further details on the Association's mission, values, strategic objectives and activities can be found in the Report of the Trustees filed with the annual accounts.

[1] A Wales-wide partnership of 19 County Voluntary Councils and Wales Council for Voluntary Action (WCVA)



The Board of Trustees

The Board is made up of 10 trustees, 7 of whom are elected by PAVS' membership at the Annual General Meeting. The posts of Chair, Vice Chair and Trustee with Special Responsibility for Finance are appointed by the elected Board members through an open recruitment process. The Board meets every 6-8 weeks in accordance with an annual schedule of meetings and forward work programme.

The role of the Board of Trustees

The Board of Trustees must always act in the best interests of PAVS, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Board of Trustees must act as a group and not as individuals - working together to ensure effective governance and a clear strategic direction.

The duties and responsibilities of a PAVS Trustee are to:

·Ensure the organisation applies its resources exclusively in pursuance of its objectives
·Ensure the financial stability and sustainability of PAVS
·Attend Board meetings and contribute fully to Trustee debates held face-to-face and online
·Work with the PAVS staff team to ensure PAVS continues to meet its objectives, based upon the strategic direction set by the Board
·Contribute individual, relevant expertise to support the Charity's objectives
·Promote the work of the Charity and attend PAVS events to celebrate the work of voluntary and community groups and volunteers

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the Trustee has particular expertise.



Trustee with Special Responsibility for Finance Role Description

Title: Trustee with Special Responsibility (TSR) Finance – PAVS Board of Trustees/Directors

Remuneration: Non-remunerated (reimbursement of travel and reasonable out-of-pocket expenses only)

Commitment: Average 1 day across each quarter including attendance at Board meetings, working groups, regional meetings, courses, etc which may be in person or online using Teams or Zoom

Minimum term of office: 3 years (subject to performance review)

Maximum term of office: 9 years (dependent on re-appointment every 3 years)

Key responsibilities of the TSR Finance

·To oversee the financial state of the Charity/Company

·To ensure that the PAVS Board discharges its financial responsibilities in full compliance with relevant regulatory frameworks and statements of recommended practice

·To assist the Chair and Vice Chair in setting the strategic direction of the Association, ensuring that appropriate resources are in place, that clear objectives are set, and that adequate monitoring is in place

·To ensure that a long-term financial plan is in place to meet the strategic plans of PAVS

·To assume the leadership in overseeing specific streams of work as agreed with the Chair

Specific duties of the TSR Finance

·To present concise and clear reports to the Board on financial matters so that the Board can make sound decisions
·To set up and lead meetings of the Finance Sub-Committee in order to provide assurance to the Board on all matters relating to finance and audit
·To assist the Chief Officer and senior staff in managing the Charity's financial planning and reporting
·To ensure that adequate tools and controls are in place to oversee and monitor the financial management of the Charity
·To liaise with the external auditor to present the accounts at the Annual General Meeting, drawing attention to important points either in a written report and/or verbally

Key characteristics of the TSR Finance

·Extensive experience of financial management at Board level, preferably gained in the third sector
·Broad strategic and business financial planning skills, based upon previous experience at a senior level
·Ability to assist the Chair and Chief Officer on financial matters, including being able to analyse complex financial data, assess the financial consequences of decisions, and present options/recommendations for consideration
·Integrity and impartiality and the ability to earn the confidence of fellow trustees
Whilst not essential, a financial qualification and knowledge of the Charity Commission's Statement of Recommended Practice would be advantageous

Personal Role of Board Members

As a member of PAVS' Board of Trustees, you will be expected to:

- Support the strategic aims, objectives and values of the organisation as set out in its constitution and other relevant documents.
- Use your personal skills and experience in authority to make decisions
- Share responsibility for all decisions made by the Board
- Give priority to attending Board meetings
- Send apologies if you are unable to attend
- Prepare for the meetings by reading the prepared papers
- Respect the confidentiality of the information provided for meetings
- Accept that you are there as an individual and that your first responsibility is to the Board
- Be aware of your responsibilities as both a Charity Trustee and a Company Director

Pembrokeshire Association of Voluntary Services (PAVS)

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@pembspavs





Pembrokeshire Association of Voluntary Services

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