

# TRUSTEE RECRUITMENT PACK

MARCH 2023



# WHY BECOME A TRUSTEE AT BOILER HOUSE SPACES?

Now in its second decade of operation, The Boiler house is facing a future full of exciting possibility, change and growth.

There has never been a greater need for quality local initiatives which directly work with the community to promote community cohesion and wellbeing, provide practical opportunities for learning and employment and to provide much needed practical support in times of crisis.

## **Where are we now?**

Like many community charities, The Boiler House is in a period of transition. The effects of Covid and the cost of living crisis have increased the pressure on our team and funding is ever more competitive. We continue to deliver much needed projects and services across our four sites including:

- Northwold Youth Hub
- The Good Place members club and food pantry
- Castle View Nursery
- Hackney Family Centre and Baby bank.

## **Where do we want to be?**

We want to continue to focus on, and expand our work with Communities, children and young people, particularly around building community resilience, creating job opportunities and activities and looking to develop skills which will promote a more sustainable and more equal society. We will continue to develop and expand our food provision, with an emphasis on self-help and urban agriculture and there is potential for exciting and dynamic buildings and gardens expansions with the right leadership.



The charity has and continues to evolve since the pandemic, we have moved from community centre management to a more programmatic, service delivery approach. This is a really exciting time to join the charity, but also brings its challenges, funds are incredibly competitive and needs are high.

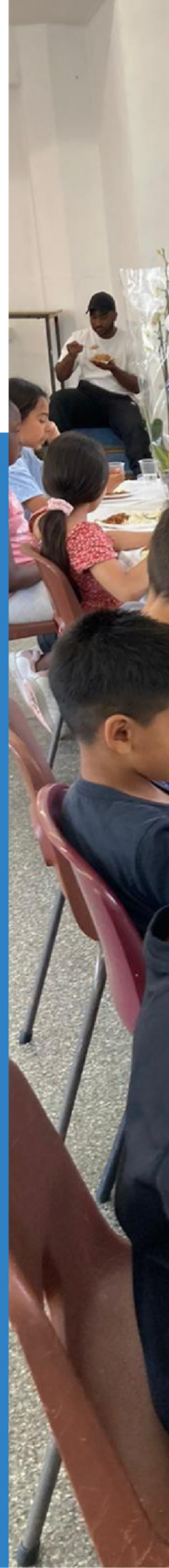
## WE HAVE IMMEDIATE VACANCIES FOR...

- The Chair
- Trustee

To work with us as we move the organisation forward. In addition to your capacity and willingness to undertake the roles and responsibilities described below, we are specifically looking for people who may:

- Have experience in social enterprise and/or business
- Able to connect and develop our Corporate funding
- Have experience working with young people
- Have experience in marketing and brand development
- Have experience of working on capital projects
- Be part of the community The Boiler House charity serves.
- Have sound financial experience and interest.
- Have experience of community development.
- Have experience in organisational change and growth.
- Feel passionately about diversity, inclusion and equality.

If you are new to the work of a trustee, training and support can be given.



# WHAT WE LOOK LIKE...

We are going through some significant changes this year, including our ambitious capital work project on the George Downing Estate. This will allow us to expand our facilities to include; a new garden building, community garden, sports centre and MUGA (sports pitch).

We are keen for the site;

- To be a test and train environment for people to trial ideas, social enterprise, and technology, in particular around the green economy.
- Socialise and deepen relationships (and the social capital that creates) and improve health and wellbeing.

The site has been designed to support systemic community passions and challenges, with an ability to evolve and adapt with community priorities (its multifunctional!).

Our Co-Founder recently stepped down after 13 years, the first task for the Chair and trustees will be to recruit the right CEO to carry on the leadership of the charity. In the meantime, we have our wonderful interim CEO Kwame and the senior leadership team.

The diagram below illustrates the current site set up, with additional spaces coming later in 2023 within the Boiler House Community Space site.



# WHAT ARE YOUR STATUTORY OR LEGAL RESPONSIBILITIES AS A TRUSTEE OF THE BOILER HOUSE ?

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To ensure that the organisation complies with its governing document, (this is the document which describes the point, purpose and objectives of The Boiler House) charity law, company law and any other relevant legislation or regulations. For example, Health and Safety and Safeguarding regulations.

- To ensure that The Boiler House does what its governing document says it does.
- To ensure that The Boiler House uses its resources exclusively to meet the objectives described in its governing document. The charity cannot spend money on activities which are not included in it's own objectives, no matter how worthwhile or charitable these activities are.
- In conjunction with the CEO, to contribute actively in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against targets.
- Responsible risk taker (this is a period of transition with a lot going on)
- To safeguard the reputation and values of The Boiler House
- To ensure effective and efficient administration of the organisation
- To ensure financial stability of The Boiler House
- To protect and manage the property of The Boiler House and to ensure sound investment of it's funds.
- To appoint the CEO and monitor their performance.

## **Other duties**

- Carefully reading and considering board papers, ahead of meetings
- Regular, active attendance at meetings.
- Focussing on key issues
- Providing guidance on new initiatives



- Other issues in which the trustee has specialist expertise.
- To visit projects and services occasionally (don't be a stranger) and attend occasional staff meetings or events.

### **Additional responsibilities for the Chair of Trustees**

- To supervise the CEO
- Chair board meetings

## **Boiler House Trustee Person Specification**

- Understanding and acceptance of the legal /statutory duties, responsibilities and liabilities involved in being a trustee of The Boiler house.
- A responsible risk taker
- Commitment to the value, purpose and objectives of The Boiler House
- Willingness and capacity to devote the necessary time and effort.  
We estimate this involves six- weekly meetings (currently via Zoom), outside normal working hours and some additional hours particularly where specialist advice or workstreams (e.g. a sub-committee) is involved.
- Providing effective support and enablement to the CEO
- A capacity to think strategically
- Willingness to speak your mind and to challenge appropriately
- Ability to work effectively as a member of a team, to listen well and to make decisions in a timely and appropriate manner.

## **Time commitment**

The position is for an initial 3 years with the option to extend for a further 3 years. As this is a voluntary role, we ask our Trustees to commit to approximately 40-60 hours a year, including pre-meeting reading, meeting attendance and ad-hoc advice. Trustees may step down and resign at any time during their term.

The Trustees hold 1-2 hour meetings on a monthly basis (*moving to quarterly when everything is more structured and the CEO is settled in*), with one of the meetings forming part of a longer strategy day. In addition to this there may be occasional meeting as/when required. All meetings will take place in London or over Zoom if necessary.

We ask Trustees to visit the centres and locations attached to the Boiler House venues twice a year.

**If you would like to know more or want an informal chat before applying, please contact:**

Anna Iskander-Reynolds, Co-Founder  
anna@boilerhousespaces.com

## **Application process**

Please send in a short CV and brief cover letter to [anna@boilerhousespaces.com](mailto:anna@boilerhousespaces.com) letting us know what you feel you can contribute to the Boiler House and your reason for applying.

This is a rolling recruitment process, we will invite applicants who meet our criteria to attend a board meeting as an observer so you can see what the board experience is like.

Thank you for your interest :)

The Boiler House Team

Visit [www.boilerhousespaces.com](http://www.boilerhousespaces.com) for more information on the Charity

