



Council Treasurer – Information Pack

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A Message from Bishop Trevor Williams, Chair of Council

Dear Applicant,

Thank you for your interest in the position of Treasurer for the Corrymeela Community with effect from 01st November 2020. We do hope that your interest at this stage is further enhanced by this information pack which is designed to provide you with:

- Background to the Corrymeela Community;
- Information about the Council's Role, Governance and the Values that underpin what we do and how we do it;
- Treasurer's role Description and Specification; and
- Guidance on how to apply.

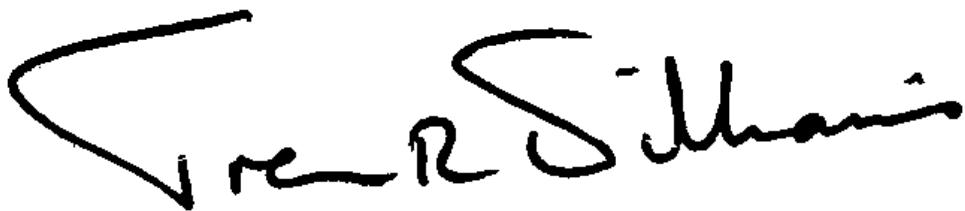
This is a very important role for Corrymeela: working with Council the collective role is to lead, provide direction, scrutiny, oversight and insight. We welcome the opportunity to meet with potential applicants, in advance of submitting an application, so we can share more on what we do and how we do it.

Our Corrymeela Community is diverse and we are striving to ensure our Council is truly reflective of the Community we serve. We would particularly welcome applications from ethnic minorities, younger people, people with disabilities and marginalised groups.

Our vision is a society where divisions are not destructive, where people live, learn and work well with each other. This is our compass and our values guide us on our journey.

The closing date for applications is 12 noon on Friday 04th September 2020.

We look forward to hearing from you.



Bishop Trevor Williams
Chair of Council

1: Background to the Corrymeela Community

In our increasingly divided world Corrymeela is a movement of people rallied around one inspirational idea ‘Together is better’. We began before the “Troubles” and continue on in Northern Ireland’s changing post-conflict society. The organisation grew organically from the original Community members and today our staff and volunteers work alongside the eight thousand people who spend time in our residential centre every year.

We are also a dispersed ecumenical Christian Community and many community members volunteer regularly at the residential centre in Ballycastle. Our work is made possible by around eighty-thousand volunteer hours on an annual basis.

Our vision is of a society where divisions are not destructive, where people live, learn and work well with each other. Our mission is focused on transforming division through human encounter. We facilitate a range of programmes focused on welcoming everyone, challenging injustice and changing ourselves. A copy of the Corrymeela Strategic Plan for 2018-2021 can be found [here](#) which lays out our strategic priorities for this period.

Corrymeela currently has an annual income of £1.25-1.5 million. Further details on our financial accounting may be accessed through our Annual Reports. A copy of our latest audited accounts can be found [here](#).

1:1 Our Structure

The Council is the governing body of the Corrymeela Community. Council Members are elected by the wider Community membership and collectively carry complete legal and financial responsibility for all aspects of the Corrymeela Community. This includes fulfilling its charitable objects; managing risk; employing staff; managing its assets; ensuring compliance with the law and external regulation and ensuring Corrymeela has a coherent strategic vision, which is effectively implemented. We are a registered Charity and a Company Limited by Guarantee.

Corrymeela employs approximately 30 staff to further Corrymeela’s vision and mission. Most staff are based in our Ballycastle Centre, a large residential centre at Ballycastle, while others deliver a variety of initiatives in local communities as well as at the Ballycastle site.

Corrymeela has a team of volunteers who are largely based at the Centre in a residential capacity. Volunteers participate in an extensive volunteer experience, including training and personal development, and have an integral role in the lived Community. Centre volunteers are given opportunities to understand the work of the wider Community by developing relationships with members, who act as hosts to long-term volunteers, and engaging in Corrymeela activities/events outside the Centre. Community members participate in the life of the Centre by bringing groups to the Centre, and/or volunteering at the Centre.

1:2 Our Work and Reach

We deeply believe that everyone is welcome whatever their background, ethnicity, faith, sexuality or nationality. We work relentlessly to tackle intolerance, hatred and oppression through a range of programmes such as enabling young people to tackle sectarianism and support survivors of racism and homophobia. As we hear each other's stories, we learn how to live well with each other. We welcome everyone, we challenge injustice and we change ourselves because we believe together is better.

