

Recruitment pack

TRUSTEE

July 2026





AN INTRODUCTION FROM OUR CHAIR

Thank you for your interest in the Trustee role at Community Base.

We are a Brighton charity that exists to support the voluntary sector in Brighton & Hove. From our building on Queens Road, we have provided a range of vital services to a thriving community of local charities and community groups since 1997, and we are a cornerstone of the non-profit community in the city.

As we look ahead to the next stage of our development, we are seeking new trustees to join our Board. We would welcome applicants with experience in law, fundraising, building management or strategy development, who can support the Board in these areas and contribute to the organisation's long-term direction.

Our purpose – supporting an independent, diverse and socially committed voluntary sector in our vibrant city – shapes how we operate, who we work with, and the kind of Board we are building. We are particularly proud of our inclusive services and want to build a Board that reflects this. With this in mind, we warmly welcome applications from both new and experienced trustees.

This pack sets out the role, the experience we are looking for, and how to apply.

Paul Evans, Chair

WHO WE ARE

Community Base is a registered charity and a long-standing part of Brighton’s voluntary sector. We describe what we do as shared civic infrastructure: a stable, trusted base from which dozens of organisations can show up for the city every day.

Together, the organisations based here support around 40,000 people a year, engage more than 3,000 volunteers and provide employment for over 500 people in Brighton & Hove.

OUR HISTORY

Our seven-floor building on Queens Road has been home to charitable and community organisations since 1997, when we acquired the building. By March 2004 we had transformed our building from a rundown office block into a thriving community hub offering a home to dozens of local charities and community groups.

Since then, we have provided low-cost, accessible accommodation to a diverse range of organisations reflecting the vibrancy and community spirit of our great city.

We are proud to carry this important legacy into the future, so that the sector can continue benefitting from our equitable, inclusive services.



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From the top: Rebecca Brandish, Terry Haughey, John Holmstrom and Ann Bryant say goodbye to all those stairs. Photograph by JULIAN PARRY

Community Base - so much under one roof

Housing and the law

"WE'VE been around right from the beginning, and in the last twelve months deeply involved," John Holmstrom, manager Brighton Housing Trust's Housing Aid and Legal Centre, the first organisation to move into Community Base.

"Our current premises are overcrowded. When we moved in five years ago we had six members of staff, we now have 15. And it's also on the first floor so access is difficult for anyone with mobility problems."

"Good working conditions will enable our staff to offer the best service for our clients, and we will also have better waiting and interviewing rooms."

"The move will take us further into Brighton town centre. We hope this will not disadvantage our Hove clients - but we'll monitor that. And it is nearer the courts - useful for our legal work."

The centre gives legal advice on housing, immigration and employment. advisers help on all housing issues including debt and the accommodation project helps people find homes in the private sector.

"Moving to Community Base will help us develop our services - extending the community profile of our legal work for instance."

"And sharing premises with organisations like Money Advice, and hopefully CAB, will really help local people get the best advice possible."

"This close physical working will enable us all to work more strategically and the cooperation will open other possibilities - it will be even easier for our immigration and employment adviser using the Council for Voluntary Service's Interpreting Project."

Voluntary and community groups in Brighton and Hove have joined together to create their own centre. Community Base is the result of three years hard work by a small and dedicated team of people from a wide range of local organisations. Contracts were exchanged in April on the Eagle Star building on the corner of Queens Road and North Road and the first groups will move in later this month. ROB NICHOLLS reports.

Community Base will offer:

- secure tenure in a modern office building with full disabled access and parking
- training and meeting rooms to rent
- reception, information and advice covering the services in the building and elsewhere in the two towns
- high quality, low cost copying and printing facilities
- integrated phone system allowing groups cheap access to voice mail
- video door phone enabling safe use of the building at all times
- snack bar and resource centre/library

Working together

COUNCILLOR Tashan Framrose is the chair of Community Base.

He told The News: "We knew this building would be ideal - now the hard work really begins."

"We have to raise £200,000 in the next year so that we can officially obtain the building, having exchanged contracts last month."

"So, if there is anyone out there who would like to sponsor or donate the things we need please get in touch with me. We also need someone with financial skills to join our board of trustees as treasurer."

The project has had support from the old Brighton and Hove councils, £15,000 from the government's Single Regeneration Budget and £100,000 from an anonymous donor, but there is still a gap in the finance to fill.

"I would like to thank the new Brighton and Hove Council too," said Tashan. "They have shared our vision on the project and are helping make the dream a reality."

