



HARC Trustee Recruitment Pack 2026

Registered Charity number: 1083566
Private Limited Company Number: 04048683



HARC

Hastings Advice and
Representation Centre

RELIEVING POVERTY

ADDRESSING INEQUALITY

IMPROVING WELLBEING

FIGHTING INJUSTICE

Introduction

Thank you for your interest in joining HARC's Board of Trustees and Directors. We hope this pack gives you a clear picture of who we are, what we do, and why it matters. Our Trustees play a vital role in shaping HARC's future by setting our strategic direction, safeguarding good governance and financial sustainability, and making sure we keep providing high-quality advice to the people who need it most. We need Trustees who can help us keep evolving, so we're always there for the people who need us.

Why are we recruiting?

We would like to expand our Board of Trustees and are particularly interested in hearing from you if you have a background or knowledge in the following areas:

- Risk Management
- Influence and Advocacy
- 3rd Sector Affiliations
- Personal/lived experience of claiming Welfare Benefits
- Personal experience of living in poverty
- Cyber Security

This list is not exhaustive, so if you have knowledge, skills or experience not listed, please still get in touch.



About HARC

HARC is a registered charity with 44 years' experience providing Specialist Quality Mark accredited welfare benefit advice and representation to people of all ages in East Sussex and beyond.

With our free and confidential service, we aim to address inequalities, relieve poverty, and improve the quality of life for vulnerable and disadvantaged people.

What we do

HARC's team of specialist welfare benefit advisors offer an end-to-end confidential and impartial support service covering all stages of application up to and including appeal tribunal. Responding to the needs of individuals and tailoring our service, we meet their requirements with face to face, telephone and remote support at a range of community venues and home visits.

HARC is strongly rooted in the community and plays an integral role in the local support network. This includes running two high street charity shops which provide valuable volunteering and work experience opportunities for local people.

It is our aim to help bring about a welfare system which is fair, accountable and recognises the issues of the individual. In doing so, we actively campaign toward positive policy change and provide specialist welfare benefits training to ensure everyone working with and for the most vulnerable in our society have the tools they need to provide the right support.



HARC's Mission:

To relieve local poverty and to improve the quality of life for people on low incomes.

HARC's Aims:

- To ensure the correct Benefits are received by anyone on a low income.
- To assist people with disabilities, mental health problems and long term illness to live independently.
- To ensure that people with dependents have adequate support and sufficient income.

HARC's Objectives:

Information

To provide comprehensive advice and representation on all welfare benefits.

Advice

To provide impartial confidential advice by:

- Appointments
- Home visits
- Community Based Advice Surgeries
- Telephone
- Email

Representation

To represent clients at:

- First tier tribunals
- Upper tribunals



HARC

OUR YEAR IN NUMBERS



HARC

Hastings Advice and
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In the year to 31st March 2025

1,373

client contacts
were made with
**vulnerable, elderly,
disabled or isolated**
clients at surgeries
or home visits



19,668

CLIENT CONTACTS



676

clients were represented
at review and tribunal

643

CASES
WERE
WON



THAT IS A

95.1%

SUCCESS
RATE



£6,667,066

was secured in previously unclaimed,
enhanced or reinstated benefits and
associated payments, of which

£6,191,248

was secured for clients with disabilities
and long term health issues



86.2%

of clients who
approached HARC
received support
– those we
couldn't support
were referred to
more appropriate
agencies

IN COMPARISON IT COST JUST

£744,076

for HARC to provide an extensive range of advice and
representation services comprising **face to face** advice,
telephone and **email** advice, secondary advice to
professional colleagues, outreach surgeries, home visits,
complex caseloads, advocacy and tribunal work.



Meet the team

HOW MUCH TIME DO YOU COMMIT?

A COUPLE OF HOURS PER MEETING, A COUPLE OF DAYS PER YEAR FOR AWAY DAYS / TRAINING. PLUS TIME TO COMPLETE ANY REQUIREMENTS THAT ARISE FROM MEETINGS.



