



Chair of Trustees: Recruitment Autumn 2026

We are looking for a new Board Chair at Flo's: A person with the right skills and experience, and a passion for what we do and how we help those that live in OX4.

Joining the Board of Flo's The Place in the Park

Deadline for Applications: Monday 30th March

Thank you for taking the time to consider joining Flos as the Chair of Trustees. It is thanks to the dedication of our board that we are able to flourish and go over and above what is possible to provide vital services to our community.

Flo's - The Place in the Park, is a vibrant community hub in Florence Park, East Oxford, founded in 2018. With our nature nursery, café, refill shop and community projects at our heart, we are a place for people from all walks of life to work, eat, play, learn and connect with each other, reducing inequalities and supporting the environment.

More details of Flo's are available later in this document, and our [impact report](#) is available online. To find out more visit www.floxoxford.org.uk.

About the role

Flo's is run by the Community Benefit Society *People Place and Participation Ltd (PPP)*. PPP is a Co-operative with members from the community; members vote on key decisions at our AGM. Alongside our dedicated staff team, our Board plays a vital role in the success of the organisation.

We are now looking for a new Chair of Trustees who can contribute in a key area of expertise and bring specialist skills and knowledge to our Board. The role of the Chair is to provide governance, leadership and oversight to Flo's PPP Board. This includes ensuring the Board operates effectively to deliver on the commitments in our strategic plan as well as working within the legal requirements of a Community Benefit Society and Co-operative Organisation. By contributing your time and experience you can help our team fulfil key organisational needs.

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 well as feeding in your specific expertise at Board meetings, you will be responsible for providing line management of Flo's Executive Director and providing ad-hoc advice, guidance and problem-solving.

As a guide, duties include:

- Providing effective leadership to the Board and to the organisation which reflects the ethos and values of Flo's and enables it to achieve its Purpose
- Effectively chairing and facilitating Board meetings and the AGM (September) - four times a year including two half day 'away days'
- Attending finance group meetings prior to each board meeting
- Meeting regularly with, support and ensure clear objectives for, senior management
- Ensuring adequate support and supervision arrangements are in place for the senior management and staff team
- Take overall responsibility for ensuring that the Trustees are meeting the requirements of their roles and are supported in doing so
- Ensuring that Governance support is provided to the Board
- Ensuring that the Board understands and complies with all legal and regulatory requirements
- Leading the Board in fostering relations with relevant external bodies / individuals
- Acting as the key spokesperson and figurehead for Flo's where appropriate
- Delegating appropriate responsibility to Trustees and monitor effectiveness
- Maintaining oversight of any risk to Flo's reputation and / or financial standing
- As required communication and interaction with local partners including local authority and other OX4 social enterprises/charities chairs
- Supporting 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 Vice Chair role if that were developed. Set meetings and time commitments are:

- Chair the quarterly board meeting (one weekday evening every three months in person)
- Attend the finance board meetings (one weekday evening every three months online)
- Monthly 1-2-1 with the Executive Director
- Annual review with the Executive Director
- Chair the AGM (annually one weekday evening in person)
- Chair the board away day (annually one day or two half days)
- Ad-hoc advice and guidance as required
- Attendance at some of Flo's key events / activities where possible - so you are engaged with Flo's 'on the ground'

About you

Person specification

- Enthusiasm for our work and purpose
- Leadership skills
- Experience of committee work
- Curiosity and flexibility - an openness to exploring new and better ways of working, structuring and governing (within the bounds of our rules)
- Attentiveness to how board decisions impact our staff and community
- Tact and diplomacy
- Excellent 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
- It would be desirable for the candidate to live in or near OX4 - but certainly not mandatory

About us

We encourage you to visit our website at www.flos.org.uk, read our impact report and come to Flo's to experience our cafe, refill shop, and community activities.

People, Place, Participation (PP&P) Ltd was founded as a Charitable Community Benefit Society in 2018 after a successful campaign to keep a decommissioned children's centre building in community use.

Since that time it has grown to become a thriving hub managed by the community, for the community. Five years on the centre has grown to employ over 50 people, delivering a range of services including two nature nurseries, a cafe and refill shop, and a range of community activities.

Our mission is to be a vibrant community hub where people, partners and the spaces we occupy can grow and thrive. We work cooperatively to understand local needs and create opportunities for all, focusing on areas where we can make the greatest impact.

We do this by focusing on three pillars of purpose:

1. Serving the community
2. Protecting the planet
3. Improving equity

Legal eligibility

All Trustees are required to meet the legal eligibility criteria for serving as a Trustee or Company Director. This includes confirming that you have no unspent criminal convictions (excluding minor motoring offences), are not an undischarged bankrupt, are not subject to a County Court Judgement (CCJ), and are not disqualified from acting as a Trustee or Director. Successful applicants will be asked to sign a short legal declaration confirming these requirements as part of their induction.

To apply

If it feels like Flo's is the right place for you to share your skills, knowledge and experience to help us deliver our goals, please send your CV and a covering letter to our current Chair of Trustees, Sarah Borien - chair@flosoxford.org.uk. Please use your covering letter to demonstrate how your skills, qualities and experience meet the requirements, 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.

Please send a copy of your CV and a covering letter to chair@flosoxford.org.uk by Monday 30th March. We encourage applications from women; black, Asian and minority ethnic people; people who identify as having a disability; people from the LGBTQ+ community; people from working class backgrounds. If you face any barriers to applying please feel welcome to discuss these with us.