Our residential Centre in Ballycastle has the capacity to accommodate 100 guests across two units. Our staff and volunteers provide a safe and welcoming space there, and in local communities, in which groups can experience community whilst pursuing specific programmes¹. These are designed to reflect the vision of Corrymeela, as set out in the strategic plan. Currently we focus on four key programme areas: Sectarianism, Marginalisation, Legacies of Conflict, and Public Theology. Additionally we operate a significant Youth and Schools Programme in partnership with the Education Authority. Corrymeela also hosts a range of public events² and initiatives, which are run variously by staff, our members and the Leader, and reflect Corrymeela's vision and mission.

Corrymeela has a dispersed membership of over 160 members who, individually and together, are committed to the healing of social, religious and political divisions that exist in Northern Ireland and throughout the world. Members support the work of the Centre by offering volunteer hours, bringing groups, offering respite for staff and volunteers, financial giving and fundraising. Members meet together in their local areas to discern how to live out their commitment to Corrymeela in their own situations.

¹ <https://www.corrymeela.org/programmes>

² <https://www.corrymeela.org/events>

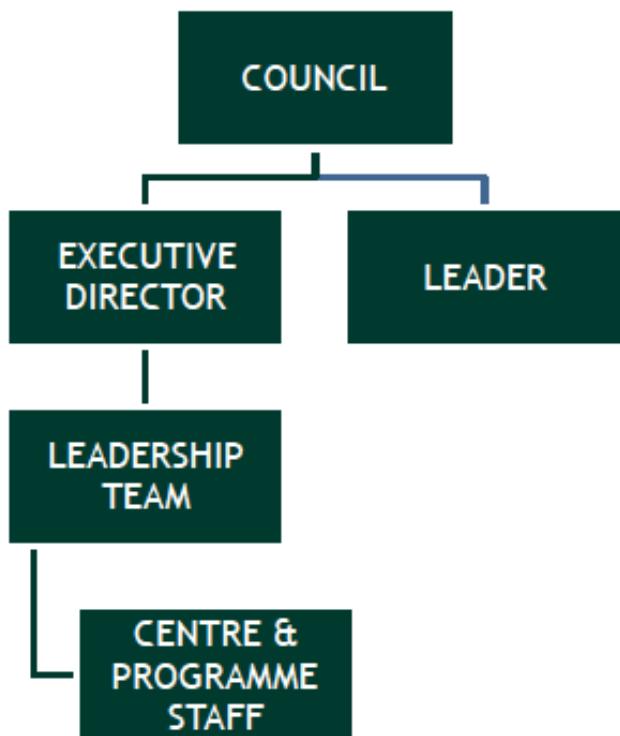
1:3 Leadership and Organisational Structure

Corrymeela operates a shared leadership model.

The Leader has primary responsibility for supporting and developing the dispersed Corrymeela Community and developing programmes and events exploring public theology. The Leader is, together with Council, responsible for establishing and giving consistent expression to the faith vision of the Community through all of its life and work, at the Centre and beyond. The Leader has specific responsibility to support Community members in living out the vision of the Community and holds responsibility for the shared life and vision of members.

The Executive Director delivers and reviews the overall strategic direction and performance of Corrymeela and provides effective management of its people and resources. In addition, this role carries significant responsibility for legal compliance, supporting good governance in partnership with the Council, effective communications with all stakeholders and income generation.

Both posts report to Council through the Chairperson.



2: About the Council

2:1 What Is Council?

'Council' is the executive body of the Community and is equivalent to the board of directors of a company and the board of trustees of a charity.

The Corrymeela Community is a registered charity and a company limited by guarantee. As a company we have a Memorandum and Articles of Association (see Appendix 3), revised and adopted 27th April 2019, which governs what we can do and how we must do it. As trustees, ***Council members carry responsibility for the running of Corrymeela's affairs and may in certain circumstances be held legally liable.***

2:2 Council Membership

Council consists of up to 12 people, comprising of no fewer than 6 and no more than 8 elected members and up to 4 co-opted trustees. Although co-opted trustees may not necessarily be members of the community, members will always make up a majority of Council. Elected members are elected from full Community members at the AGM.

The Leader and the Executive Director will normally be in attendance at Council meetings. Where appropriate, other staff may be invited to attend Council meetings for specific business and reporting purposes.

Council members may not receive payment from Corrymeela for any services or any project under the auspices of the Corrymeela Community except for agreed out of pocket expenses. No Council member may be in a trading relationship with Corrymeela.

All conflicts of interest must be declared at the beginning of service and with any change of circumstance. Any specific potential conflicts of interest must also be declared at the beginning of a Council meeting.

2:3 Role of Council Members

The general role of Council members, individually and collectively, is to ensure that Corrymeela operates in a manner which enables it to fulfil the charitable objects listed in the Memorandum and Articles of Association as effectively as possible. Council members play an integral role in formulating strategy and monitoring progress to deliver the aims and priorities of the organisation.

