

TRUSTEE RECRUITMENT PACK

January 2022

Dear Candidate

Thank you for your interest in joining the Board of Waltham Forest Community Hub. After a challenging eighteen months for the charity and voluntary sector, in which the Community Hub has delivered ongoing support to our local community, it's exciting to be looking ahead. Waltham Forest Community Hub has a successful 16-year history of supporting residents across Waltham Forest, thanks to the generosity of its volunteers and donors, and the management of its staff team.

Our Board of Trustees plays a vital role in guiding and governing the charity, ensuring that the charity is well managed and that it stays true to its charitable objects and purpose. Trustees challenge, guide and support the Chief Executive of the charity in developing and implementing strategy and contributing to the operational activities of the organisation. We have a mix of longstanding and newer trustees and are now searching for four new Board members who share our passion for the work of the charity and are excited about the opportunities for our future.

We are particularly keen to recruit people with finance, fundraising, charity, HR/legal or technology and digital expertise, and would especially welcome applications from people with experience of leading a small charity focused on people's welfare. We are striving to increase the diversity of the charity, our work, and our Board. We would welcome contact from people from Black and minority ethnic backgrounds, from people with a disability and from younger people.

OUR VISION is for **'our borough to be a place where every individual and community is valued, supported and can thrive.'**

OUR MISSION – is **'to bring together and lead the community, providing opportunities and resources that value and empower all.'**

This is a fantastic time to join our Board in helping to shape our charity's future and the impact it has on people's lives.

I look forward to hearing from you.

With best wishes

Joga Singh Kabra
Chair of Board of Trustees



To continue our charity's mission in the period 2021-26, we are pursuing the following strategic goals.

Our primary goal is to:

1. Develop a sustainable organisation that can meet the future needs of the community
Our people, especially our wonderful volunteers, are our assets. We will value our people and focus and invest in making our organisation sustainable by growing our resilience and ambition.

To make this possible, we will pursue a number of other goals:

2. Reducing isolation and improving wellbeing in those who are disadvantaged and vulnerable. We believe that the difference we make to our community should be focused on improving the wellbeing of people in it so that nobody feels left out. We will provide a space for local people to feel connected and support each other.

3. Engaging and empowering young people to participate, grow and achieve.
We will support more young people to improve their employability skills through education, training and life skills that build self-confidence and emotional resilience to achieve social independence.

4. Strengthening the community of Waltham Forest by sharing our space, voice and expertise. We will play an important role in leading and strengthening the community by sharing resources and increasing overall capacity through collaboration.

We will ensure that we reflect the diversity, demonstrate equity and are inclusive
To commit ourselves to diversity, equity and inclusion throughout the organisation, and to demonstrate this through our people and services.

Organisation

Our staff team of 9 manages the activities of our volunteers and charity clients, enabling them to work together effectively. Many of our team work part time. The charity is led by longstanding Chief Executive Monwara Ali. Our values include welcoming, collaborative, empowering, inclusive, adaptable and ambitious. Our most recent published accounts are on the Charity Commission site.

Joining our Board

Trustee Role

In line with Charity Commission guidance on trusteeship and the Charity Governance Code our Trustees' roles are to:

- ▶ Support the Community Hub's purpose and vision, in line with its charitable objects
- ▶ Develop an understanding of the organisation's operating environment
- ▶ Advise on the organisation's vision, mission and strategy, reviewing and approving strategic plans prepared by the Chief Executive
- ▶ Monitor and evaluate operational activities and policies, ensuring that the organisation is effectively managed
- ▶ Provide strong financial oversight and risk management
- ▶ Act as an ambassador for the organisation, contributing to the development of its profile and using skills and networks to support its development
- ▶ Support the organisation's Chief Executive in delivering her role and responsibilities
- ▶ Ensure that the organisation models good governance, and regularly reviews its own governance



SOME OF OUR ACHIEVEMENTS

FROM 2020-2021

5,000+

People Supported

85%

Services Rated
5 out of 5

7

Services Supported

60+

Volunteers

4,000+

Calls and Contacts
Handled

500+

COVID-19 Crisis Response
Issues Supported

20

Wards benefitted from
borough wide Map

8

Staff adapted to provide
urgent information & advice

Person Specification

We are looking for trustees who will bring energy and enthusiasm to our Board, and who will contribute to the diversity of experience and thinking at Board level.

Trustees will demonstrate:

- ▶ Commitment to the Community Hub and its aims and activities
- ▶ Willingness to devote the necessary time and effort
- ▶ Strategic vision and independent judgement
- ▶ Willingness to speak up, and to lead and participate in discussions, working creatively as part of an effective Board
- ▶ An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, following Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- ▶ A strong commitment to equity, diversity and inclusion

About the trustee role

As a trustee, you will be a custodian of our Purpose and Values. With your fellow trustees you will actively oversee how our Strategy is actioned, ensuring the resources entrusted to the Community Hub are used with good governance and to maximum effect. Your expertise will be vital in providing an external viewpoint to help the organisation maximise its potential, making a real difference to local people's lives.

The Board has delegated responsibility for the day-to-day management of the Community Hub to the Chief Executive, who is responsible for leading the staff team and for making and implementing operational decisions.

A two-page Charity Commission Guide, which sets out the Six Main Duties of a trustee, is appended to this pack.

