



## West Green Road / Seven Sisters DEVELOPMENT TRUST

### **Freelance project: charity development**

West Green Road/Seven Sisters Development Trust (the Trust)<sup>1</sup> is seeking a freelance worker to support its development and registration as a charity.

The Trust was registered as a non-profit company limited by guarantee in 2008 in order to facilitate, promote and support community- and business-led projects which directly benefit people who live and work in the West Green Road/Seven Sisters town centre, or who use its' economic, social and cultural facilities. The Trust is currently facilitating the development of a new Community Benefit Society to deliver the Community Plan<sup>2</sup> to restore and bring back into full use the historic locally-listed Wards building, including Seven Sisters Indoor Market (also known as Latin Village), an Asset of Community Value recognised by the United Nations as a cultural hub for London's Latin American community. In parallel, the Trust is working to advance other projects with local partners to deliver services that meet community needs and deliver opportunities, in particular while the Market remains closed, including mental health, well-being and welfare support services and a local history and heritage project. In the future, the Trust may play a role in reinvesting a portion of the surplus generated by the CBS in other community- and business-led initiatives in the local area.

The Trust is now seeking a freelance worker to support its registration and development as a charity in order to advance its public benefit objectives effectively. The charity development project has the following main elements:

- 1) Register the Trust with the Charities Commission and develop a core set of organisational policies, procedures and induction materials;
- 2) Build the Trust's capacity to deliver its public benefit objectives, advance its organisational development and strengthen its position locally.
- 3) Provide secretarial and administrative support to the Board of Trustees, including core project and grant administration.
- 4) Secure funding to support the further development and activities of the Trust.

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<sup>1</sup> <https://n15developmenttrust.com/>

<sup>2</sup> <https://www.wardscornerplan.org/>

To deliver this project, the freelance worker will work closely with existing and new Trustees as well as a growing group of local volunteers offering their time, knowledge and skills to the Wards Corner Community Plan as well as the wider goals of the Trust. The freelancer will also build relationships and partnerships with other local community groups, and draw on support and advice of external organisations such as the Bridge Renewal Trust and Haringey Council's voluntary and community services team.

The total fee for the project is £3,960 for 36 days work at £110 a day (approximately four days a month for nine months). The project will run from April to December 2022. The freelancer will send an invoice at the end of each month and payment will be made within 30 days of receipt of the invoice.

Funding for this project is provided by the Trust's core funding and the Rosa Luxemburg Stiftung London Office.<sup>3</sup>

#### Essential criteria

- Significant experience of working in the charitable sector
- Knowledge of Charities Commission registration requirements and guidance
- Experience in capacity building and organisational development
- Excellent time management, project management and administrative skills
- Good team working and communication skills

#### Desirable criteria

- Fundraising experience.
- Experience of working in heritage, high streets, regeneration, community development, community businesses and/or with minoritised communities.
- Experience of working with community groups, community businesses and volunteers

#### Expressions of interest

If you are interested in this project, please send your CV by **midnight Sunday 27 March 2022**, along with a cover letter highlighting your interest in the Trust and how you meet the project criteria.

Please send these to Carlos Burgos, Chair of the Trust, at [n15developmenttrust@gmail.com](mailto:n15developmenttrust@gmail.com).

We particularly encourage applications from people with links to the area as a local resident, local worker or user of the Market or with links to London's Latin American communities.

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<sup>3</sup> <https://www.rosalux.eu/en/topic/1567.rls-office-london.html>