

## Lead Trustee for Safeguarding



## Information for prospective Safeguarding Trustees

Church Pastoral Aid Society  
Registered charity no 1007820  
A company limited by guarantee, registered in England no 2673220  
Registered office: CPAS, Sovereign Court One (Unit 3), Sir William  
Lyons Road, University of Warwick Science Park, COVENTRY CV4 7EZ





## Introduction to CPAS

CPAS is one of the key organisations shaping the future of the UK church. Its residential holidays influence the lives of thousands of young people each year. Its leadership training and patronage work are shaping the current generation of church leadership.

CPAS' role in the UK is unique, long-standing and influential within the Church of England and its evangelical constituency.

Trustees are seeking to identify who God is calling to join them on the board of CPAS. This is an opportunity to lead, in a non-executive role, an historic and well-regarded organisation through the next phase of its journey and to impact the UK church for Christ.

If you would be interested in a conversation to explore whether this role is of interest to you, please do get in touch. See the end of this document for contact details.

## Introductory letter

Thank you for your interest in finding out more about being a lead trustee for safeguarding at CPAS. Our Trustees have an important role in the life and witness of the UK church, and we need skilled and Christ-centred people to join us.

CPAS is a vital and vibrant Anglican evangelical mission agency – one of the ten Partners in World Mission agencies for the Church of England, with an evangelical foundation and an historic calling to serve the wider church in the UK and Republic of Ireland.

Our founders' aim was clear, to take the gospel 'to every person's door, with a single eye to the glory of God' which has meant that our work has always been in partnership with local churches. Currently we focus on training, patronage, and on the residential holidays we run for young people. We value our rich heritage and partnerships across the evangelical constituency, and seek to be biblical, missional, prayerful, and Christ-like in all we do.

Looking towards 2025, our prayer and aspiration is to see:



The Trustees are profoundly grateful for all that God has been doing in and through CPAS and seek to appoint faithful and visionary new colleagues who will join us in leading the next generation of serving the mission of Christ in our nation.

CPAS has many doors open for its work through its direct connections to many dioceses, nearly 700 parishes through its patronage work and many more parishes where CPAS is not patron. We aim to complement the strategic priorities of the Church of England and build on a huge legacy of goodwill and experience that exists among thousands of leaders trained by CPAS, and an outstanding volunteer pool that has engaged with tens of thousands of young people over the last few years.

Nevertheless, we face challenges in knowing how best to equip today's and tomorrow's leaders, how to continue to reach young people in a 'post-Christian' society, and how patronage might continue to be used for evangelism even as church structures develop and change. In addition, charity governance has become increasingly complex and demanding and CPAS aspires to follow the [Charity Governance Code](#) to achieve high standards of governance.

The skills we've identified as areas for strengthening the board are **finance, HR, legal, and safeguarding**, but all Trustees take collegiate responsibility for decisions that affect the running of CPAS.

We're particularly keen to recruit **younger and more diverse trustees** to the Board so that we get the benefit of their insights into our strategy and plans.

Being a charity trustee also offers benefits in terms of your own professional development:

1. in setting strategy and leading culture within an organisation
2. in non-executive director level discussions and negotiations on key business decisions; and
3. an appreciation of the wide range of functions needed to run a dynamic organisation: finance, IT, HR, marketing, communications, risk management, safeguarding and governance.

If you are in employment, your employer may be willing to give extra leave for trustee meetings as they do for other public duties or in pursuit of their corporate social responsibility programme.

We will provide training for new trustees, and a buddy scheme to help you operate effectively as a trustee as quickly as possible. It is a volunteer role, but we reimburse the expenses you incur in getting to meetings, including child care.

If God may be calling you to serve His church in this way, and you have the skillset and commitment we are looking for, we would be very keen to hear from you.

Yours in Christ,



**The Rt Rev Ruth Bushyager (Bishop of Horsham)**



## ROLE DESCRIPTION

### Main purpose

To be responsible with the other Trustees for the overall governance and strategic direction of CPAS' ministry, working with the staff to develop the aims, objectives and goals of CPAS in accordance with its Constitution, Mission, Vision and Values.

CPAS is a registered charity constituted as a company limited by guarantee. The Trustees are trustees under charity law and directors under company law.

