

Resident Trustee (Myddelton Grange Estate) Role Pack

Two vacancies

About the Role

We are recruiting two Resident Trustees from the Myddelton Grange Estate to join our Board. These roles are about making sure that local residents' voices, experiences and priorities are central to how the charity is governed and how decisions are made.

No professional or Board experience is required. What matters is your connection to the estate, your interest in what happens locally, and your willingness to learn and contribute. Resident Trustees bring lived experience and local insight that cannot be replaced by professional expertise alone.

What the Role Involves

The Resident Trustee role is about helping the Board stay grounded in the realities of life on the Myddelton Grange Estate. You will help the charity understand what matters to residents, what is working well, and where things could improve.

The role is not about representing only your own views or solving individual problems. It is about bringing a resident perspective to discussions, helping the Board think carefully about impact, inclusion and fairness, and supporting good decision-making that benefits the wider community.

Time Commitment

The role usually involves 6–8 Board meetings each year, including the AGM, plus reading papers in advance and occasional involvement in planning sessions, partnership meetings, events or small working groups where relevant. Meetings are normally every two months and usually last around 1.5 to 2 hours. This is a voluntary, unpaid trustee role, and reasonable out-of-pocket expenses are reimbursed in line with the charity's policy.

Key Skills and Why They Matter

- **Connection to the Myddelton Grange Estate:** This matters because local knowledge and lived experience help the Board make better decisions. Understanding the area, the people and the everyday realities of the estate helps ensure decisions are relevant and grounded.
- **Ability to listen and reflect different views:** This matters because residents do not all think the same. Trustees should be able to listen, reflect a range of experiences, and avoid speaking only from a single perspective.

- **Willingness to learn:** This matters because being a trustee involves learning about governance, finance and decision-making. Curiosity and openness are more important than prior experience.
- **Confidence to speak up:** This matters because resident voices need to be heard in Board discussions. Trustees do not need to be experts, but they do need to feel able to ask questions and share their perspective.
- **Commitment to fairness and inclusion:** This matters because community spaces should work for everyone. Trustees help ensure that decisions take account of different needs, barriers and experiences.

Support, Induction and Development

We want trustees to feel confident and supported in their role. New trustees will receive an induction to the charity and access to key documents and policies. Support is available from the Chair, Chief Executive and fellow trustees, and we particularly welcome first-time trustees who may want additional guidance as they learn about governance and charity responsibilities.

Support includes:

- An induction covering the charity's purpose, governance, finances and people policies
- Access to key documents, including the governing document and relevant policies
- Opportunities to ask questions before or after meetings
- Reasonable adjustments and flexible ways to participate
- Reimbursement of reasonable out-of-pocket expenses

Appointment to this role is subject to the charity's recruitment and appointment process, including appropriate pre-appointment checks. Depending on the role, this may include eligibility declarations, references and safeguarding checks, which will be discussed with candidates as part of the process.

Trustees' Legal and Fiduciary Duties

All trustees share collective responsibility for the governance of the charity. Under Charity Commission guidance for trustees in England and Wales, trustees have legal responsibility for the charity's management and administration. In simple terms, this means trustees must act carefully, honestly and in the best interests of the charity, and not in the interests of any one person, group or outside organisation.

- **Carry out the charity's purposes for the public benefit:** Trustees must help make sure BHS does what it was set up to do and that its work benefits the public.
- **Follow the governing document and the law:** Trustees must understand the charity's rules and make sure decisions are lawful and within the charity's powers.

- **Act in the charity's best interests:** Trustees must make balanced decisions, manage conflicts of interest properly and put the charity's mission first.
- **Manage resources responsibly:** Trustees must help protect the charity's money, property, reputation and other assets, and make sure resources are used well and risks are considered.
- **Act with reasonable care and skill:** Trustees should use their knowledge and experience thoughtfully, prepare for meetings and ask questions where they need more information.
- **Ensure accountability:** Trustees must make sure the charity can show how it is run, how decisions are made and how funds are used.

Being a fiduciary means that trustees are trusted to act with loyalty and care. In practice, this means declaring and managing conflicts of interest appropriately, not gaining improper personal benefit from the role, handling information responsibly, and making decisions that are careful, evidence-based and in the best interests of the charity.

Trustees carry out these duties in accordance with the charity's governing document and applicable charity and company law.

Inclusiveness, Equality and Human Rights

We want our Board to reflect the communities we serve and to be a place where people feel respected and able to contribute. Trustees should think actively about inclusion and about removing barriers to participation.

Under the Equality Act 2010, trustees should help ensure the charity prevents discrimination, values protected characteristics and considers reasonable adjustments so that disabled people are not disadvantaged.

The Human Rights Act 1998 provides a framework for treating people with dignity, respect and fairness. In practice, this means listening to residents, respecting lived experience, and making decisions that are proportionate, transparent and humane.

Accessibility and Practical Support

We are committed to making trusteeship accessible. Support may include accessible venues, flexible meeting formats, clear communication, additional time where needed, and open conversations about support needs during recruitment and after appointment.

Trustee Eligibility

Trustees must not be disqualified from acting as a charity trustee or company director under charity or company law. Boiler House Spaces is a charitable company, and people aged 16 and over are legally able to act as trustees.

We actively encourage applications from younger people. Applicants aged 16 or 17 will normally be invited to attend two Board meetings as an observer before any trustee appointment is considered, to help them understand the role, responsibilities and legal duties involved.

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.

Who This Role May Suit

This role may suit residents who care about their neighbourhood, want to have a say in how community spaces are run, and are interested in learning more about how charities are governed. We particularly welcome first-time trustees and people who have not previously been involved in formal decision-making roles.

Key Dates

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

How to Apply

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.

For an informal discussion, please contact Isis Amlak, Chief Executive, at isis@boilerhousespaces.com.

Shortlisted candidates will be invited to an informal conversation. Final appointments are made by the Board, subject to eligibility checks and approval. If you would like to apply in a different format or discuss support needs, please get in touch.