



## West Green Road / Seven Sisters DEVELOPMENT TRUST

### **West Green Road/Seven Sisters Development Trust**

Trustee(s) and Treasurer, Voluntary positions. Closing date: midnight Sunday 29 May 2022

West Green Road/Seven Sisters Development Trust (the Trust) is seeking one to three new Trustees (including one to serve as Treasurer) to join its Board of Trustees. The Trust facilitates, promotes and supports 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 was registered as a non-profit company limited by guarantee in 2008 and work is now underway to register and develop it as a charity to enable it to advance its public benefit objectives effectively. The Trust has generated a growing income through donations and grant funding in the last few years, which has been invested in the development of the Wards Corner Community Plan, including a new organisation to deliver this. Income is likely to continue to increase as the Community Plan comes to fruition and the Trust advances its broader objectives.

The Trust is currently facilitating the development of a new Community Benefit Society to deliver the Community Plan<sup>1</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, for example a community counselling service and local heritage project.

In this context, the Board of Trustees is seeking a further one to three Trustees to support and guide the Trust through the process of developing and growing as a charity. We are looking for Trustees with prior knowledge and experience in the charitable sector, including one Trustee with the necessary financial knowledge, experience and skills to serve as Treasurer. We are particularly keen to recruit Trustees from racially minoritised and migrant communities and with local connections to Tottenham. The Board currently exists of two Trustees with longstanding

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<sup>1</sup> <https://www.wardscornerplan.org/>

involvement in the campaign to save Wards Corner and Seven Sisters Indoor Market. One brings experience and skills in supporting Latin Americans in the UK to fulfil their potential while the other is a local resident with expert knowledge in markets and community economic development. The Trust has benefited from the support of a paid part-time worker over the past year, and is currently recruiting a freelancer to support the further development of the Trust as a charity.

At this stage, Trustees will contribute time and skills to support operations and organisational development alongside formal monthly Board meetings. Trustees will contribute approximately one day a month. Trustees are unpaid but reasonable expenses will be paid subject to finding. Duties of the Trustees and Treasurer are described in more detail in the advert below.

If you are interested in applying for these positions, please send your CV by **midnight Sunday 29 May 2022**, along with a cover letter highlighting your interest in the work of the Trust, why you would make a good Trustee or Treasurer for the Trust, and what skills and experience you would bring to the organisation.

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

### **Key responsibilities of Trustees**

- *Act in the Trust's best interest* – you will need to ensure that the Trust carries out its purposes, you will need to think strategically in both the short and long term, and you must ensure that any of your conflicts of interest or loyalty are suitably managed.
- *Manage the Trust's resources responsibly* – you will need to act with a duty of sound judgement and you will need to ensure that the Trust's resources are only used to support or carry out its purposes.
- *Act with reasonable care and skill* – you will be jointly and severally responsible for governing the Trust and so you need to use reasonable care and skill, make use of your skills and experience, commit enough time, thought and energy to the role as required (see 'Further information' below).
- *Ensure the Trust is accountable* – you will need to ensure the Trust complies with statutory accounts and reporting requirements, and you will need to be able to demonstrate that the Trust is complying with the law, well run and effective.

### **Desirable, but not essential, expertise, skills and abilities**

- Knowledge and understanding of issues relating to local/community economic development, urban regeneration, town centres/high streets/markets, migrant and minoritised communities, community activism and/or small/community businesses
- Experience in finance and business management, with a background in fundraising and business development
- Understanding charity finances, fundraising policies, governance and compliance
- Knowledge of voluntary sector monitoring and evaluation processes
- Experience in communicating publicly and overseeing local campaigns

- Strength in diversity policies from a gender, race, lived experience and/or geographies perspective
- Ability to think strategically and advise on key issues
- Thorough and analytical approach
- Experienced and effective contributor to committee work
- Ability and willingness to act as an ambassador for the Trust

### **Specific responsibilities of the Treasurer**

The treasurer will be expected to lead at board level on:

- Making sure the charity keeps proper accounts
- Reviewing the charity's financial performance, including budgets and forecasts
- Drawing up or reviewing policies for finance and investment
- Ensuring that the charity has robust and effective financial controls in place
- Liaising with finance staff and with the charity's independent examiner or auditor

### **Further information**

Annual salary: £nil – this role is voluntary

Allowances: Reasonable expenses paid subject to funding

Term: expected term of office is three years

Appointment date: June 2022

Time commitment: approximately one day a month