



# Upper Norwood Library Trust

Trustee recruitment  
information

January 2017

## **Trustees are wanted for a dynamic social enterprise in Upper Norwood - the Upper Norwood Library Trust.**

People with fundraising, accountancy, HR, legal, and community relations are of particular but not exclusive, interest.

### **Upper Norwood Library Trust's vision for the future.**

The Upper Norwood Library Trust (UNLT) was formed in November 2012 by local residents with the objective of taking over the operation, governance and management of the Upper Norwood Joint Library (UNJL) as a library and community hub. Transfer of the building took place in July 2016.

UNLT was established by local residents in response to overwhelming support from the community for transfer of the building to the community as a locally managed asset.

We aim to contribute to the social, cultural and economic well-being of the Upper Norwood local community through the provision learning based services via the Upper Norwood Library Hub. The Hub has professional staff employed by the Trust running the building, developing services and raising revenue. The building hosts a library service staffed by qualified librarians, delivered to the Trust by Lambeth Council Library Services. For the Upper Norwood Library Hub to be sustainable it is vital to expand the existing income generating activities and deliver an ambitious business plan with a challenging budget.

We have begun to establish the Upper Norwood Library Hub as a place both IN the community and OF the community that offers sustainable high quality learning, information and community services for all residents in the local area.

The Trust has secured a commitment from both Lambeth and Croydon councils to provide seed funding in order for the Trust to develop a sustainable business model for the Hub over the next two years. Additionally, both councils are funding a library service within the building staffed by professional librarians over 6 days per week.

In order to continue to develop this sustainable business we are looking to recruit trustees to the board with a range of skills and experience, particularly, but not exclusively, people who have experience/skills in community engagement, accountancy, HR, legal, and fundraising.

## **Purpose of the role of trustee**

To oversee the strategic direction of the organisation, ensure charitable objectives are met and legal obligations are appropriately delivered.

## **Key expectations of the trustees**

- Ensure proactive community consultation and response to local needs .
- Deliver and continually review the business plan.
- Attend and participate in Trust meetings and share responsibility for collective decision making.
- Support the chair to further the goals of the Trust and assess her/his performance.
- Develop and agree policies.
- Enhance Upper Norwood Library Trust public standing by communicating its goals, vision and activities to the wider community.
- Work closely and in line with other development initiatives in the area.
- Work closely with and report to Lambeth and Croydon Councils during the process and where possible include the other local boroughs .
- Help shape existing capital and revenue funding strategy.
- Proactively support fund raising activities.
- Recruit Trustees, volunteers and paid staff as appropriate.
- Ensure the board operates with legal and ethical integrity
- Ensure the board operates within the law and inline with its fiscal responsibilities
- Approve budgets and ensure appropriate financial controls are in place.
- Embrace diversity through the organisation and support the promotion of a positive work environment.
- Be responsible for the management of health and safety, as laid down in legislation and in line with policies and procedures.
- Be an effective ambassador the Trust.
- To develop, maintain and use personal knowledge of the corporate and individual networks in the area and wider region.
- Promote and communicate the Upper Norwood Library Trust's values and culture to both internal and external stakeholders.
- Be supportive, team workers, keen problem solvers, able to build strong and positive relationships.

## **Personal Specification**

- Experience working at a senior level in an organisation

Or

- Experience of community/heritage/fundraising or finance at a significant level

Or

- A passion for administration, event management or community engagement.

It would be useful for candidates to have:

- A close empathy and understanding of the needs of Upper Norwood Library Hub and the local community
- An awareness of the context in which Upper Norwood Library Hub operates
- Ability to think and plan strategically
- Commitment to the successful delivery of the Upper Norwood Library Trust's Business Plan and the skills, understanding and vision to make an active contribution to the development of the project.
- The ability to be a good team player and to make a unique contribution as part of that team.
- Well developed interpersonal, communication and presentation skills
- Experience of serving on at least one other Trust, governing body or voluntary body.

## **Meetings**

These take place once a month unless business requires additional meetings. It is envisaged that meetings will reduce to six a year.

They will take place at the library.

## **Time Commitment**

Trust meetings will be two hours in the evening. Trustees will be expected to read the papers and on occasion carry out additional tasks relating to their role. In particular, they need to be available

to the Hub Directors as sources of support and advice around their particular skill sets.

### **Remuneration**

This is a voluntary position and is unpaid.

### **How to apply**

Please send your CV and covering letter expressing your interest and how you meet the person specification by email to [bryher@me.com](mailto:bryher@me.com). Please use the title 'Trustee' in the subject line.

As part of the application you will need to confirm that you are eligible to be a trustee:

- Over the age of 18
- Have not been previously disqualified as a trustee or company director
- Not an undischarged bankrupt
- Do not have unspent criminal convictions and would be willing to have a CRB check

If you would like to have an informal conversation about this position do not hesitate to contact Bryher Scudamore at [bryher@me.com](mailto:bryher@me.com) or on 077110 66810.

## Upper Norwood Library Trust

### Trustee Declaration Form

**I declare that I am not disqualified from acting as a charity trustee and that:**

- I am aged 18 years or over at the date of this appointment
- I am capable of managing and administering my own affairs
- I do not have any unspent conviction relating to any offence involving deception or dishonesty;
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for my creditors (ignore if discharged from such an arrangement);
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;
- I have not been removed from the office of the charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.
- I agree to be bound by the charity's transparency policy

**Signed:**

**Date:**