Overall the role of Council is to govern, while responsibilities for management rest with the Executive Director and, where appropriate and agreed, the Leader. In carrying out its responsibilities, Council will uphold the values of accountability to its stakeholders, probity and transparency.

2:4 Role of Council as a Corporate Body

2:4:1 Overall Purpose

To provide governance ensuring that Corrymeela operates in a manner which enables it to fulfil the charitable objects listed in the Memorandum and Articles of Association; achieves its mission and is governed effectively, fulfilling the requirements of the law and good practice.

2:4:2 Key Responsibilities:

- Provide Strategic Direction;
- Ensure compliance with all legal and regulatory provisions;
- Ensure the delivery of excellent services;
- Ensure the organisation's financial and physical resources are effectively and efficiently managed;
- Support the generation of income;
- Ensure effective human resource management, understanding and respecting the relationship between Council and Staff;
- Ensure risk is effectively managed;
- Support effective communications;
- Ensure effective internal governance functions in particular providing clarity around delegation of authority;
- Appoint, manage, appraise and, if required, dismiss the Executive Director and Leader;
- Prepare for AGM, election of Office bearers and possible co-options;
- Arrange the induction of new Council and carrying out a regular skills audit and refresher sessions for all Council members;
- Be accountable to Members of the Corrymeela Community; and
- Review the Code of Conduct every three years.

2:5 Meetings

Council aims to meet at least 7 times a year, normally on the last Tuesday of the month. Meetings are generally held in Belfast at the Corrymeela Belfast office base (83 University Street) from 6-9pm.

There are a number of sub-committees which require at least one Council member usually acting as committee chair. These are the Office Bearers 'Committee, Community Life, Audit and Risk and Governance and Nominations.

2:6 Governance Framework

Corrymeela is a Company Limited by Guarantee, registered in Northern Ireland No NI006823, registered with the Charity Commission for Northern Ireland NIC101597 and registered as a charity with HMRC Reference No XN48052A.

In 2017-18 Council led a governance review which led to the production of a Governance Framework (Appendix 4). This sets out to provide information and guidelines to Council Members and the Leadership Team on their task, their responsibilities and the policies and ethos which Corrymeela has established for the running of the organisational aspects of the Community. Section 5 of the Governance Framework includes a Code of Conduct for Council Members. The Corrymeela Community subscribes to the principles outlined in the Code of Good Governance.³

Support is provided to new trustees through a programme of induction into Council. In addition, the Council seeks to be proactive in accessing relevant opportunities to enhance the governance skills of its members. Council members are entitled to reimbursement for out-of-pocket expenses.

³ Available to download here: <https://www.diycommitteeguide.org/>

2:7 Our Values

Relationships:

At Corrymeela we believe that relationships — between those involved at Corrymeela; programme participants; grassroots and political communities; new arrivals and settled communities — are vital to the flourishing of work, change and reconciliation. When relationships are valued, dignity and trust can be communicated and deepened.

Welcome:

At Corrymeela we value hospitality, shared meals, time to get to know each other and time where we are not only working with each other. We engrain opportunities for hospitality within our programmes and meetings. We are also deliberate in asking structural questions about our hospitality: Who is missing at the table? Who assumes they are host? Who is not invited to the table? Who is excluded? Who is restrained from participation?

Reconciliation:

No project is achieved without experiences of argument, division and conflict. At Corrymeela we are not surprised when conflict occurs. We work hard to maximise the creativity inherent in conflict for shared and positive outcomes both for individuals as well as for communities. We practice the skills of conversation, understanding, collaboration, compromise, apology, forgiveness and reconciliation. Such commitment embodies our mission and deepens the trust between all constituent members of Corrymeela particularly across positions of responsibility and power.

Communication:

At Corrymeela we engage with over 10,000 people a year. We have both paid staff and temporary support from volunteers who contribute over 80,000 hours per year. None of this happens without communications systems that are both efficient and gracious. We will never achieve the perfect practice of communication however we communicate regularly, are quick to name mistakes and quick to practice forgiveness with each other.

Honesty:

In programme, co-working, financial and accountability structures, we value listening to and telling the truth. We evaluate our programmes, our working relationships, our communications, our feedback systems, our capacity for change and our reporting to our funders. We also bear witness to the truth on matters that matter in our society and we speak this truth in word and action. This practice is more than a requirement for us: it is a value, that enhances our mission to transform division through human encounter.

3: Treasurer Role Description and Specification

3:1 Overall Purpose

The Treasurer is pivotal in providing financial oversight for the Corrymeela Community.