"And I want to thank all the trustees for their hard work and commitment - in particular Brighton Council for Voluntary Service for the administration support and gave financial and fundraising expertise."

"It has been a good example of how an organisation like ours fits into the overall picture of voluntary and community work, by giving support and helping develop ideas and projects while other groups are busy actually delivering their particular services."

"Community Base will be ideal for BCVS too because it gives us a better profile in the town for our direct services like the Volunteer Bureau, Interpreting Project, Community Needs Audit Project and resource library."

Support and development

"WE HELP create the right environment for other groups," said Simon Northmore, to explain the role of the Brighton Council for Voluntary Service.

Simon, General Secretary of BCVS, was part of the small group of people who started working towards Community Base and he's delighted that his organisation will shortly be joining others in their new home.

"We were the lead agency in the Single Regeneration Budget application, supported the directors, organised

Giving support to the victims

NICOLE Dickins is a trustee of Community Base and works for the Brighton Victim Support Scheme.

"There's lots of reasons why we are keen on Community Base. It gives us a position in the centre of Brighton with a higher profile and more accessibility."

"The rent is more affordable for us, and as we are expanding we've outgrown our present offices and disabled access is essential to us if we are intent on offering a good service."

"We might also be able to expand our work - offering a drop-in service for instance. And it will be wonderful for our staff too because many voluntary organisations like us can feel isolated in small offices."

"We hope to move in June, and I'm very enthusiastic. Community Base has been tried in other places and been successful. It's great to be in at the very beginning - Brighton and Hove really needs this. It could be a shaver for the town."

Patricia Butler and Nicole Dickins (MICHAEL BEGGS)

Everybody needs good neighbours

PACT Community Projects has been a driving force behind Community Base from the start, but it won't be moving into the building itself.

General Manager David Nicholls (left) told The News, "PACT will stay in the Brighton Centre, right next door to Community Base, and as our neighbours the potential for the voluntary sector is even greater."

"I always knew the idea was a winner. I have a strong conviction that we, as voluntary agencies, have to move forward in this cooperative way because of developments nationally."

"Management students from the University of Brighton began the process of asking local groups about the idea three years ago. More than three hundred organisations were consulted about what they would want from a centre like this. Their research enabled us to put together the argument for the need for something like this."

"But Community Base is much more than decent affordable accommodation. It will be a creative force, a flagship for the voluntary sector."

"With high visibility, a town centre site and both public and private support it was attract investment for the voluntary sector in Brighton and Hove."

Too good to be true

RODNEY Murphy of the Careers Centre for Brighton and Hove is overjoyed at the prospect of moving into the new building.

"It's very positive for us - we needed better premises, being on the first floor with step-free access."

"And our outreach service will ensure that no residents suffer from not being able to get to us."

"The open office will be terrific. There will be the chance to network with other professionals and share equipment and facilities."

Photo: Careers and staff enjoy a day out last summer in Aldridge.

■ National Careers Week runs from 9-11 June. Ring the Careers Centre on 202525 for details.

Fitting everyone in

JASPER Houth has just been appointed as Community Base manager.

Now it is his job to get the building into its state for the first groups to move in later this month.

"It's down to me to organise the allocation of space, and ensure that every group gets the facilities they need. I'm working out the timetable for moving in, looking after the structure of the building and managing the finance," he told The News.

Before he joined Community Base Jasper was an estate manager with Brighton Council.

"My background in building management - I've worked for housing associations and council houses and in North London."

"Community Base is a very challenging project. We've got a busy year ahead and it's up to me to fill the whole building so that both the organisations concerned and, most importantly, the residents of Hove and Brighton benefit from having so much under one roof."

Among the groups who have helped plan or are moving into Community Base are: Brighton Council for Voluntary Service; Brighton Housing Trust; Brighton Victim Support; Careers Centre for Brighton and Hove; Money Advice and Community Support Service; Brighton Citizens Advice Bureau; Brighton Race Project; Parent Link; Music; Brighton, Hove and Lewes Interpreting Project; Community Needs Audit Project; Brighton Women's Centre; Sussex Association for the Rehabilitation of Offenders; Social Care Initiative Network and Sussex Community Internet Project.

ARE YOU ELDERLY AND NEED A GLIST? PEMBERLEY HOTELS

ARE YOU SUPPORTING AN ALL OR DISABLED PERSON AT HOME? Do You Need Assistance In Summer With Food? Please contact Anna Haggard on 01323 556141 at the

WILKINS WENTERS No Brighton Wine Store

01323 772113 01323 772113

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OUR ROLE IN THE COMMUNITY

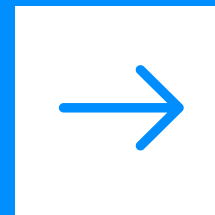
We are proud of our position in the charity landscape and we know that our services are vital – both to the organisations based here and to people in the city.

