



Trustee Recruitment Pack

Q1, 2024

Contents

About Abbotshall Healthy Lifestyle Centre	3
Governance	4
Organisational overview	5
Management Structure	5
Culture and Values	5
Equality, diversity, and inclusivity policy	6
What being a trustee involves	7
Role Descriptions	8
How to Apply	11

About Abbotshall Healthy Lifestyle Centre Charity

Abbotshall Healthy Lifestyle Centre is an exciting and welcoming neighbourhood hub in a creative corner of Catford in London. The centre is run by a small team of dedicated locals and volunteers and aims to provide an environment that, through physical activity, creativity, and connection, supports and celebrates healthy living for all in the Catford community. Our team lead the business with integrity, creativity, and passion.

Back in 2014, Lewisham Council signed over the playing field on Abbotshall Road to Community Teachsport with a 25-year lease and a peppercorn rent. The condition of the transfer was that the site would be developed as a sports hub, providing affordable classes and sports facilities for all.

In partnership with the Corbett Residents' Association, funds were raised to build the centre and in 2015 the old pavilion and changing rooms were demolished and replaced by the new building and gardens.

The board then applied for and achieved charity status in 2019 and after a public consultation submitted the winning proposal to Lewisham Council and secured the future of the centre for the community in early 2020.

An in house café with a chef and commercial kitchen, provides healthy meals, snacks and drinks, as well as catering for events.

Through the generous donations of sponsors and some charitable funding, Abbotshall HLC have also been able to invest in more outdoor play equipment and outdoor exercise equipment for the field.

Since the centre abruptly closed in July 2023, a new board has been established to safeguard the future of the centre for the community, and to ensure financial stability. We are currently looking for at least three additional trustees to join the board.

You can find out more about Abbotshall HLC on our website: <https://www.abbotshallhlc.org.uk/>

Governance

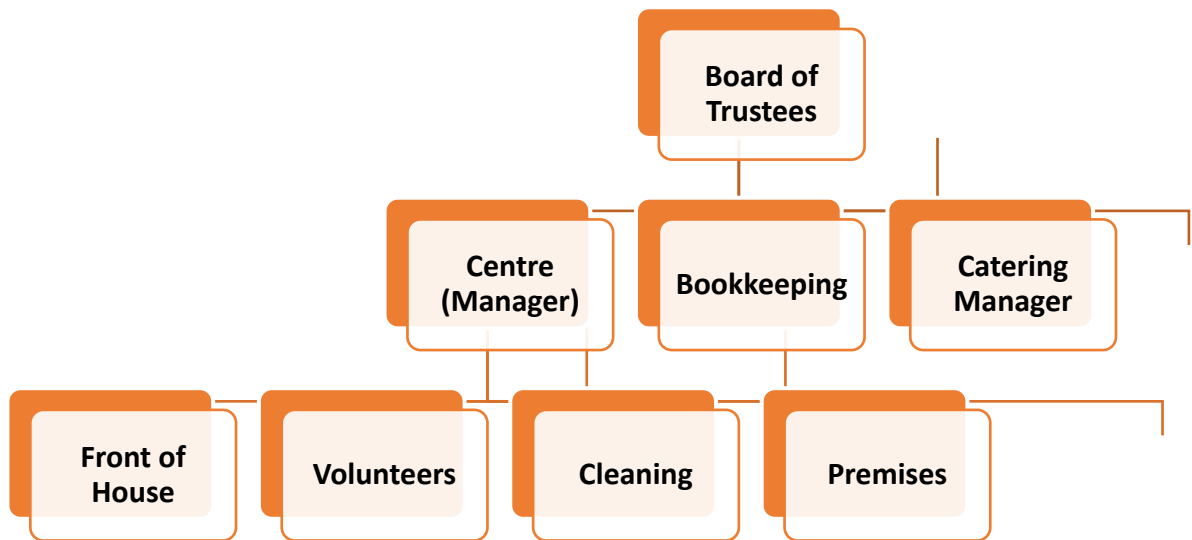
The Charity is governed by the Board of trustees which is responsible for:

- Establishing the overall direction of the charity including its mission, aims and strategy.
- Ensuring that the policies of the charity are in keeping with its aims and purpose.
- Working to ensure that the charity has the resources, both human and financial, to achieve its aims.
- Monitoring and evaluating the progress of the charity against its aims and objectives.
- Ensuring that the charity functions within legal and regulatory requirements.

The charity is a registered charity in England & Wales and must meet the regulatory requirements of the Charity Commission. The charity has been set up as a charitable company limited by guarantee and, as such, trustees are also directors of the charitable company.

Organisational overview

The staff team is small with two full time members of staff and 2 part time members of staff with a pool of casual staff to work front of house in the centre/cafe , book keeping and cleaning.



Culture and Values

At the charity, we are committed to creating a culture and working to agreed values which allow us individually and collectively to reach our potential.

Welcoming and Safe - The centre, staff and volunteers provide a warm welcome and a safe environment through provision of a space and resources that are safe to use and promote the healthy aims of the organisation.

