



Trustee Recruitment Autumn 2019

Flo's – The Place in the Park is a new community owned and managed enterprise hub in Florence Park, East Oxford which opened in the Autumn of 2018. Since the closure of this former children centre, we have come together to create a community-run, welcoming and inclusive place for families and people of all generations to meet, eat, work, play and learn. Flo's is a vibrant hub for community life: a place where people are able to relax and enjoy the beautiful natural surroundings of the park, meet others in their community and learn from each other. Currently Flo's houses The FLO café which serves healthy, locally grown food, Flo's Nature Nursery for 2-4 year olds, The Isis Community midwives, a community space which is free to use for anyone to spend time in, and several rooms to hire.

Flo's is an innovative and courageous new approach to running a community space - using enterprise as a way to become a self sustaining organisation. To find out more visit www.flosxford.org.uk .

What we are looking for

Flo's is run by the Community Benefit Society (CBS) **People Place and Participation Ltd**. The first Trustees came from the initial campaign to save the centre for the community. We are now in a position to recruit Trustees with particular skill sets to a range of exciting opportunities to take on new challenges as Flo's develops. We're looking for new trustees who will:

- Be interested in PP&P Ltd.'s work and committed to our social mission and values.
- Be willing and able to give their time, experience, skills and enthusiasm to help run Flo's. This includes regular time commitments (outlined below)
- Have relevant background and experiences to bring different points of view to our discussions. You can read more about the role of trustee and the person specification in **Appendix 1**.
- We are particularly interested to hear from people with experience or interest in Health and Safety or Chair roles. Special requirements for these roles can be found in **Appendix 2**.

The role of a trustee

To be a Trustee of an organisation is an exciting and fulfilling role. Collectively the trustees are responsible for the overall control and governance of the organisation and use their skills and experience to support PP&P Ltd. to achieve our aims. The Trustee Board is makes key decisions, overseeing the management of the organisation and setting strategic direction. The Board works to ensure PP&P Ltd. has the money it needs, spends its money sensibly, follows the law and doesn't break the rules in our governing documents. As a Board member you will be expected to contribute on the

basis of your expertise. Often this will be through Board discussion. But you may also be asked to provide advice and/or undertake specific tasks, for example supporting with policies, providing HR support etc. As a trustee you will be expected to commit to:

- 1 meeting per month (usually on weekday evenings)
- Additional informal meetings and/or support via email on issues of particular interest to trustees
- Attendance and support at some of the activities / events hosted by Flo's

In general, this normally works out to about 4 hours a month minimum, or 1 day per month for the Chair role. This is in addition to project and pieces of work as negotiated and depending on the needs of both PPP and the trustee. We do not reimburse Trustee expenses as a general rule. But in exceptional cases this may be considered.

For more details about the Roles, Responsibilities and person specification of the trustees please see **Appendix 1 and 2.**

How Flo's is governed:

Flo's is legally registered as a Community Benefit Society (CBS) - this is a membership organisation who is able to carry out a trade or business which benefits the broader interests of the community. The CBS is run by a dynamic trustee board and a Council of local residents, a small staff team and many volunteers. The wider community have opportunities to feed into decision making at Flo's through our membership forums and AGMs. It is vital that the ideas & energies of Flo's Council & members are harnessed & harvested. **To find out more about our current trustees visit www.flosoxford.org.uk/meet-the-team**

To find out more and apply

You can find out more about Flo's by following the links below. If you'd like to talk to someone about the role before applying, you can speak to one of our current Trustees by calling or emailing **Candida March:** trustees@flosoxford.org.uk or 01865 587611 Some of the following links may also be helpful:

- **Our core values:** <https://www.flosoxford.org.uk/our-values-and-principles/>
- **Business plan as submitted to shareholders:** <https://www.flosoxford.org.uk/our-values-and-principles/>
- **Organisational structure:** <https://www.flosoxford.org.uk/about/governance-and-management-team/>
- **Our annual report:** <https://www.flosoxford.org.uk/flos-impact/>

To apply

Please send a copy of your CV and a covering letter trustees@flosxford.org.uk

Interviews will take place in the first couple of weeks in December. Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed, and how they have helped you achieve relevant, positive results, as this will give you the best possible chance of being shortlisted. Please also discuss any support you think you might need.

Appendix 1- Role profile for all trustees

The role of all trustees is:

- ensure that the organisation pursues its stated objects (purposes), as defined in its governing document “The Rules”, by developing and agreeing a long-term strategy
- ensure that the organisation complies with The Rules and any other relevant legislation or regulations
- ensure that the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the local community
- ensure that the organisation defines its goals and evaluates performance against agreed targets
- safeguard the good name and values of the organisation
- ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- ensure the financial stability of the organisation
- protect and manage the property of the charity and ensure the proper investment of the charity’s funds
- follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the staff.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

- a commitment to the organisation and our values.
- a willingness to devote the necessary time and effort
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team

Appendix 2-Specific roles for Chair and Trustee for Health and Safety

Chair role and responsibilities:

Role responsibilities:

- Provide effective leadership to the Board & to the organisation which reflects the ethos & values of Flo's and enables it to achieve its Purpose.
- Chair & facilitate Board meetings
- Take overall responsibility for ensuring that the Trustees are meeting the requirements of their roles and are supported in doing so.
- Ensure that Governance support is provided to the Board.
- That the Board understands and complies with all legal and regulatory requirements
- Lead the Board in fostering relations with external bodies / individuals.
- Act as the key spokesperson and figurehead for Flo's where appropriate.
- Delegate appropriate responsibility to Trustees and monitor its effectiveness.
- Maintain oversight of any risk to Flo's reputation and / or financial standing.
- Effectively chair Trustee meetings.
- Ensure adequate support & supervision arrangements are in place for the staff team.
- Support Flo's Council & members to play an informed part of decision-making processes.

Depending on the skills and time commitment of the Chair, there are potential 'parcels' of work which could be delegated to other Trustees, or a role if Vice Chair developed.

This role is estimated to be at least 1 day per month, in addition to the monthly board meetings.

Person specification

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.
- In most circumstances, it would also be desirable for the Chair to have knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

Health role and responsibilities:

The aim of this role is to ensure that Flo's – The Place in the Park becomes a place where appropriate, life-enhancing risks can be taken, whilst ensuring that the staff, volunteers and public are kept safe and secure. This role will include several "set-up duties" and other "ongoing duties":

Role and Responsibilities

Set-up duties:

- To develop a proportionate, flexible and sensible approach to risk management and health at safety at Flo's.
- Strengthening and supporting development of the already existing health and safety policies
- Ensuring that any further necessary health and safety policies and procedures are in place and well understood by staff.

Ongoing duties:

- Ensuring that Health and Safety policies, practices are kept up to date
- Supporting staff and steering group members responsible for day-to-day Health and Safety
- To support the *Health and Safety Staff Lead* when appropriate in the investigation of health and safety incidents that take place
- To support the *Health and Safety Staff Lead* when appropriate in reporting incidents to third parties (e.g. local authority)
- Supporting risk assessing any events or activities taking place at Flo's- The Place in the Park or at Flo's-Nature Nursery
- When needed to provide support to the Safeguarding Lead (a staff or steering group member)

Person specification

It is desirable, though not essential that the trustee for Health and Safety has:

- Experience in managing health and safety procedures
- Experience of sitting on boards/governance committees