

# Trustee Recruitment Pack

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## Join the Board of Boiler House Spaces

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2026

### About Boiler House Spaces

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Boiler House Spaces (BHS) is a Hackney-based charity dedicated to strengthening community life through inclusive, accessible spaces. We manage two community centres at George Downing Estate and Myddelton Grange, working alongside local residents to build healthier, happier, and more connected communities.

### Why Become a Trustee?

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As a trustee you will help shape the future of BHS, support strong governance, and ensure local voices remain at the heart of decision-making. You will gain valuable experience, develop transferable skills, and make a meaningful contribution to your community.

### Trustee Roles Available

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We are recruiting for the following roles: Finance Trustee (Treasurer), HR Trustee, two Resident Trustee vacancies from Myddelton Grange Estate, and a Community Development & Strategy Trustee.

### What All Trustees Do

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All trustees share collective responsibility for the governance of Boiler House Spaces. This includes helping to set the charity's direction, acting in its best interests, overseeing finances and risk, ensuring legal and regulatory compliance, protecting the charity's assets and reputation, and supporting effective decision-making.

Trustees must act solely in the best interests of the charity and are required to identify, declare and appropriately manage any conflicts of interest in line with the charity's policies.

### Trustee Eligibility

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To be eligible to act as a trustee of Boiler House Spaces, applicants must not be disqualified from acting as a charity trustee or company director under charity or company law.

As Boiler House Spaces is a charitable company, individuals aged 16 and 17 are legally permitted to act as trustees. We are keen to encourage young people to engage in our governance and to have a voice in decisions that affect their community.

Shortlisted candidates will be asked to confirm that they are not disqualified from acting as a charity trustee or company director and to complete an eligibility declaration before any appointment is made.

## **Younger Trustees Aged 16 and 17**

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We recognise that becoming a trustee involves significant legal responsibilities and potential liabilities, and that younger people may need additional support to make an informed decision about taking on this role.

For this reason, applicants aged 16 or 17 will normally be invited to attend two Board meetings as an observer before any trustee appointment is considered. This allows young people to:

- see how the Board works in practice
- understand the duties, responsibilities and legal position of trustees
- ask questions and reflect on whether trusteeship is right for them at this stage

Following this observation period, and with appropriate support, a young person may choose to proceed to be considered for appointment as a trustee, or to continue their involvement in another way, such as an observer or adviser role.

This approach forms part of our commitment to good governance, safeguarding and inclusive participation, and is intended to support younger people to engage confidently and safely in the leadership of the charity.

## **Equity, Diversity and Inclusion**

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We are committed to equity, diversity and inclusion. We actively welcome applications from people of all backgrounds, including people with protected characteristics, first-time trustees, local residents, young people, and people with lived experience of inequality.

## **Accessibility and Support**

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We aim to remove barriers to participation. We can offer reasonable adjustments, accessible venues, flexible meeting options, and additional support to ensure all trustees can contribute fully.

## **Term of Office and Appointment**

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Trustees are usually appointed for a fixed term in line with our governing document, with the option of reappointment where appropriate.

Final appointment is subject to the charity's recruitment and appointment process, including eligibility checks and Board approval. All trustee appointments, eligibility criteria and any role-specific requirements are made in accordance with the charity's governing document and applicable charity and company law.

## **Voluntary Role and Expenses**

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Trustee roles are voluntary and unpaid. Reasonable out-of-pocket expenses can be reimbursed in line with the charity's expenses policy.

## **Board Meetings and Participation**

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Board meetings usually take place every two months and may be held in person, online, or in a hybrid format depending on need. Meetings typically last around 1.5 to 2 hours. Trustees may also be invited to attend occasional planning sessions, events, or sub-groups relevant to their role.

## **Induction and Ongoing Support**

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We want all trustees to feel confident and well supported. New trustees will receive an induction to the charity, access to key documents and policies, and ongoing support from the Chair, Chief Executive, and fellow trustees. We particularly welcome first-time trustees and can offer additional guidance where helpful.

## **Key Documents**

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Shortlisted candidates and newly appointed trustees will be given access to key documents, which may include the governing document, recent annual reports and accounts, relevant policies, and other information needed to understand the charity's work and governance.

## **Role Descriptions**

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Full role packs are available for each position. Brief summaries are below.

### **Finance Trustee (Treasurer)**

We are seeking an experienced and committed individual to join our Board as Treasurer. You will oversee the financial health of BHS, ensuring sustainability, compliance, and effective financial management. You will provide strategic oversight of budgets, financial reporting, controls, and risk, and advise the Board on the financial implications of plans and projects. This role is ideal for someone with experience in finance or accounting who wants to use their skills to support a community-led charity.

### **HR Trustee**

We are seeking an HR Trustee to provide strategic guidance on people-related matters and help foster a positive, inclusive working environment. You will support the development of HR policies, promote staff and volunteer wellbeing, advise on employment law and best practice, and help embed a fair and inclusive organisational culture.

### **Resident Trustee (Myddelton Grange Estate) — two vacancies**

We are seeking residents of the Myddelton Grange Estate to join our Board and ensure local voices are central to decision-making. No professional experience is required. What matters is your connection to the community, willingness to learn, and desire to help shape services for local people.

### **Community Development & Strategy Trustee**

This trustee role supports the strategic direction of BHS and helps ensure our work remains community-led and impactful. You will contribute to long-term planning, partnership development, and community engagement, bringing a strategic perspective to Board discussions.

### **How to Apply**

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To apply, please send your CV and a short supporting statement (no more than two pages) outlining your interest in the role and what you would bring to the Board to [info@boilerhousespaces.com](mailto:info@boilerhousespaces.com).

For an informal discussion, contact Isis Amlak, Chief Executive, at [isis@boilerhousespaces.com](mailto:isis@boilerhousespaces.com).

If you would prefer to apply in another format or would like to discuss support needs as part of the process, please get in touch.

### **Recruitment Process**

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Shortlisted candidates will be invited to an informal conversation with members of the Board and/or senior staff to discuss the role, their interest, and what support they may need to participate fully.

Trustee appointments are subject to appropriate pre-appointment checks. Depending on the role, this may include eligibility and identity checks, references, and completion of safeguarding declarations. Any required checks will be discussed with candidates as part of the recruitment process.

Final trustee appointments are made by the Board, subject to the charity's governing document and completion of all required checks.

### **Key Dates**

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- **Application deadline:** Friday 31 July 2026
- **Informal conversations/interviews:** August 2026
- **Expected start date:** September 2026