Our staff and volunteers will behave in a way that is welcoming and friendly and supports the development of a sense of belonging and community.

Community - Is important to us as we exist to serve all parts of the community of Catford South and surrounding areas and we are building a community of people who are invested in the centre and feel supported by the centre and the activities it hosts.

Growth - through our work and activities we are growing a community and sense of belonging at the centre, in our garden we grow food that we can use to nourish our community by turning into food in our kitchen. As a team we are keen to grow the organisation, increasing our reach and impact and ensuring we are sustainable through financial stability and growth.

Health - The space, our activities including the cafe are about promoting all aspects of a healthy lifestyle and supporting all parts of the community. This includes our food and cafe menu for healthy eating choices, the garden for wellbeing and the open space and hall for physical and social activity.

Creating a great place to work

Our Values

We create a positive environment by recognising everyone's contributions and celebrating successes, large and small. Everyone can make a personal difference. We strive to create balance in our working lives, prioritising time, and space to think and develop, continually assessing our priorities. The environment we operate in is challenging and uncertain: however, we aim to remain calm when the unexpected happens. We challenge our thinking, and that of others, in order to improve what we do.

Working effectively together

We show respect for each other by listening, understanding, acknowledging, and supporting everyone we work with. We are considerate of the impacts of our work, our actions, behaviour, and decisions on others. We take ownership and self-responsibility with regard to the actions we take. We can be open and honest with each other in sharing our thoughts and feelings: we operate on the basis of trust. We accept that the Management Team and Trustees work together to make final decisions on behalf of the organisation, that are accepted and delivered.

Acting as one team

We are all part of a bigger team with a common goal. We always aim to do the right thing for Abbotshall HLC.

Equality, diversity, and inclusivity policy

At Abbotshall HLC charity, we are proud of our commitment to being fair and impartial ensuring that every individual has an equal opportunity to make the most of their lives and talents.

We are working hard to create a culture that celebrates diversity and welcomes difference; a place where everyone's rights and dignity are respected.

We are continuing to provide a work and social environment free from discrimination, prejudice, intimidation, and all forms of harassment and bullying.

By demonstrating our commitment to equality and diversity through our day-to-day actions, we want Abbotshall Healthy Lifestyle Centre charity to be a welcoming environment where individual difference is celebrated in the places we live and work.

Roles and Responsibilities for Trustees

What are the benefits of being a Trustee with AHLC

There's a lot you can gain from becoming a trustee. For example:

- Learning **new skills** such as decision making, negotiation and influencing, thinking strategically, managing relationships and partnerships
- The benefits of an **experiential learning environment** – by learning on the job, you get access to a unique training experience while giving something back
- **Opportunities to go beyond** what you do in your day job and home life
- Building your understanding of the challenges and experiences that others face

- It is **good for your wellbeing** – volunteering can boost your health, help you manage stress, combat depression and grow your confidence
- It can be a **great springboard** to a non-executive directorship (other kinds of board positions) if that's something you want to explore further down the line.

Personal liability refers to the costs a trustee may become individually responsible for paying, because of their role.

When you take on the role of a charity trustee, you agree to certain duties. For example,

- To ensure the charity complies with laws that apply to it and has suitable policies in place.
- That you manage its finances responsibly; and that the charity fulfils its charitable objectives.

We are keen to build a vibrant, committed, and proactive trustee board, we want you to bring your whole self and your whole heart to the board and your work with AHLC.

From your professional skills and knowledge particularly in terms of:

1. Programme and Project management
2. Communications and messaging
3. Coaching, mentoring and supervision
4. Training and community facilitation
5. Funding, bid writing and commission proposals
6. Financial management and support

As a leader and your experiences especially in:

1. Empowering others and compassionate and appreciative enquiry
2. Collaborative working
3. Business development
4. Fundraising
5. Leading through challenges or conflict
6. Holding a direction of travel for the organisation
7. Safeguarding

Personal traits, interests and lived experience in particular:

1. Being able to act with integrity and openness
2. Delivering against your commitments to the organisation and communicating when it's not possible early to not negatively impact our work
3. Offer challenge the partnerships and centre manager and organisation staff team
4. Commitment to working inclusively
5. Commitment to community, asset based working and growing skills and knowledge

Commitment and Time

The Trustee's are currently meeting weekly online for up to 2 hours, and each trustee is expected to be able to undertake an additional 4-6 hours of work outside of the meeting. This could involve administration, attending meetings with external partners or liaising with staff. It is hoped that after six months the time commitment will reduce, and meetings will eventually be able to take place less often. Trustees will be expected to attend 80% of all meetings in a year and if three consecutive meetings are missed with no communication, Trustees

will be removed from the Board. This is to ensure the governance and consistency of the organisation's leadership.

Trustees will be called upon to support with the following activities:

- represent the organisation at events and meetings
- support with community events
- support with business-related activities

Appointment and resignation

Trustees will usually be elected, although governing documents do reserve some spaces on the board for co-opted trustees. The co-opted roles are generally used for securing individuals with skills and experiences in professional fields as required.