Benefits for trustees

- ▶ Access to learning opportunities that enable ongoing training and development
- ▶ Reimbursement of reasonable travel expenses incurred to attend meetings
- ▶ Diverse learning opportunities to get involved in different aspects of the charity through sub-committees, community events and fundraising challenges
- ▶ Many opportunities to make impact in the lives of others

Time commitment

- ▶ Our Trustee Board meetings are held six times a year and currently take place on a **Thursday between 6pm and 7.30pm** (GMT). Papers are available electronically in advance of each meeting
- ▶ There is also a day-long Away Day each year

Terms of appointment

- ▶ This is a voluntary, unpaid role but all reasonable expenses for the cost of travel to meetings are paid.
- ▶ Trustees are appointed initially for four years, renewable once upon a satisfactory performance review and if the work of the Board requires the continuation of the skill set
- ▶ The role requires an Enhanced Disclosure check by the Disclosure and Barring Service which the Community Hub will organise on appointment.
- ▶ All trustees must declare any interests likely to give rise to a conflict of interest between a trustee's duty to act solely in the interests of the Charity and any other interest (direct or indirect).
- ▶ The first Board meeting is always an observation session for new trustees, to help them decide if the role is right for them and induction is provided following recruitment.
- ▶ All trustees have the opportunity to attend relevant events and conferences within the sector.
- ▶ We take safeguarding of children, young people and vulnerable adults very seriously. Mandatory safeguarding training and compliance with our safeguarding policy and procedure is of the utmost importance.

How to apply

If you are inspired by our work and would like to be considered for a trustee position, please email the following to info@wfchub.org by **1pm Thursday 3rd March 2022**:

- ▶ Your CV – this should be no more than three sides of A4.
- ▶ A completed registration form with a supporting statement setting out why you want to be considered for the role, and the experience you can bring in relation to the expertise and experience we are looking for.

Please contact Monwara Ali – monwara@wfchub.org – if you would like an informal conversation about the role.

We look forward to receiving your application. Thank you.

THE CHARITY COMMISSION GUIDE

The Essential Trustee



6 MAIN DUTIES

Ensure your charity is carrying out its purposes for the public benefit



Comply with your charity's governing document and the law



Act in your charity's best interest



Ensure your charity is accountable



Manage your charity's resources responsibly



Act with reasonable care and skills



Ensure your charity is carrying out its purposes for the public benefit



It's about knowing:

- what your charity can and can't do within its purposes
- how your charity is fulfilling its purposes and benefiting the public
- what difference your charity is really making

Manage your charity's resources responsibly



It's about:

- managing risks, protecting assets (reputation) and people
- getting the resources your charity needs
- having and following appropriate controls and procedures
- dealing with land and buildings
- responsibility for, and to, staff and volunteers

Ensure your charity is accountable



It's about:

- meeting legal accounting and reporting requirements
- being able to show that your charity complies with the law and is effective
- being accountable to members and others with an interest in the charity
- ensuring that staff and volunteers are accountable to the board
- welcoming accountability as an opportunity not a burden

Comply with your charity's governing document and the law



It's about being:

- familiar with your governing document
- up to date with filing accounts, returns and any changes to your charity's registration details
- aware of other laws that apply to your charity

It's not about being:

- an expert - but you do need to take reasonable steps to find out

Act in your charity's best interest



It's about:

- making balanced, informed decisions
- recognising & dealing with conflicts of interest
- ensuring trustee benefits are allowed
- being prepared to question and challenge
- accepting majority decisions

It's not about being:

- preserving the charity for its own sake
- serving personal interests

Act with reasonable care and skills



It's about:

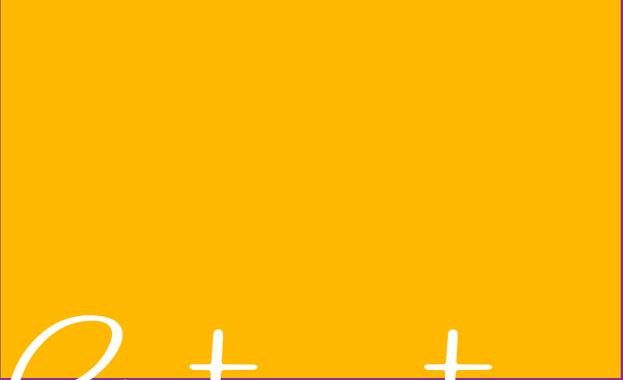
- using your skills and experience
- deciding when you need advice
- preparing for meetings
- getting the information you need (financial, management)
- being prepared in case something does go wrong



"I have absolutely loved becoming a trustee for Waltham Forest Community Hub. It's a truly amazing, essential and ever-evolving organisation. The trustee board has been incredibly supportive, welcoming and appreciative of my skills and input and the staff team under Monwara's leadership are fantastic. The breadth of activity that the organisation delivers and the impact for the community is huge and I come away from every board meeting inspired and proud to be part of it. It's been a great way to give back, connect with and get more involved in my community - I can't recommend it enough." **Finn Grant**

"I've been a board member for Waltham Forest Community Hub for 5 years and it has been a really rewarding experience. I have been privileged to see the growth of the charity under the leadership of our CEO and the fantastic staff. The team work tirelessly to provide support to the local community and were a valuable lifeline during the difficult time of the pandemic. They have provided essential support services for senior and youth communities. I have lived in the borough for a number of years, and it is an excellent way to be part of the brilliant community we live in and to give back. I would highly recommend being part of this organisation." **Margaret Sobiech**





Get in touch

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LEARN MORE ABOUT OUR WORK

WEBSITE: WWW.WFCHUB.ORG

OUR STRATEGY 2021-2026

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[@TheCommunityHub](https://www.youtube.com/TheCommunityHub)