



**TRUSTEE  
RECRUITMENT  
PACK**

**2024**

# Welcome

**Doncaster Culture & Leisure Trust (DCLT) is a registered Charity in the City of Doncaster, who operate leisure, health and culture centres.**

To enable us to delivery of our services to the high standard and with a robust scrunity, DCLT are looking to recruit additional board members to join our current board. We are looking for people who have a passion for our industry, attention to detail and have skills and experience that can help drive the Trust forward.

This pack includes:

- About the Trust
- Job Description
- Person Specification
- Strategic Themes
- Application Process





## About us

Doncaster Culture & Leisure Trust are a registered charity who operate leisure, culture and hospitality facilities across the City of Doncaster.

We were established in 2002 as Doncaster Dome Leisure Trust, and then became an extended Trust in 2011, to deliver contracts for the local authority for leisure, culture and the voluntary sector.



We have access of 500 staff across all of our sites, offering career development pathways to senior management.

We are delivering a Capital investment of circa £20m over 2-year period to support the expansion of locality services.

We are in receipt of circa £1m annual funding from external agencies such as Arts Council England, Sport England and Heritage to deliver programmes.

We representatives on local, regional and national platforms across arts engagement and sector skills.

# Role Description & Person Specification

Company: Doncaster Culture & Leisure Trust (DCLT)

Department: Board of Trustees

Role Title: Board Member

Commitment: To attend quarterly Board meetings

Attend sub-committee meetings and events as and when required Maintain commitment for a period of three years

Responsible to: Chair of Board of Trustees

PURPOSE: To provide strategic direction to Doncaster Culture & Leisure Trust and oversight and scrutiny of Doncaster Culture & Leisure Trusts' decision making and practices.

VISION: To increase opportunities and activity in sport, leisure, and culture to improve the lifestyles of our staff, customers and stakeholders.

MISSION: Striving for Healthier Communities.

Key Duties and Responsibilities:

- Ensure that DCLT complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that DCLT pursues its objectives as defined in its governing document.
- Ensure that the best interests of the charity and its beneficiaries are always served.
- Be responsible for the oversight of the effective and efficient management of the organisation including financial viability.
- Contribute actively to the trustee role in giving strategic direction, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the integrity and values of the organisation.
- Protect and manage the assets of the charity and to ensure the appropriate investment of charity's funds.
- Ensure that the policy and practices of the organisation are in keeping with its aims and strategy.
- Ensure that the organisation conforms to legal requirements in connection with accounting standards and procedures.
- Ensure that the organisation has the correct management of financial resources for business operations.

- Monitor and evaluate the organisations operation and performance in line with its Business Plan and strategic aims.
- Act in an advisory capacity/as a mentor where necessary with identified senior management and employees to build capacity within the organisation.
- To oversee the recruitment and determine pay arrangements for the key leadership posts.

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:

- Scrutinising of Board reports
- Lead discussions on specific subject matters
- Establish and attend relevant sub-committees
- Providing guidance on new initiatives
- Demonstrating a strong commitment to the provision of leisure, health and culture activities to the local community.
- Any other issues in which the trustee has special expertise or knowledge.
- To help shape the organisations vision strategy and values.
- To attend Board meetings and be active in exercising responsibilities.

As a diverse charitable organisation, we recruit Board Members with the following skills:

- Business
- Legal
- Finance & Funding
- Culture
- Education and Young People
- Human resources
- Health
- Facility Management
- Voluntary, Community  
Faith Sector



# Strategic Themes

- Embed and re-invent attitudes to leisure provision through and an approach of preventative care in service delivery
- Locality service, working with community and departments to meet the ‘front door’ need to increase health and wellbeing outcomes
- Deliver a comprehensive facility capital investment plan rooted in locality modeling, business development while addressing long term condition works to preserve the longevity of assets
- Create a viable place destination venue; The Dome to underpin service delivery
- Build capacity and resource for the positive intervention in the voluntary sector for the support of delivery in the care sector
- An engaged, skilled and trained workforce, delivering health and wellbeing interventions across physical activity, leisure and culture
- Use evidence-based information to curate and deliver health services at a locality level, reducing infrastructure, operational and financial pressures, engagement of Substance to give a true Social Value





## Application Process

Application window will close on 20th December 2024

If you would like an informal chat with our Chair of the Board of Trustees please email: [support@dclt.co.uk](mailto:support@dclt.co.uk)

To apply please send CV and covering letter to [Trusteeapplication@dclt.co.uk](mailto:Trusteeapplication@dclt.co.uk)



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