All trustees' terms of office are for three years, and there is scope for a trustee to serve for more than one term of office, as per the terms set out in the governing documents.

When trustees are approaching the end of their term of office, or anticipate that they will need to resign their positions mid-term, there is a general expectation that they shall provide no less than three calendar months' notice. Whilst it is recognised that there may be occasions where this is not possible, AHLC requires as much notice as possible for succession plans to be actioned and trustees' best efforts in this regard are much appreciated.

Rewards and Remuneration

The role of Trustee with AHLC is a voluntary one although minimal travel expenses and other reasonable expenses may be claimed as the organisation's funding allows.

Abbotshall is a space for growth and learning as a result we will commit to training and development for trustees as funding allows and needs develop.

Role Description

Abbotshall Healthy Lifestyle Centre Trustee Role Description

Role Title: Trustee – Fundraising

We are looking for someone with professional charity fundraising experience to join the board. This person should be:

- A strong communicator – willing and able to help the board understand how to leverage funding opportunities
- Relational – willing to rally and coordinate a group of volunteers to assist with regular funding opportunities from a wide range of sources.
- Show the ability to analyse risks and opportunities, and take a balanced approach to both.
- Have an existing network, and a willingness to draw on contacts as appropriate.
- Have a proven track record in charity fundraising from a variety of sources.
- Ability to build and track a weighted pipeline of funding for the charity, spreading risk and workload.

Role Title: Trustee – Company Secretary

We are looking for a Company Secretary to take responsibility for the statutory and legal obligations of the charitable company, including:

- To convene and take minutes at board meetings
- To liaise with board members and convene meetings
- To ensure adherence to good corporate governance principles concerning all matters
- To prepare agendas, supporting documents for the AGM
- To ensure timely filing of accounts and other statutory filings with Companies House
- To keep paperwork/documents in an ordered and easily understood filing system
- To manage the administration and statutory listing of trustees/directors with Companies House and the Charity Commission.

This person should be:

- Experienced in this or a similar role
- A gifted administrator with a strong attention to detail
- Able to advise the board ahead of time of their statutory obligations
- Confident in the use of IT and online file management systems.

Role Title: Trustee – Health

We are looking for someone to sit on the board to advise on how the centre can identify, reach and maximise the physical and mental health needs of the community we serve. You will be:

- Experienced in the area of health (not necessarily in a clinical role)
- Aware of the health needs of the different groups served by Abbotshall HLC, and able to identify underserved groups
- Able to advise on opportunities to partner with the NHS/local health services in a way that is mutually beneficial and serves the needs of the community
- Relational – able to work with a wide variety of people and groups and be able to communicate their needs to the board

Trustee skills

All trustees should be able to demonstrate values such as honesty and integrity. They should be committed to the charity's aims and values.

There are many different skills, experiences, attributes and areas of knowledge that charities welcome from their trustees. These include:

- 'Hard' skills - legal, financial, management and so on - which are necessary to understand some of the complex decisions to be taken
- 'Soft' skills - boards of trustees need people who can encourage team working, problem-solving, asking difficult questions, decision making and, yes, to make people laugh!
- Understanding the communities they serve. People with knowledge of the community – for example, as users of services or as local residents - can make very valuable trustees.

Knowledge of a charity's field of work or good people skills are just as important as technical knowledge or professional expertise. Trustees can and should supplement their own skills with professional advice where required. An effective trustee board will draw on a range of skills, knowledge, experiences and attributes.

Competencies

Essential

- In-depth knowledge and experience of financial accounting and management.
- Knowledge of charity finance and regulation.
- Ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Good communication and leadership skills
- Commitment to equality, diversity, and inclusion

Desirable

- Knowledge and experience of charity fundraising practices.
- Dedication to the organisation's cause and objectives and willingness to act as the charity's ambassador to external bodies, charities, and companies.
- Skills and experience in other areas of non-executive governance and management, e.g., strategic planning, business management, HR, fundraising, legal, risk management.

Commitment:

- Board roles are not remunerated, though travel expenses can be paid
- The appointment will be for an initial three-year term, that may be extended for one further three-year period
- The time commitment will equate to around 6-8 hours a week covering:
 - Weekly Board meetings a year.
 - Attendance at four finance committee meetings.
 - The annual general meeting.

The Abbotshall Healthy Lifestyle Centre charity is an Equal Opportunities employer. This means that when carrying out our work and in the employment of staff to undertake this work, we will seek to ensure accessibility and equity of treatment for all persons regardless of ethnicity, gender, age, marital status, disability, religion, sexual orientation, or economic status

How to Apply

You can apply by filling in the form on our website here.

The Abbotshall HLC Charity is an Equal Opportunities employer. This means that when carrying out our work and in the employment of staff to undertake this work, we will seek to ensure accessibility and equity of treatment for all persons regardless of ethnicity, gender, age, marital status, disability, religion, sexual orientation, or economic status