WHAT DO YOU GET OUT OF BEING A TRUSTEE?

I GET A SENSE OF PRIDE IN BEING PART OF SUCH A FANTASTIC ORGANISATION WHICH REALLY HELPS PEOPLE!



WHY DID YOU BECOME A TRUSTEE?

I JOINED IN THE EARLY 80'S. I WAS FAIRLY NEW TO HASTINGS AND HAD RECENTLY BEEN ELECTED AS A BOROUGH COUNCILLOR. THE ECONOMY WAS IN A DIRE STATE WITH VERY HIGH UNEMPLOYMENT, AND I WAS IDEALISTIC AND FULL OF HOPE FOR A BETTER FUTURE. I BECAME AWARE OF THIS NEW GROUP WHICH COMBINED CAMPAIGNING WITH PRACTICAL ASSISTANCE AND ADVICE TO CLIENTS, I HAD NO DOUBTS ABOUT JOINING - AND HAVE NEVER REGRETTED IT!



What does a Trustee do?

- Ensures HARC complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensures that HARC develops and agrees an appropriate strategic plan.
- Ensures that HARC remains true to its mission and uses its resources exclusively in line with its charitable objectives.
- Ensures HARC has clear goals, and operational systems are in place to meet agreed targets.
- Safeguards the good name and values of HARC.
- Ensures that resources are in place to enable the effective and efficient administration of the organisation, including having appropriate policies and procedures.
- Focuses on the financial stability of the organisation.
- Ensures resources are in place to protect and manage the property of HARC and the proper investment of funds.



"IT IS A VERY GOOD SERVICE WITH WELL TRAINED, KIND, HELPFUL AND GENEROUS STAFF. I HIGHLY RECOMMEND IT."
HARC CLIENT 2025

Benefits of being a HARC Trustee



- **Opportunities for development and training.**
- **Be part of a supportive, inclusive and disability confident team.**
- **Help relieve poverty throughout East Sussex.**
- **Expenses covered - see expenses policy.**

Recruitment

To apply: please complete the "expression of interest" form which can be found on our website at www.harcuk.com or email us at enquiries@harcuk.com.

We will then be in touch to arrange a meeting with you, a current Trustee and a member of HARC'S Senior Management Team.

Following the meeting you will be asked to provide the contact details of someone who can provide you with a reference, and will be invited to attend a Board meeting so you can better understand how we work as a team.

New Trustees are required to complete a probationary period of at least 3 months. During which you will be appointed a mentor to provide support and help you settle into your new role.

"I PERSONALLY BELIEVE THAT HARC ARE A BRILLIANT CHARITY, WITH OUTSTANDING CORE VALUES AND ADVICE" HARC CLIENT 2025

Trustee Role description

Time commitment

Board meetings take place quarterly and usually last 2 hours. Board meetings are a hybrid of online and face to face.

Papers for the Board meetings are emailed out approximately one week in advance and Trustees are asked to read these so that they can participate fully in the meeting.

Trustees with particular interests or expertise may also be asked to join the Boards sub committees which would involve an additional time commitment.

Trustees will have the opportunity to represent HARC at events which could involve an additional time commitment.

As HARC is a Private Limited Company our Trustees are also Directors.

Person specification

- A willingness to devote the necessary time and effort planning how HARC will deliver its charitable purpose.
- Good independent judgement.
- Good communication.
- An ability to work effectively as part of a team.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

HARC follows Charity Commission Guidance. For more information visit www.gov.uk/guidance/charity-commission-guidance



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Get in touch!

We are delighted that you are interested in HARC and the opportunity to lead us into the future.

To find out more about the work we do:

Take a look at our website: www.harcuk.com where you can read our latest Annual Review and Independent Client Survey results.

Ready to apply?

To apply: please complete the "expression of interest" form which can be found on our website at www.harcuk.com or email us at enquiries@harcuk.com.

**Hastings Advice and Representation Centre,
The Advice and Community Hub
Renaissance House
London Road
St Leonards on Sea
East Sussex, TN37 6AN**

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