



Sustainability trustee

Flo's – The Place in the Park is a 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. We welcome everyone and support families and vulnerable people in particular.

Currently Flo's houses The FLO café which serves healthy, locally grown food, Flo's Refill Shop, 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, several rooms to hire and also incubate social enterprises through our newly refurbished pavilion. Flo's is also working in partnership with ArkT and WasteToTaste to deliver 1000s of free meals to vulnerable people in and beyond east Oxford.

We are managed by the community for the community and are passionate about social and environmental sustainability. Flo's is an innovative and courageous new approach to running a multi purpose 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.** We are 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 actively recruiting a new Sustainability Trustee - requirements for this role can be found in **Appendix 2.** The aim of this role is to ensure that Flo's – The Place in the Park organises and delivers a forward looking and wide ranging social, environmental and economic sustainability strategy.

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 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 policies, providing HR support etc. As a trustee you will be expected to commit to:

- 1 board meeting per quarter. Dates are agreed in advance
- Attendance at the relevant sub group meetings, usually quarterly or every 2 months, as agreed by the group
- 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. This is in addition to projects 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 staff team of c25 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. We are also in the process of setting up a new trading arm to cover our trading activities.

To find out more about our current trustees visit www.flosoxford.org.uk/meet-the-team

To find out more

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 emailing **Richard Hadfield (chair)**: trustees@flosoxford.org.uk.

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/>

Applying for the Sustainability Trustee position

1. Please send a copy of your CV and a covering letter to trustees@flosoxford.org.uk - deadline close May 5th 2021
2. 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
3. We often get a number of trustee candidates for vacant positions and if necessary we will shortlist candidates and arrange suitability conversations (not as formal as an interview!) - these will take place the week beginning 10th May 2021.
4. We will be in touch 6-7th May, following board agreement, to confirm the new sustainability trustee candidate
5. The trustees will be meeting for an 'away day' on the 17th May - if possible our new Sustainability Trustee will join us (details tbc)

Appendix 1 - Role profile for all trustees

The role of all trustees is to:

- 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 role aspects for Sustainability Trustee

The aim of this role is to ensure that Flo's – The Place in the Park organises and delivers a forward looking and wide ranging social, environmental and economic sustainability strategy.

Background - One Planet Living

[One Planet Living \(OPL\)](#) is a framework created by the Bioregional charity to encourage the process of sustainability for a vision of a happy and healthy life on a global scale. It is a flexible framework that can be adopted at an individual or organisational level as a basis of new projects or to integrate it within current organisational operations.

It is not only about being green, but also has a holistic approach to sustainability by encompassing social, economic and environmental features which form the basis of the **10 principles of OPL**:



What we have already done

We are at the very beginning of our holistic sustainability journey by adopting the [Bioregional's OPL framework](#), which we believe is extremely important to Flo's future as it aligns nicely with our core

values and principles such as connecting with nature or supporting the community or being a force for positive change.

To this end, we are working with Aspire to take our plan forward and have already drafted our first OPL Action Plan using the 10 principles across the three main areas of Flo's, to ensure social, economic and environmental impact.

It is an exciting time to get involved including hands-on involvement to shape and deliver our sustainable future.

Sustainability trustee - role and responsibilities

- Coordinate our sustainability strategy and action plan - support, guide, suggest and work with staff to develop a flexible and sensible approach to managing, reviewing and progressing our sustainability vision and plan
- Accountable to the board for our sustainability vision, strategy and action plan. This does not, of course, mean owning the delivery of every aspect of the plan
- Bringing ideas (through personal connections, other organisations and research), best practice, passion and energy to our sustainability vision, strategy and plan
- Lead on agreed long term projects with the aim to make Flo's more sustainable and support Flo's local engagement in sustainability projects
- Ensuring sustainability related policies and procedures are in place and well understood by staff and trustees

It is desirable, though not essential that the Sustainability Trustee has some experience of working in the areas of environmental, social and economic sustainability with/in charitable bodies and/or other types of organisations. Previous Board experience is not a requirement.