3:2 Key Tasks

- To provide advice, information and clarity to the other trustees on Council on their responsibilities in respect of the financial aspects of Corrymeela's operations.
- The Treasurer sits on the Audit and Risk Committee and reports to Council on the work of the committee, with particular reference to the adequacy of the Charity's financial health, internal controls and the risk register.
- To act as the main point of contact on the Council for the Head of Finance, external auditor and any member of management concerned with the financial aspects of Corrymeela's operations.
- Be instrumental in the development and implementation of financial reserves and investment policies.
- Provides support in the oversight of major contracts and projects including funder interaction and reporting commitments as appropriate.

3:3 General Financial Oversight:

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated staff about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

3:4 Financial Planning and Reporting

- To present financial reports to Council.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy and investment policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.

3:5 Person Specification

Location	Mainly Belfast-based (83 University Street, Belfast, BT7 1HP). Some meetings will take place at the Ballycastle centre (5 Drumaroan Road, Ballycastle, BT54 6QU).
Time	1.5 days per month.
Expenses	All relevant out-of-pocket expenses will be reimbursed.

Required Skills, Experience & Knowledge

- Appropriate qualifications and membership in one of the Consultative Committee of Accountancy Bodies or the Chartered Institute of Management Accountants (ACA/ACCA/CIMA/CIPFA).
- Significant experience of financial control and budgeting in a £1m + charity or business, including overarching financial strategy.
- Experience in providing strategic direction of reserves and investments policies.
- Knowledge of the legal and regulatory frameworks governing the functioning of a large Charity including Statement of Recommended Practice (SORP).
- Demonstrable knowledge and understanding of financial reporting requirements for charitable companies.
- An understanding of the key trends and current best practice within the not-for-profit financial sector.
- Proven ability to communicate and explain financial information to members of the board and other stakeholders.
- An understanding and commitment to the values of Corrymeela.
- Experience of financial control and budgeting.
- Experience of fundraising and pension schemes.
- Good communication and interpersonal skills.
- A commitment to the time required to fulfil the role of Treasurer.

4: How to Apply

Pre-application:

In advance of applying we welcome the opportunity to meet with you to share more on what we do at The Corrymeela Community, how we work and to answer any questions you may have.

Please contact Joe Walsh to arrange a suitable time:

- Email joe@cefasoft.com
- Phone 07866369846

Submitting an application:

- **Please write to us a Letter of Interest (no more than 2 pages of A4) on the following:**
'Share why you would like to be the Treasurer for the Corrymeela Community, what you would bring to the role and how you meet our values.'
- **Attach a CV (no more than 2 pages).**
- **Read carefully the Charity Trustee declaration, sign and return your application.**

Please email your **Letter of Interest, CV and Charity Trustee Declaration** to joe@cefasoft.com by 12 noon on Friday 04th September 2020.

Hard copies can be posted to Joe Walsh, 176 Upper Newtownards Road, Belfast, BT4 3ES

Late applications will not be considered

Meet our Corrymeela Community:

Those applicants that are shortlisted will have the opportunity to meet with some of the Corrymeela Community before interviews are held. This will be an opportunity for the applicant and members of our community to meet over a cuppa and hear about each other's interest in Corrymeela.

This will take place onsite at Corrymeela, 5 Drumaroan Road, Ballycastle, BT54 6QU.

Timeline

The Panel	Bishop Trevor Williams, Bronagh Vos and Joe Walsh
Opening Date for Applications	Monday 10 th August
Closing Date for Applications	Friday 04 th September (12 noon).
Shortlisting	Tuesday 08 th September
Meet our Corrymeela Community	Thursday 17 th September
Interviews	Wednesday 30 th September
Handover	November & December
In post	01 st January 2021

Feedback will be provided to all unsuccessful applicants on request

Charity Trustee Declaration

Corrymeela is a registered Charity. We ask all applicants to confirm their Trustee eligibility and responsibility.

By signing this form, you declare that you:

- Are willing to act as a Charity Trustee.
- Understand your organisation's purposes (objects) and rules set out in its governing document.
- Are not prevented from acting as a charity trustee because you:
 - Have an unspent conviction for an offence involving dishonesty or deception.
 - Are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order).
 - Have an individual voluntary arrangement (IVA) to pay off debts with creditors.
 - Have made a composition or arrangement with, or granted a trust deed for, creditors and this has not been discharged.
 - Are subject to a moratorium period under a debt relief order or a debt relief restrictions order.
 - Are disqualified from being a company director.
 - Have previously been removed as a trustee by the Commission or the High Court due to misconduct or mismanagement, or removed as a charity trustee by any other charity regulator or Court in the UK.
 - Are disqualified or barred from acting as a trustee of this charity under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012).

You also declare that:

- The information you provide is true, complete and correct.
- You will comply with your responsibilities as a trustee set out in the Charity Commission for Northern Ireland's guidance.

Name	
Signature (If invited for interview you will be asked to counter sign in person.)	
Date	