### Duties & Responsibilities

- Share in CPAS' overall ministry by maintaining an active spiritual life as a committed Christian and as an active member of a local church in communion with the Church of England and, as opportunity permits, through participation in collective prayer and worship with other Trustees and with staff
- Pray for the ministry of CPAS and for the Trustees in governing CPAS
- Regularly attend and be an active contributor to meetings of the Trustees and, as appropriate, meetings of committees or working groups, including contributing specialist skills, expertise and knowledge to help the Trustees reach sound decisions and support senior staff
- Agree strategic (medium to long term) aims and objectives for CPAS' ministry, including approving an annual budget, which should:
  - ◆ consider the ministry of CPAS as a whole and the needs of the churches and church leaders whom it serves
  - ◆ reflect CPAS' Constitution (Memorandum and Articles), Mission, Vision and Values
  - ◆ relate to current thinking and practice in relation to effective ministry in the church
- Appoint the CEO and contribute to the appointment of senior staff, supporting them in their role of directing and delivering CPAS' ministry on a day to day basis
- Ensure legal compliance and best practice by:
  - ◆ monitoring and reviewing financial and other performance indicators regularly, through reports from the senior management team, including an annual Safeguarding Report
  - ◆ ensuring the financial stability of CPAS and the proper management of CPAS' investments, property and other assets
  - ◆ reviewing policies and practices
- Promote the work and ministry of and encourage prayer and financial support for CPAS
- Take opportunities to encourage and support all staff and volunteers in their roles within CPAS
- Take part in training sessions provided for the benefit of Trustees.
- Understand the role of a trustee, as set out in [The Essential Trustee](#).

## LEAD TRUSTEE FOR SAFEGUARDING - ROLE DESCRIPTION

### Main purpose

Safeguarding is the responsibility of all staff and trustees and the lead trustee for safeguarding is a member of the board of trustees who takes particular non-executive responsibility for ensuring, through the CEO and staff team, that safeguarding is done and overseen well by CPAS.

The role is strategic, advisory and governance-oriented as day-to-day operational safeguarding matters are handled by employees, the management of whom is the responsibility of the CEO (the CPAS Safeguarding Lead). We use [thirtyone:eight](#) for advice and training, and for staff and trustee DBS processing.

### Responsibilities

The lead trustee for safeguarding has three main sets of duties related to safeguarding in addition to their wider responsibilities as a trustee:

### Strategic

- Considers CPAS strategic plans and, consulting with relevant staff, makes sure they reflect safeguarding legislation, regulations specific to our activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- Works with the CEO and Safeguarding Manager to regularly review whether the policies and implementation practices CPAS has put in place are creating a safer culture and keeping people safe.
- Checks that the CPAS risk register reflects an appropriate assessment of safeguarding risks and plans effective measures to take, including relevant insurance for trustee liability.
- Receives and monitors implementation of any inspection reports on the work of CPAS.
- Working with the Chair and CEO, makes sure there is space on the Trustees agenda for safeguarding reports and helps trustees understand and challenge those reports.
- Ensures safeguarding is considered early on in the planning process for new activities.
- Works with the CEO and Chair to determine the scope and terms of reference of work commissioned from external experts.

### Effective policy and practice

- Makes sure there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Oversees, and where necessary enhances, the monitoring CPAS does to ascertain whether policies and procedures are effective.
- Calls for audits of qualitative and quantitative data (either internal or external) when they're needed.

- Learns from case reviews locally and nationally, to improve CPAS policies, procedures and practices.
- Oversees safeguarding allegations against staff or volunteers, together with the CEO and the CPAS Safeguarding Manager.
- Is one of the points of contact if someone wishes to complain about a lack of action in relation to safeguarding concerns.
- Works with the Chair and CEO in determining whether a serious incident report needs to be submitted to the Charity Commission for safeguarding incidents.
- Ensures that the contractual relationship with [thirtyone:eight](#) is working well.

### **Creating the right culture**

- Champions safeguarding throughout the organisation.
- Attends relevant safeguarding training events and conferences.
- Supports the trustees in developing their individual and collective understanding of safeguarding.
- Attends meetings, activities and projects to engage with staff, volunteers and beneficiaries to understand safeguarding.
- Works with the CEO and Safeguarding Manager in order to manage all serious safeguarding cases.
- Supports regular safeguarding updates for all staff and volunteers.