We are proudly independent, believe fiercely that diversity strengthens our city and committed to promoting social justice.



We provide space

We offer low-cost office accommodation and meeting rooms to a diverse range of community organisations, many of which would not otherwise be able to afford a central Brighton location



We signpost

Our reception is open to everyone in the city and our fabulous reception staff can signpost to local groups, services, job and volunteering opportunities.



We are a community

Since our early days, we have taken our place at the heart of the non-profit community seriously, aiming to create a hub where people and organisations can come together to make our city a better place for everyone.

We are an open and listening organisation, always seeking to learn from others' perspectives and improve what we do for the benefit of our community.

BEING A TRUSTEE

All trustees share the same core responsibilities, regardless of any additional role they hold on the board.

Trustees are collectively responsible for ensuring the charity is well governed, legally compliant, and operating in line with its purposes. This means engaging with board papers, attending meetings, contributing to decisions, and taking collective responsibility for the outcomes of those decisions.

Trustees must always act in the best interests of the charity, set its strategic direction, and ensure its resources are used appropriately. They are expected to be able to have constructive conversations and maintain the independence of their judgement.

Trustees work closely with the Director, offering support and challenge. Board meetings are held quarterly, with additional contact between meetings as needed.





TIME COMMITMENT

Minimum: 3 hours/month (2-hour board meeting + prep), in person (evenings)

Initially: up to ½ day/month (with flexibility around your personal and professional commitments)

Two in-person events per year (e.g., Away Day, AGM)

Potential increased involvement during periods of change, or other key organisational needs.



OUR FUTURE PLANS

We are at an exciting point in our development as an organisation.

To ensure our next chapter is as successful as the first three decades, we are strengthening our governance practices and refreshing our strategic direction.

As part of this work, we are looking to build on the skills and experience already around the board table, and to define more clearly the role we play within our community.

WHO WE ARE LOOKING FOR

We are at a point in our development where we are looking to reshape our approach to governance and how the Board work together.

We are looking for collaborative and committed individuals to help us take Community Base forward with confidence and intention.



Skills & Experience

We are looking for candidates bringing expertise skills and experience from a broad range of areas. We're particularly interested in hearing from people with experience in:

- Building management, e.g. Community spaces, coworking spaces
- Law, particularly property law
- Fundraising
- Strategy and development

If you don't have expertise in these areas but think you have experiences that would make a contribution to Community Base please do approach us.



Personal Qualities

- Sound judgement backed up by scrutiny and charity law
- The confidence to offer constructive challenge
- A collaborative approach to working with fellow trustees, staff and external advisers
- A genuine commitment to Community Base's purpose and values
- Committed to transparency, accountability and good governance



KEY RESPONSIBILITIES

Trustees provide oversight of the charity and contribute to discussion across all governance matters. The role is to collectively make sound decisions to safeguard the long-term sustainability of the charity, its building and its resources.



Governance

- Ensuring the charity operates in accordance with its governing document, charity law, and the requirements of the Charity Commission
- Reviewing and approving key policies, and ensuring the board has oversight of any significant compliance or legal issues
- Contributing to board-level risk management and ensuring mitigation is adequate
- Ensuring the charity's governance structures and practices remain fit for purpose
- Providing constructive challenge on proposals and decisions, offering support and challenge to the Director
- Remaining accountable to the communities and organisations the charity serves



HOW TO APPLY

To apply, please send:

- A short CV or summary of your relevant professional experience
- A short covering statement explaining your interest in Community Base and the financial and governance experience you would bring to the role

Applications to: director@communitybase.org

Closing date: 11 September 2026

We will be reviewing applications on a rolling basis as they come in.

For an informal conversation: contact Olivia Canham, director, on the email address above

If you are interested but uncertain whether a trustee role is for you, we encourage you to make contact for an informal discussion.



ELIGIBILITY

Trustees must be eligible to act as charity trustees and company directors. Before appointment, candidates will be asked to confirm their eligibility and to declare any actual or potential conflicts of interest, in line with standard charity governance practice.

EQUITY, DIVERSITY & INCLUSION

Community Base is committed to a voluntary sector that reflects the city it serves. We particularly welcome applications from people currently under-represented on charity boards, including people from Black, Asian and minoritised ethnic backgrounds, disabled people, LGBTQ+ people, and people from lower socio-economic backgrounds.