### **Support from the chair and CEO**

The chair and CEO will ensure that the lead trustee for safeguarding either has the required knowledge, skills, and experience or is supported to develop these. This may include:

- Facilitating regular meetings of the lead trustee for safeguarding, CEO and Safeguarding Manager.
- Making sure the lead trustee for safeguarding is allocated enough time at meetings to provide full and detailed reports on safeguarding.
- Encouraging the lead trustee for safeguarding to take part in relevant partnerships that can help CPAS keep up to date with safeguarding messages, trends and priorities.



## PERSON SPECIFICATION

Trustees will be demonstrably committed to the mission and ministry of the Church of England as well as the wider church in the UK and the Republic of Ireland.

### Knowledge/experience

#### Essential:

- A living faith in the Lord Jesus Christ
- Commitment to the Mission, Vision and Values of CPAS
- Ability to think creatively and strategically and to work as a member of a team in the interests of CPAS
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Skills, confidence, and experience in the area of safeguarding

CPAS is a Christian agency, part of the Church of England, working to support churches across the UK and Republic of Ireland. It is therefore important that the postholder has a committed personal faith and is an active member of a local Church of England Church. Trustees are required to sign the [CPAS basis of faith](#) and to affirm CPAS [Outworkings of Faith](#).

CPAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. All appointments are subject to pre-appointment checks, including a satisfactory Enhanced DBS Check.



## What time commitment we need from you

The trustees generally meet 6 times a year, alternating between video conference and in-person meetings, usually in London or Coventry. This includes one 24-hour residential including overnight stay usually in London. Trustees are also expected to be able to attend training and are invited to join one of our Committees.

Trustees will pray regularly for the work of CPAS and will prepare for the Board meetings.

Most of the Board's business is conducted at the Board meetings and there is a Finance Committee, Recruitment Group and Remuneration Group that report to the Board.

It is anticipated that the above is likely to amount to a time commitment of up to six days a year.

## Our Finances

- Our income comes from Ventures and Falcons holiday fees, personal donations, parishes, charitable trusts and investment income. 40% of our expenditure is staff costs (a head count of approx. 30 FTE) and a further 40% on direct holiday (Ventures and Falcons) costs.
- In common with many Christian charities, we face challenges around church support and ageing demographics and are vulnerable to a general predicted decline in charitable donations over the coming years. CPAS invests in both the people and systems necessary for a modern fund-raising operation, and so feels well equipped to take advantage of the strength of our missional appeal.
- In God's grace, CPAS has strong reserves. Whilst some of this is held for operational reasons, (including meeting the final commitments from a closed historic defined pension scheme) there is nevertheless scope for missional investment. There are exciting challenges and opportunities for the future, based on where CPAS has the most strategic impact.



## HOW WE APPOINT TRUSTEES

### The process

Interested candidates are asked in the first instance to email their expression of interest to the CEO, Jon Scamman at [jscamman@cpas.org.uk](mailto:jscamman@cpas.org.uk).

All candidates will be required to sign the CPAS [Basis of Faith](#), endorse the vision and values of CPAS, and assent to the CPAS [Outworkings of Faith](#).

CPAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

All appointments are subject to pre-appointment checks, including satisfactory references and a satisfactory Enhanced DBS Check.

Candidates must disclose any conflicts of interest or any reason why they are not legally able to act as a Trustee.

### Terms and Conditions

Trustees are eligible to claim reasonable expenses for attending to the charity's business, including travel and childcare expenses for attending meetings.

The appointment of trustees is for an initial period of five years, and then a second term of three years may be considered.

We are keen to recruit first time and younger trustees and therefore will provide a comprehensive induction and training programme and buddy scheme.

### Other Information Available

The following information will be made available following an initial discussion:

- Governing Documents
- Latest annual report and accounts
- Latest CEO report to the Board
- List of current trustees
- Organisational structure
- Risk register
- Key policy documents (conflicts of interest; confidentiality; code of conduct)

Please also see our website [www.cpas.org.uk](http://www.cpas.org.uk) where our safeguarding policy may be found.